### PERSON SPECIFICATION

**POST: COVER SUPERVISOR**

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|  | **ESSENTIAL** | **DESIRABLE** | **METHODS OF ASSESSMENT** |
| **APPLICATION**  | * Well-constructed application form
 |  | Application Form |
| **QUALIFICATIONS** | * Minimum of 5 GCSE or GCE ‘O’ Levels (minimum A\*- C) including English and Maths
* Evidence of having undertaken continued and recent professional development
 | * First aid training
* ICT qualification
 | Application Form |
| **KNOWLEDGE & EXPERIENCE** | * Experience of working with young people in an educational environment
* Experience of using ICT to support learning
* Knowledge of teaching pedagogy & practice
* Analyse and evaluate information
 | * Experience of working in a secondary school
* Knowledge of Sims
 | Application FormReferencesInterview |
| **SKILLS AND ABILITIES** | * Good inter-personal and communication skills
* Good organisational skills
* Ability to remain calm in challenging circumstances
* High Level of literacy and numeracy skills
 |  | Application FormReferencesInterview |
| **PERSONAL QUALITIES** | * Reliable flexible and adaptable
* Integrity, initiative and self-motivation
* A desire to work in a school environment and promote the positive ethos of the school
* Interest in young people and their education
* Ability to present as a role model to students in speech, dress, behaviour and attitude
 |  | ReferencesInterview |