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PERSON SPECIFICATION

Post title:	**Cover Supervisor**
Academy:	**Oxclose Community Academy**
Reporting to:	**Assistant Headteacher – Quality of Education**
Salary/pay range:	**Scale point 7-11,** **£27,274 - £29,071 FTE** **£23,532 - £25,083 (actual salary)**
Hours of work:	**37 hours per week, Term Time only**

The successful candidate will meet the criteria detailed within this person specification. 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.

Qualifications & Training	Essential	Desirable	How Identified
2 GCSE's Grade A* – C (including English and Mathematics)	**X**		**Application**
NVQ Level 3 (in relevant subject) or equivalent		**X**	
Qualification (degree level) in a professional area with relevance to young people		**X**	
Working experience or employment with relevance to education and young people		**X**	
Administration and use of data for record keeping and evaluation.		**X**	
Qualified Teacher status		**X**	
Any supervisory experience		**X**	
Personal Attributes	**Essential**	**Desirable**	**How Identified**
Are highly **ambitious** for self and organisational growth	**X**		**Application** **Interview** **Task**
Are **brave** in leadership decision making, being innovative and forging new paths	**X**		
Are **curious** to identify solutions based on rigorous evidence and research	**X**		
Are **determined** to overcome obstacles and resilient in the face of challenge	**X**		
Are open minded to bringing about **extraordinary** change which may challenge the norm	**X**		
Are **fast** and nimble to address emerging needs and underperformance	**X**		
Are **good**, moral, truthful and treat others with respect	**X**		

Knowledge & Experience	Essential	Desirable	How Identified
Experience in a support role within education		X	Application Interview Task
Experience supporting low ability students		X	
Experience delivering Literacy/Numeracy development programmes		X	
The ability to utilise IT software	X		
Ability to relate to teachers and other professionals	X		
Trained First Aider or willingness to train as a First Aider and take on the role.	X		
Skills	**Essential**	**Desirable**	**How Identified**
Ability to communicate effectively	X		Application Interview Task
Excellent interpersonal skills	X		
Committed to the principles of equality and diversity	X		
Demonstrate an acceptance of, and a commitment to, the principles of the Trust's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	X		
Committed to equal opportunities policies relating to gender, race and disability in an educational context	X		
Safeguarding	**Essential**	**Desirable**	**How Identified**
Committed to the protection and safeguarding of children and young people	X		Application Interview Task
Demonstrate up to date knowledge of relevant legislation and guidance in relation to working with young people	X		