

**THE LENHAM SCHOOL**  
**PERSON SPECIFICATION – COVER SUPERVISOR**

This person specification is related to the requirements of the post as determined by the job description. Shortlisting is carried out on the basis of how well you meet and demonstrate the requirements of the person specification. This information will be obtained from your letter of application.

AREA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Good standard of education (5 x GCSE's – Mathematics, English C or above)</li> </ul>	<ul style="list-style-type: none"> <li>A Qualification relevant to the role.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of supporting learners in a secondary school setting.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of planning or delivering content to students</li> <li>Experience of working with children of all ages and ideally those of secondary age.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Effective use of ICT and other specialist equipment/resources.</li> <li>Knowledge of how a Secondary School functions.</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of relevant policies/codes of practice/legislation.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Be able to work with others to identify and address individual barriers to learning.</li> <li>Be able to use a range of different, personalised teaching and learning strategies.</li> <li>Excellent verbal communication skills- able to give positive feedback to students about strengths and how to improve and develop their skills further.</li> <li>Excellent written communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of the school roles and responsibilities and the position of the cover supervisor with these.</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>Good inter-personal skills and the ability to build positive and professional relationships with students and colleagues.</li> <li>Flexibility, initiative and the ability to maintain a positive approach whilst working under pressure.</li> <li>A warm and welcoming manner.</li> <li>The ability to manage self &amp; time well.</li> <li>Ability to give advice and instruction in a helpful and professional manner.</li> <li>Commitment to safeguard and promote the welfare of children and young people.</li> <li>Able to work supportively as a team member and able to take own initiative when working independently.</li> </ul>	