

## PERSON SPECIFICATION- Cover Supervisor

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

<b>Qualifications &amp; Training</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> 4 GCSE's Grade A* – C (including English and Mathematics)	E	Application form
<input type="checkbox"/> NVQ Level 3 (in relevant subject) or equivalent	E	
<input type="checkbox"/> Qualification (degree level) in a professional area with relevance to young people	D	
<input type="checkbox"/> Working experience or employment with relevance to education and young people	D	
<input type="checkbox"/> Administration and use of data for record keeping and evaluation.	E	
<input type="checkbox"/> Qualified Teacher status	D	
<input type="checkbox"/> Any supervisory experience	D	
<b>Knowledge &amp; Experience</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Experience in a support role within education	D	Application form / Interview / Reference/ Task (if applicable)
<input type="checkbox"/> Experience supporting low ability students	D	
<input type="checkbox"/> Experience delivering Literacy/Numeracy development programmes	D	
<input type="checkbox"/> The ability to utilise IT software	E	
<input type="checkbox"/> Ability to relate to teachers and other professionals	E	
<input type="checkbox"/> Trained First Aider	D	
<input type="checkbox"/> Willingness to train as a First Aider and take on the role.	E	
<b>Skills &amp; Key Criteria</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Ability to communicate effectively	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Excellent interpersonal skills	E	
<input type="checkbox"/> Committed to the principles of equality and diversity	E	
<input type="checkbox"/> Full driving licence	D	
<b>Personal Attributes</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> The Cover Supervisor must be able to offer a firm but friendly approach and be self-confident in dealing with young people	E	Application form/Interview/
<input type="checkbox"/> Ability to promote the positive ethos of the school	E	

<input type="checkbox"/> Enjoy working with young people	E	Task (if applicable)
<input type="checkbox"/> Good team player	E	
<b>Equal Opportunities</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	
<b>Safeguarding</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Commitment to the protection and safeguarding of children and young people	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people	D	