Person Specification

Job Title:	Cover Supervisor
Schoo/Trust:	Benfield School
Job Evaluation Code:	A4534
Date:	June 2019
Status:	Final

Criteria	Essential/ Desirable	Application	Tasks	Interview	Vetting checks
Knowledge and qualifications					
1. Holds Level 2 Basic Skills (Literacy or Numeracy) or equivalent e.g. GCSE Maths and English	E	✓			✓
2. Holds 5 GCSE good passes (e.g. grades A*-C, 5 or above)	D	✓			✓
3. Has relevant academic or professional qualification e.g. Qualified Teacher Status, Higher Level Teaching Assistant	D	✓			✓
4. Awareness of the Key Stage 3 and Key Stage 4 National Curriculum across a range of subjects including awareness of public examination specifications	E	✓		✓	
5. Understanding of how young people learn including the principles of effective teaching, learning and assessment	E	✓		✓	
6. Sound knowledge of policies and protocols regarding vulnerable learners, SEND and behaviour management	E	✓		✓	
7. Evidence of personal commitment to lifelong learning	E	✓		✓	
8. Evidence of CPD in relation to supporting teaching, learning and assessment and vulnerable learners	D	✓		✓	
9. Working knowledge of school policies on attendance, behaviour, safeguarding, teaching and learning, health and safety etc	D	✓		✓	
Experience					
10. Evidence of successful track record of working with learners and parents/carers to improve outcomes for behaviour and attitudes for learning and progress/attainment	E	✓		✓	✓
11. Experience of personally supervising whole classes of students in a secondary school	D	✓		✓	✓
12. Experience of using data about learner outcomes for progress and behaviour to identify, implement and assess the impact of appropriate actions and interventions	E	✓		✓	✓

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13. Experience of working collaboratively with internal colleagues to improve outcomes for young people	E	✓		✓	✓
Skills and competencies					
14. Able to supervise and support students within lessons planned by a teacher across all subjects in Key Stages 3 and 4	E			✓	✓
15. Able to relate well to young people and adults and in particular to establish positive relationships with all learners and parents/carers, often in challenging circumstances	E		✓	✓	
16. Able to implement strategies to overcome barriers to learning and improve behaviour for young people	E		✓	✓	
17. Able to respond positively and effectively to unexpected and challenging problems and situations and resolve or escalate issues as appropriate	E		✓	✓	
18. Is proactive in planning and organising own work to meet targets and deadlines	E			✓	
19. Influencing skills to persuade learners and parents to adopt particular courses of action.	E		✓	✓	
20. Effective verbal and written communication skills for a range of audiences	E	✓	✓	✓	
21. Able to maintain manual and electronic records accurately and on a timely basis and deal appropriately with sensitive information	E			✓	
22. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	E			✓	✓
Personal qualities					
23. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible	E	✓	✓	✓	
24. Is highly motivated to improve outcomes for all learners, particularly those who are vulnerable or have challenging behaviour	E			✓	
Other					
25. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role	E	✓		✓	✓
26. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role	E				✓
27. Two satisfactory references including at least one from the current employer	E		✓		✓