

### Person Specification - Cover Supervisor

Minimum Essential requirements		Method of Assessment
<b>Work Related Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to form positive relationships with children and adults</li> <li>• Ability to persuade and motivate learners</li> <li>• Good interpersonal skills</li> <li>• Effective communication skills</li> <li>• The ability to work with tact and diplomacy</li> <li>• The ability to remain calm and patient in difficult situations</li> </ul>	Application form/Interview Interview Interview Interview Application form/Interview Interview
<b>Experience/Education</b>	<ul style="list-style-type: none"> <li>• Evidence of understanding and commitment to education</li> <li>• Good basic education (including GCSE grade A* - C in Maths and English)</li> <li>• Good ICT skills including good working knowledge of a variety of Google applications</li> <li>• Experience or ability to carry out administrative tasks, including the ability to present work clearly and professionally</li> <li>• Experience of working in a mainstream secondary education setting.</li> <li>• A flexible approach to working</li> </ul>	Application form/Interview
<b>Training</b>	<ul style="list-style-type: none"> <li>• A commitment to training and development</li> <li>• Ability to work with or without direct supervision</li> </ul>	Application form/Interview Application form/Interview