**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
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| * Knowledge and Understanding
 | * Understanding of behaviour management strategies
 | * Knowledge and understanding of the National Curriculum
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| * 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
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| * 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
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| * Other
 | * Understanding and a genuine commitment to equal opportunities
* A sense of humour
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