

**Cover Supervisor  
PERSON SPECIFICATION**

	<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Application Form</b>	<b>Certificates</b>	<b>Selection Process</b>	<b>Reference</b>
<b>Qualifications</b>	Good numeracy/literacy skills.	✓		✓	✓		
	GCSE (or equivalent) Grade 4 or above in English and Maths.	✓		✓	✓		
	Higher education qualification		✓	✓	✓	✓	
	First Aid qualification (desirable)		✓	✓	✓	✓	
<b>Skills and Experience</b>	Effective use of ICT software packages and use of relevant equipment and resources to support learning.	✓		✓		✓	✓
	Knowledge of relevant policies/codes of practice/legislation.	✓		✓		✓	
	Good communication skills at all levels, coupled with good listening skills.	✓		✓		✓	
	Ability to organise own workload in the context of varied tasks.	✓		✓		✓	
	Ability to relate well to children and adults	✓		✓		✓	
	Record of good time management skills and ability to prioritise work effectively.	✓		✓	✓	✓	
	Excellent communication and interpersonal skills and the ability to convey accurate information and respond well to individuals at all levels.	✓		✓		✓	
	Work effectively using own initiative and under direction.	✓		✓		✓	
	Ability to gain the respect of students.	✓		✓		✓	
	Able to apply behaviour management policies and strategies.	✓		✓		✓	
	Ability to encourage students to learn using pre-set material.	✓		✓		✓	
	Work calmly under pressure and meet tight deadlines.	✓		✓		✓	
	Work constructively as part of a team, understanding school roles and responsibilities, and your own position within these.	✓		✓		✓	
	Ability to identify own training and development needs	✓		✓		✓	
	Professional approach to duties and presentation.	✓		✓		✓	
The ability to demonstrate respect for diversity and to promote equal opportunity for all and inclusion.	✓					✓	
<b>Personal Qualities:</b>	Be proactive, work diligently and able to show initiative	✓				✓	
	Sensitivity to the needs of others	✓				✓	
	A helpful, calm and organised manner.	✓		✓		✓	