

## PERSON SPECIFICATION - COVER SUPERVISOR

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

<b>Qualifications &amp; Training</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Relevant level 2/3 qualification e.g., <ul style="list-style-type: none"> <li>• Level 2 Support Work in Schools</li> <li>• Level 2 Supporting Teaching and Learning in Schools</li> <li>• Level 3 Cover supervision of Pupils in Schools</li> </ul>	<b>D</b>	Application form/Interview/Task (if applicable)
<input type="checkbox"/> First Aid Qualified (or willing to qualify)	<b>D</b>	
<input type="checkbox"/> Willingness to develop new skills by participating in continual professional development (CPD)	<b>E</b>	
<input type="checkbox"/> Evidence of relevant CPD	<b>E</b>	
<b>Knowledge &amp; Experience</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Knowledge and experience in Key Stage 3/Key Stage 4	<b>D</b>	Application form/Interview/Task (if applicable)
<input type="checkbox"/> Experience of working successfully as a team member	<b>E</b>	
<input type="checkbox"/> Experience of a team approach to problem-solving	<b>D</b>	
<input type="checkbox"/> Experience of working with young people in schools or similar settings	<b>D</b>	
<input type="checkbox"/> Experience of working with parents/carers to support the needs of young people	<b>D</b>	
<b>Skills &amp; Key Criteria</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> A commitment to raising standards for all young people	<b>E</b>	Application form/Interview/Task (if applicable)
<input type="checkbox"/> Ability to prioritise workload effectively to meet deadlines	<b>E</b>	
<input type="checkbox"/> Excellent communication and inter-personal skills, including tact and diplomacy	<b>E</b>	
<input type="checkbox"/> Ability to motivate and manage young people of all abilities	<b>E</b>	
<input type="checkbox"/> Ability to communicate effectively with adults and young people including through written and verbal communication	<b>E</b>	
<input type="checkbox"/> Ability to work sympathetically yet purposefully with challenging young people	<b>E</b>	
<input type="checkbox"/> Ability to take initiative	<b>E</b>	

<b>Personal Attributes</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> A supportive and co-operative team member	<b>E</b>	Application form/Interview/Task (if applicable)
<input type="checkbox"/> Standards driven	<b>E</b>	
<input type="checkbox"/> Willingness to work outside normal academy hours in line with academy and community needs	<b>E</b>	
<input type="checkbox"/> Willingness to travel to multi-site locations across the Trust	<b>E</b>	
<b>Equal Opportunities</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	<b>E</b>	Application form/Interview/Task (if applicable)
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	<b>E</b>	
<b>Safeguarding</b>	<b>Essential/Desirable</b>	<b>How Identified</b>
<input type="checkbox"/> Commitment to the protection and safeguarding of children and young people	<b>E</b>	Application form/Interview/Task (if applicable)
<input type="checkbox"/> Has up-to-date knowledge of relevant legislation and guidance in relation to working with young people	<b>E</b>	