



## PERSON SPECIFICATION – Cover Supervisor

Criteria	Essential	Desirable
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>• 5 GCSE's or equivalent, including Maths and English</li> <li>• First Aid qualification</li> <li>• Any additional teaching/educational qualifications</li> </ul>
<b>Work or relevant experience</b>	<ul style="list-style-type: none"> <li>• Ability to plan and organise effectively</li> <li>• Ability to work with small groups or an individual student</li> </ul>	<ul style="list-style-type: none"> <li>• At least 4 - 5 years relevant experience working in an educational setting</li> <li>• Experience of classroom administration support</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• A knowledge of school based education including child development</li> </ul>	
<b>Skills and Abilities (relevant to post)</b>	<ul style="list-style-type: none"> <li>• Ability to supervise whole classes</li> <li>• Good communication skills and ability to relate well to children, staff and parents</li> <li>• Evidence of working well as part of a team</li> <li>• ICT and the willingness to update skills and undertake further training</li> <li>• Ability to observe, monitor and provide constructive feedback on students' progress.</li> <li>• Sufficiently fluent in spoken English to ensure effective performance in the role</li> </ul>	<ul style="list-style-type: none"> <li>• Specialist skills, training or experience e.g. Art, Music, ICT, display etc.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to bring to the role, initiative, enthusiasm and commitment</li> <li>• Flexibility and reliability</li> <li>• Willingness to develop skills with further training</li> </ul>	
<b>Special Condition</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.</li> </ul>	

