

## **Cover Supervisor Person Specification**

		Essential	Desirable	Evidence
Experience	<ul> <li>Experience of working with young people/children.</li> <li>Experience of working in a school environment.</li> <li>Experience of using SIMS</li> </ul>	✓ 	√ ✓	Application form/interview/ references Application form/interview/ references
Qualifications	<ul> <li>Minimum of 5 GCSEs A* - C or equivalent including maths &amp; English.</li> <li>Relevant NVQ 3 qualification</li> <li>Degree in National Curriculum subject.</li> <li>First aid certificate</li> </ul>	✓	√ √ √	Application form/Certificates Application form/ Certificates
Knowledge /Skills	<ul> <li>Can use ICT effectively to support learning and for administrative purposes.</li> <li>Ability to relate well to children and adults.</li> <li>High expectations with regard to standards and behaviour.</li> <li>Good understanding of child development and learning processes.</li> <li>Understanding of statutory frameworks relating to teaching.</li> <li>Working knowledge of national curriculum.</li> <li>Good organisational skills.</li> <li>Commitment to safeguarding and promoting the welfare of children.</li> </ul>		✓ ✓	Application form/ References/Interview Application form/ References/Interview Application form/ References/Interview Application form/ References/Interview Application form/ References/Interview Application form/ References/Interview Application form/ References/Interview Enhanced DBS check
Personal Qualities	<ul> <li>Ability to work independently and as part of a team</li> <li>Excellent communication and interpersonal skills</li> <li>Flexibility and adaptability in order to be able to mix and work with a wide range of people.</li> <li>Caring attitude towards pupils and parents</li> <li>Evidence of being able to build and sustain effective working relationships.</li> <li>Tactful, discreet &amp; patient</li> <li>Enthusiastic &amp; self-motivated</li> <li>Able to use own initiative</li> </ul>			Application form/ References/Interview Application form/ References/Interview Application form/ References/Interview Application form/ References/Interview Application form/ References/Interview Application form/ References/Interview Application form/ References/Interview Application form/ References/Interview Application form/ References/Interview Application form/ References/Interview