**Wellfield Community School**

Person specification for the post of

**Cover Supervisor**

Grade 4

37 hours per week – term time only

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| **Criteria** | **Essential** | **Desirable** |
| * Education and Experience | * 4 GCSEs at grade ‘C’ or above (including English and Maths), or equivalent * Experience of working with young people as individuals or in groups | * HLTA or equivalent qualification |
| * Knowledge and Understanding | * Understanding of behaviour management strategies | * Knowledge and understanding of the National Curriculum |
| * Skills | * Excellent organisational skills * Excellent language and communication skills * Ability to work to deadlines * Ability to follow instructions & take advice * Sound IT skills to support learning and maintain electronic records | * Basic knowledge of SIMs * Experience of display work |
| * Abilities | * Able to form and maintain appropriate professional relationships with students * Ability to organise classroom activities including resources * Ability to work within a team * Ability to deal with sensitive information in a confidential manner * Ability to supervise pupils effectively both in and out of school in line with the school’s policy * Ability to use own initiative and work flexibly * Ability to record using a data capture system | * A commitment to provide a responsive and supportive service |
| * Other | * Understanding and a genuine commitment to equal opportunities * A sense of humour |  |