

Simon Balle All-through School

Cover Supervisor

Person Specification

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All adults are required to adhere to the school's safeguarding policies and practices.

As part of the School's safe recruitment procedures all staff undergo the enhanced DBS check.

		<i>Essential/ Desirable</i>
1.	Experience	
1.1	Working with young people within a school classroom setting, preferably within the secondary age range and with whole classes	D
1.2	Efficient administration and good organisation.	E
2.	Qualifications/Training	
1.1	Minimum of GCSE English and Maths at Grade C or above or equivalent e.g. NVQ level 2	E
1.2	A levels	D
3.	Knowledge, Skills and Abilities	
3.1	Communicate effectively orally and in writing to a range of audiences.	E
1.2	Build effective relationships with young people, providing support for their learning and setting clear boundaries for them.	E
1.3	Build effective relationships with teachers and other school staff.	E
1.4	Participate in discussions in an informed and sensitive manner.	E
1.5	Use ICT for administration purposes and a willingness to use it with students.	E
1.6	The ways in which this post can support the ethos of the school which is committed to focusing on learning and raising achievement.	E
1.7	Strategies to ensure excellent student behaviour.	E
4.	Personal Qualities	
4.1	Excellent attendance and punctuality	E
4.2	Hard working, flexible and reliable	E
4.3	Positive and optimistic	E
4.4	The ability to work under pressure and maintain a sense of humour	E
4.5	A genuine commitment to and liking for young people, and high expectations for their progress and welfare	E
4.6	The confidence to manage and supervise effectively whole classes	E
4.7	A commitment to the promotion of equality of opportunity and inclusion in all aspects of school life, practical strategies for achieving this, and an understanding of the implications of this post.	E

