



COVER SUPERVISOR – PERSON SPECIFICATION

Salary Grade: G4

Hours of Work: 29 hours 10 minutes per week, term-time only (Monday – Friday: 8.30am – 3.00pm; 40 minute lunch break)

| Training and Qualifications: | Essential | Desirable | Source: A-Application I- Interview R- Reference |
|---|-----------|-----------|--|
| Minimum 5 A*-C grades at GCSE including English & Maths or equivalent Level 2 qualifications | ✓ | | A |
| Knowledge of GCSE requirements | ✓ | | A |
| Knowledge of literacy support programmes | | ✓ | A I |
| First Aid Certificate or willingness to undergo training in first aid | ✓ | | A I |
| Proficient use of ICT | ✓ | | A I |
| Experience: | | | |
| Previous experience of working with children | ✓ | | A I R |
| Previous experience of a classroom environment, preferably KS3-4 | | ✓ | A I R |
| Personal Qualities and Abilities: | | | |
| Professional appearance and demeanour | ✓ | | A I R |
| The ability to form good relationships and communicate well with pupils | ✓ | | I R |
| The ability to deal calmly with pupils and avoid confrontation | ✓ | | A I R |
| The ability to engage constructively with and relate to a wide range of young people and families/carers with different ethnic and social backgrounds | ✓ | | A I R |
| Ability to work effectively with, and command the confidence of, teaching staff and senior management within the school | ✓ | | I R |
| Ability to identify potential barriers to learning and jointly engage in strategies to overcome these barriers | ✓ | | I |
| Be enthusiastic and have the ability to motivate pupils | ✓ | | I R |
| A working knowledge of the National Curriculum | | ✓ | I |
| Be willing to undertake relevant professional development | | ✓ | A I |
| Energetic and dedicated | ✓ | | A I R |
| Well organised and patient | ✓ | | A I R |

| Strengthening the Community: | Essential | Desirable | Source |
|---|------------------|------------------|---------------|
| Support and seek to develop the distinctive ethos of the school. | ✓ | | I R |
| Collaborate and network with other schools. | ✓ | | A I R |
| Recognise and take account of the richness and diversity of the school's communities. | ✓ | | I |
| Build and maintain effective relationships with parents, carers, partners and the community that enhance the education of all pupils. | ✓ | | A I R |

| Other Requirements: | Essential | Desirable | Source |
|--|------------------|------------------|---------------|
| Application forms should be completed in full, without error. | ✓ | | |
| Personal Statement should be clear and concise. | ✓ | | |
| Personal Statement should address the criteria identified in the person specification. | ✓ | | |

| Confidential References and Reports: | Essential | Desirable | Source |
|---|------------------|------------------|---------------|
| Written reference(s) only will be considered. | ✓ | | |
| References will confirm professional and personal knowledge, skills and abilities as referred to above. | ✓ | | |
| Positive recommendation from current employer. | ✓ | | |