



Person Specification – Cover Supervisor

JOB REQUIREMENT		Essential	Preferred	* How assessed
Qualifications, knowledge and experience	A* to C in GCSE English and Mathematics or equivalent	✓		A
	Educated to degree level or equivalent		✓	A
	ICT skills including Microsoft packages to be able to complete routine administrative tasks	✓		A
	Previous experience of working with young people	✓		A & I
	Previous experience of working in a school		✓	A & I
	Supervising groups of pupils		✓	A & I
	Supporting pupils with special educational needs		✓	A & I
Personal and interperso	Working with People Demonstrates an interest in and understanding of others; Listens, consults others and communicates proactively; supports and cares for others; develops and openly communicates self-insight	✓.		A and I
	Relating and Networking Establishes good relationships with customers and staff; builds wide and effective networks of contacts inside and outside the organisation; relates well to people at all levels; uses humour appropriately to enhance relationships with others	✓.		A and I
	Planning and Organising Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; manages time effectively; identifies and organises resources needed to accomplish tasks; monitored performance against deadlines and milestones	✓.		A and I
	Learning and Researching Rapidly learns new tasks and quickly commits information to memory; gathers comprehensive information to support decision making; demonstrates a rapid understanding of newly presented information; encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and pupil feedback); manages knowledge (collects, catalogues and disseminates knowledge of use to the organisation	✓.		A and I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		A & I
	Enhanced DBS disclosure (<i>to be completed by preferred candidate following interview</i>).	✓		C
	Willingness to undertake safeguarding training when required.	✓		I

* A = application, C = clearances, I = interview, T = task