### 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 Form  References  Interview |
| **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 Form  References  Interview |
| **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 |  | References  Interview |