

Cover Supervisor Person Specification

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