

**THE POST: COVER SUPERVISOR  
PERSON SPECIFICATION**

<b>QUALIFICATIONS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Excellent literacy and numeracy skills		√
5 GCSEs A-C, or equivalent		√
A qualification relating to supervising and/or directing pupil activity		√
First Aid Qualification		√
Honours degree		√
<b>EXPERIENCE</b>		
Knowledge and experience of working in an educational environment.	√	
Experience of working with children/young people	√	
Experience of working as part of a multi-disciplinary team	√	
Classroom supervision and behaviour management skills and techniques		√
<b>KNOWLEDGE AND SKILLS</b>		
Ability and a commitment to work flexibly and to respond to unplanned situations		√
Ability to work independently, to manage own workload and use initiative but also able to work constructively as part of a team		√
Knowledge of individual and specific emotional, behavioural and physical needs		√
Classroom supervision and pupil behaviour management skills and techniques.		√
Understanding of the practical application of school procedures		√
Ability to use ICT packages and equipment effectively		√
Basic understanding of child development and learning principles		√
Excellent communication skills, both verbal and written		√
<b>PERSONAL QUALITIES</b>		
Ability to instil confidence in young and vulnerable children	√	
Ability to deal confidentially, impartially and appropriately with situations	√	
Patience, tolerance and sensitivity	√	
Good interpersonal skills and the ability to establish rapport with individuals adults and students	√	
Efficient and meticulous in organisation	√	
A desire to develop skills and knowledge through CPD		√
Ability to work additional hours as required		√
Commitment to the highest standards of child protection and safeguarding of our students	√	
Recognition of the importance of personal responsibility for Health and Safety	√	
Commitment to learning the school's behaviour management policy and practices and to implementing these procedures effectively and consistently.	√	
Commitment to the school's ethos, aims and its whole community	√	