



COVER SUPERVISOR – JOB SPECIFICATION

| | Essential | Desirable | How Identified |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Education & Qualifications | <ul style="list-style-type: none"> • 5A*-C GCSEs including English and Mathematics • Evidence of good numeracy/literacy skills | <ul style="list-style-type: none"> • Level 3 and / or 4 qualifications | <ul style="list-style-type: none"> • Application form |
| Relevant Experience | <ul style="list-style-type: none"> • Ability to present information to a variety of audiences | <ul style="list-style-type: none"> • Experience of working in a secondary school | <ul style="list-style-type: none"> • Application/supporting statement/ Interview |
| Specialist Knowledge | <ul style="list-style-type: none"> • Ability to find solutions to problems • ICT Literate • Ability to use a range of strategies to build relationships with pupils so as to command their respect and deal with classroom behaviour as a whole and, also, individual behaviour needs in order to produce a constructive working environment in class | <ul style="list-style-type: none"> • Knowledge and understanding of the School's Policies for Behaviour Management, Health & Safety, SEN and Equal Opportunities • Evidence of appropriate knowledge of first aid | <ul style="list-style-type: none"> • Supporting statement/Interview/ References • Observation |
| Interpersonal Skills | <ul style="list-style-type: none"> • Ability to relate to teachers, other professionals, parents and students • Ability to work constructively as part of a team and understand classroom roles and responsibilities and your own position with these. • Ability to work on own initiative • Ability to be firm and fair in dealing with young people | <ul style="list-style-type: none"> • Ability to adapt to change and work under pressure | <ul style="list-style-type: none"> • Supporting statement Interview/ References • Observation |
| Other | <ul style="list-style-type: none"> • Ability to relate to and promote the ethos of the school • Willingness to undertake training as required • Excellent attendance and punctuality • Smart personal appearance • Flexible Attitude • Team Player • Positive • Enthusiastic • Calm | <ul style="list-style-type: none"> • Sense of humour • Optimistic attitude | <ul style="list-style-type: none"> • Supporting statement/Interview • Observation |