



**Person specification**

**Cover Supervisor**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
<b>Qualifications</b>	<p>Good general standard of education.</p> <p>Grade 4/C or above in English &amp; Maths GCSE or equivalent.</p> <p>Evidence of recent professional training</p> <p>Willingness to undertake continuing professional development</p>	<p>Relevant teaching assistant NVQ, certificate or diploma / degree.</p> <p>HLTA Status.</p>	<p>A/I/Q</p> <p>A/I/Q</p>
<b>Experience</b>	<p>Experience of working with students.</p> <p>Ability to work with a range of ICT Software</p>	<p>Experience of working in a secondary school environment.</p> <p>Experience of managing people</p> <p>Knowledge of the SIMs system</p>	<p>A/I</p> <p>A/I</p>
<b>Knowledge and skills</b>	<p>Excellent Communication skills both oral &amp; written</p> <p>Ability to maintain confidentiality at all times</p> <p>Ability to act on own initiative and to prioritise own workload</p> <p>Ability to provide support to students and staff</p> <p>Good listener with proven tact &amp; diplomacy</p>	<p>Knowledge of Data Protection Act</p> <p>Health and Safety at Work Act and associated Regulations</p> <p>Knowledge of School practices, policies and procedures</p> <p>Familiarity with a range of academic language and terminology including educational acronyms.</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<b>Character</b>	<p>Ability to meet deadlines &amp; work under pressure</p> <p>Flexibility, Adaptability and the ability to manage change</p> <p>Good organisations skills and self-management</p>	<p>Willingness to support extra- curricular activities and enrichment</p> <p>Basic appreciation of current issues in education</p>	<p>A/I/R</p> <p>A/I/R</p> <p>A/I/R</p>



Attributes	Essential	Desirable	How identified
	Excellent interpersonal skills Ability to work as a team member	Strong disposition to work in a multi-cultural environment and ability to demonstrate an understanding of the issues relating to young people in a learning environment	A/I/R
	Ability to make judgements and act accordingly		I/R
	Enthusiasm & commitment to hard work		I/R
	Good sense of humour	Commitment to networking with colleagues	I

Key

A = Application

I = Interview

Q = Qualification certificates

T = Task

R = Reference