



Cover Supervisor - Person Specification

JOB REQUIREMENT		Evidence	Scoring Method
Qualifications and Experience	A good standard of education including literacy and numeracy at level 2 or equivalent	A/V	Pass/Fail
	A level 3 (or higher) qualification (or equivalent)	A/V	Pass/Fail
	Team Teach trained (or willingness to work towards)	A/I	Numerical Scale
	Demonstrable experience of working with young people in an educational setting	A/I	Numerical Scale
	Experience of supporting students with SEND/SEMH/Vulnerable groups	A/I	Numerical Scale
Knowledge and Skills	Excellent ICT skills including a good working knowledge of Microsoft 365 Applications i.e. Word, Excell, Outlook, Teams etc	A/I	Numerical Scale
	Good working knowledge of classroom management strategies	A/I	Numerical Scale
	Good working knowledge of SEND and Inclusion	A/I	Numerical scale
	Knowledge of age-appropriate curriculum content	I	Numerical scale
	Knowledge and understanding of adaptive teaching techniques	I	Numerical Scale
	Proven ability of delivering effective classroom supervision and providing a supportive ethos of the learning environment	A, I	Numerical Scale
	Proven ability of completing administrative tasks such as the recording and monitoring of data (i.e. student attendance)	A, I	Numerical Scale
Values and Behaviours	<i>Interacting and Presenting - Presenting and Communicating Information</i> Speaks clearly and fluently; expresses opinions, information and key points of a debate clearly; makes presentations and undertakes public speaking with skill and confidence; responds quickly to the needs of an audience and to their reactions and feedback; projects credibility.	I	Numerical Scale
	<i>Organising and Executing - Following Instructions and Procedures</i> Appropriately follows instructions from others without unnecessarily challenging authority; Follows procedures and policies; Keeps to schedules; Arrives punctually for work and meetings; Demonstrates commitment to the organisation; Complies with legal obligations and safety requirements of the role	I	Numerical scale
	<i>Supporting and Co-operating - Working with People</i> Demonstrates an interest in and understanding of others; adapts to the team and builds team spirit; recognises and rewards the contribution of others; listens, consults others and communicates proactively; supports and cares for other, using sensitivity, empathy and emotional intelligence; develops and openly communicates self-insight. Effectively diffuses challenge and conflict.	I	Numerical scale
	<i>Supporting and Co-operating - Adhering to Principles and Values</i> Upholds ethics and values; Demonstrates integrity; Promotes and defends equal opportunities, builds diverse teams; Encourages organisational and individual responsibility towards the community and the environment	I	Numerical scale
	<i>Adapting and Coping - Coping with Pressures and Setbacks</i> Works productively in a pressurised environment; keeps emotions under control during difficult situations; maintains a positive outlook at work; handles feedback well and learns from it.	I	Numerical scale
	<i>Adapting and Coping - Adapting and Responding to Change</i> Adapts to changing circumstances; Accepts new ideas and change initiatives; Adapts interpersonal style to suit different people or situations; Shows respect and sensitivity towards cultural and religious differences; Deals with ambiguity, making positive use of the opportunities it presents	I	Numerical scale

* A = application, I = interview (including tasks), V = pre-employment vetting checks

TEAL is committed to safeguarding and promoting the safety and welfare of children and young people and expects all staff to share the commitment. All appointments will, therefore, be subject to a satisfactory Enhanced Level Disclosure and Barring Service Clearance as well as all other relevant pre-employment vetting checks.