



PERSON SPECIFICATION: COVER SUPERVISOR PLUS

Attributes	Specification	E = Essential D = Desirable	Criteria measured: Interview = I Application Form = AF Task = T
Knowledge	The National Curriculum.	E	AF/I
	Inclusion, especially within a school setting.	E	AF/I
	Behaviour management strategies.	E	AF/I/T
	Child Protection procedures.	E	AF/I
	Relevant legislation relating to school attendance and behaviour.	D	AF/I
	Strategies to improve attendance.	D	AF/I
	Examination procedures.	D	AF/I
Skills and Abilities	Ability to work effectively within a team environment, understanding classroom roles and responsibilities.	E	AF
	Ability to build effective working relationships with all students, parents/carers and colleagues.	E	AF/I/T
	Ability to manage a classroom.	E	AF/I/T
	Numeracy, Literacy and ICT skills.	E	AF/T
	Ability to provide basic clerical and administrative support as required e.g. student record keeping, Microsoft Office.	E	AF
	Ability to respond and use initiative in and out of classroom setting.	E	AF/I/T
Qualifications and training	Educated to at least GCSE level.	E	AF
	NVQ Level 3 or equivalent in a relevant discipline.	D	AF
Experience	Experience of working with and/or caring for children (within specified age range).	E	AF
	Above within an educational setting.	D	AF
Professional values and practice	Must be able to demonstrate all of the following: Ability to understand, build and maintain successful relationships with students and colleagues, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners.	E	AF/I/T
Special attributes required of the candidate	Willingness to participate in relevant training and development opportunities.	E	AF/I
	Full driving licence.	E	AF/I
	Flexibility in working hours.	E	AF/I
	Willingness to train to drive the school's minibus.	D	AF/I
	Willingness to take part in extra-curricular activities.	D	AF/I