

# Person Specification

THE POST: Cover Supervisor

Criteria	Essential	Desirable
<b><u>Educational Qualifications</u></b>	<ul style="list-style-type: none"> <li>➤ Good educational background with minimum 5 GCSE A*-C (or equivalent) including English Language &amp; Maths</li> </ul>	<ul style="list-style-type: none"> <li>➤ Educated to degree level</li> <li>➤ Specialism in English or Maths</li> </ul>
<b><u>Experience</u></b>	<ul style="list-style-type: none"> <li>➤ Experience of working with young people</li> <li>➤ Experience of organising own workload</li> </ul>	<ul style="list-style-type: none"> <li>➤ Experience of working as a Cover Supervisor or related role, e.g. Teaching Assistant, Instructor etc.</li> <li>➤ Experience of delivering activities to small groups</li> </ul>
<b><u>Skills/Abilities</u></b>	<ul style="list-style-type: none"> <li>➤ Ability to gain the respect of students</li> <li>➤ Excellent communication skills, oral and written</li> <li>➤ Ability to use own initiative</li> <li>➤ Good organisational skills</li> <li>➤ Good listening skills</li> <li>➤ Sensitivity and empathy</li> <li>➤ Strong interpersonal skills</li> <li>➤ Excellent ICT skills</li> <li>➤ Ability to adapt to change</li> <li>➤ Ability to learn quickly</li> </ul>	
<b><u>Knowledge and Understanding</u></b>	<ul style="list-style-type: none"> <li>➤ Appreciation of absolute confidentiality of information received in school</li> <li>➤ Understanding of <i>Every Child Matters</i></li> <li>➤ Understanding of safeguarding and child protection</li> </ul>	
<b><u>Other Requirements</u></b>	<ul style="list-style-type: none"> <li>➤ Approachable</li> <li>➤ Committed</li> <li>➤ A willingness to work hard with enthusiasm and vision with a can do attitude</li> <li>➤ Able to motivate self and others</li> <li>➤ Ability to remain calm under pressure</li> <li>➤ Willingness to undertake training, as required</li> <li>➤ Ability to respond positively to feedback and adapt strategies accordingly</li> <li>➤ Willingness to take a full and active role in college life</li> <li>➤ Flexibility and open to change</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ambition to pursue a route into teaching and/or other roles within education</li> <li>➤ Willingness to learn new skills</li> </ul>

<b><u>Safeguarding Competencies</u></b>	<ul style="list-style-type: none"><li>➤ Demonstrates empathy for the concerns of others</li><li>➤ Shows respect for other’s feelings, views and circumstances</li><li>➤ Seeks and uses professional support appropriately</li><li>➤ Can demonstrate flexibility of approach</li><li>➤ Shows a personal commitment towards safeguarding children</li></ul>	
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