



Marden High School

COVER SUPERVISOR – PERSON SPECIFICATION

	Essential	Desirable	How Identified
Education & Qualifications	5A*-C GCSEs including English and Mathematics - Evidence of good numeracy/literacy skills	Level 3 and / or 4 qualifications	Application form
Relevant Experience	Ability to present information to a variety of audiences	Experience of working in a secondary school	Application/supporting statement/ Interview
Specialist Knowledge	- 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	- Knowledge and understanding of the School's Policies for Behaviour Management, Health & Safety, SEN and Equal Opportunities - Evidence of appropriate knowledge of first aid	- Supporting statement/Interview/ References - Observation
Interpersonal Skills	- 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	Ability to adapt to change and work under pressure	- Supporting statement Interview/ References - Observation
Other	- 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 - Good record of health/attendance - Satisfactory safeguarding checks	- Sense of humour - Optimistic attitude	- Supporting statement/Interview - Observation - References/interview/satisfactory completion of our safeguarding procedures, including a DBS check