

Cover Supervisor and Support

PERSON SPECIFICATION

E= Essential, D = Desirable

	E	D
Skills/Knowledge		
Ability to build positive relationships with pupils, staff and other stakeholders		
Good communication skills, able to clarify and explain instructions verbally and in writing		
Able to self-manage as well as work in a team		
Professionally discrete and able to respect confidentiality		
Effective use of ICT		
Basic knowledge of first aid and willingness to undertake appropriate qualifications in order to fulfil the role of a first aider		
Ability to understand school policies and apply them consistently		
Well organised and able to manage own workload		
Ability to undertake varied duties as defined in the Job Description		
Awareness of safeguarding and child protection practices		
Able to contribute to wider school initiatives		
Experience		
Experience of working in a school or a similar learning environment		
Qualified teacher status		
Qualifications		
Good literacy and numeracy skills.		
Good general level of education to Level 3 (A level or L3 BTEC)		
Degree		
First aid qualification		
Attributes		
Commitment to an ethos of high standards, personal fulfilment, academic success and to improving the life chances of young people		
A pro-active approach to dealing with issues		
Ability to critically evaluate your own performance and make any necessary changes to be more effective		
The ability to remain calm under pressure		
Discretion and diplomacy		