**Glendene Arts Academy**

**Cover Supervisor**

**Person Specification and Selection Criteria**

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

**Essential** to carryout role minimum required standard

**Desirable** but not essential to carryout role.

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| **Education / Qualifications / Experience** |  |  |
| 4 GCSE’s Grade A – C (including English and Mathematics) or NVQ Level 2/3 (in relevant subject) or equivalent  |  |  |
| Qualification (degree level) in a professional area with relevance to young people |  |  |
| Working experience or employment with relevance to education and young people |  |  |
| Administration and use of data for record keeping and evaluation |  |  |
| Any supervisory experience |  |  |
| **Skills / Abilities**  |
| Ability to communicate effectively |  |  |
| Excellent interpersonal skills |  |  |
| Committed to the principles of equality and diversity |  |  |
| Experience in a support role within education |  |  |
| Experience supporting low ability students |  |  |
| The ability to utilise IT software |  |  |
| Ability to relate to teachers and other professionals |  |  |
| Professionalism |  |  |
| Full driving licence |  |  |
| Trained First Aider |  |  |
| **Personal Qualities**  |  |  |
| The Cover Supervisor must be able to offer a firm but friendly approach and be self-confident in dealing with young people |  |  |
| Ability to promote the positive ethos of the school  |  |  |
| Enjoy working with young people |  |  |
| Good team player |  |  |

**In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:**

* **motivation to work with children and young people.**
* **ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
* **emotional resilience in working with challenging behaviours.**
* **attitudes to use of authority and maintaining discipline.**

**Any offer of employment will be subject to receipt of a satisfactory DBS Disclosure and identity verification.**

**Glendene Arts Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**