

**BROOMHILL BANK SCHOOL**

**PERSONAL SPECIFICATION –COVER SUPERVISOR**

CRITERIA		ESSENTIAL	DESIRABLE	EVIDENCE BASE / MODE OF ASSESSMENT
<b>SECTION 1: PERSONAL ATTRIBUTES</b>				
1.1	Personable and able to create harmonious relationships with others in the workplace	✓		
1.2	A strong commitment to self-improvement and learning	✓		
1.3	Holder of a valid Full UK driving licence		✓	
1.4	Able to take initiative and accept guidance to improve	✓		
<b>SECTION 2: EDUCATION AND QUALIFICATIONS</b>				
2.1	A sound educational background with good levels of achievement - NVQ Level 2 or GCSE Grade C in Maths and English	✓		
2.2	Good ICT skills and willingness to utilise ICT equipment to deliver lessons	✓		
<b>SECTION 3: EXPERIENCE</b>				
3.1	Experience of working with students of the relevant age	✓		
3.2	Ability to manage whole groups of students within a classroom setting	✓		
3.3	Ability to respond appropriately to questions raised by students	✓		
3.4	Ability to work with a minimum of supervision and within a team	✓		
3.6	Competence in the use of ICT to support teaching and learning	✓		
3.7	Ability to plan, with support, effective action for pupils at risk of underachieving	✓		

<b>SECTION 4: SKILLS AND ABILITIES</b>				
4.1	Must have good organisational ability	✓		
4.2	Must have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations	✓		
4.3	Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment			
4.4	An ability to use own initiative, work independently, motivate and inspire with a creative approach to problem solving	✓		
4.5	Good interpersonal skills with children and adults	✓		
4.6	The ability to critically evaluate own performance	✓		
4.7	Ability to smile when things don't quite go according to plan	✓		
<b>SECTION 5: KNOWLEDGE</b>				
5.1	Knowledge of procedures for supervising pre-prepared learning activities, providing feedback	✓		
5.2	Understanding of principles of child development and learning processes and in particular, barriers to learning	✓		
5.3	Awareness of the need for Child Protection, Confidentiality, Data Protection, Health & Safety legislation and other key policies in schools	✓		
5.4	Knowledge for implementing a range of administrative procedures, including use of relevant ICT packages and systems	✓		
5.5	Knowledge of the GDPR, Data Protection Act and the School's Record Retention Policy and freedom of information protocols	✓		
<b>SECTION 6: EQUAL OPPORTUNITIES</b>				
6.1	Commitment towards adherence to the principles set out within the School's Equality Plan	✓		
6.2	A commitment to promote the concept of equal opportunities in the daily work situation	✓		
6.3	Understanding of and sensitivity to the discrimination that may be experienced by members of minority groups	✓		

*Broomhill Bank School and all its personnel are committed to safeguarding and promoting the welfare of children and vulnerable adults.*