



Person Specification

Cover Supervisor

The successful candidate will be well motivated, able to use his/her initiative and enjoy the level of responsibility involved in this post.

A = Application R = Reference I = Interview or assessment

A	Qualifications	Essential or Desirable	Assessed via
1	GCSEs or equivalent in English and Mathematics at grade A* to C or 9 to 4	E	A/C
B	Experience and knowledge	Essential or Desirable	Assessed via
1	Demonstrable experience and knowledge of SIMS.	D	A/I/R/C
2	Computer Literate, particularly in use of Microsoft Office.	D	A/R
C	Skills and abilities	Essential or Desirable	Assessed via
1	Ability to develop good relationships with students	E	I
2	Ability to provide classroom cover – within agreed parameters – in the absence of the class teacher	E	A/R
3	Ability to establish positive relationships with pupils and empathise with their needs	E	I/R
4	Ability to demonstrate active listening skills	D	I
5	Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupils to stay on task	E	I
6	Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes	D	I/R
7	Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills	D	A/I/R
8	Ability to assist in the recording of lessons and assessment as required by the teacher	D	A/R
9	Ability to offer constructive feedback to pupils to reinforce self-esteem	D	I/R
10	Ability to work effectively and supportively as a member of the school team	D	R
11	Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities	E	A

D	Motivation	Essential or Desirable	Assessed via
1	Ability to consistently and effectively implement agreed behaviour management strategies	D	I
2	Ability to use language and other communication skills that pupils can understand and relate to	D	I
E	Personal qualities	Essential or Desirable	Assessed via
1	Ability to work under stress	E	R
2	Ability to work under pressure	E	R
3	Must abide by and promote the Academy's Equal Opportunities, Health and Safety and Child Protection Policies	E	I
4	A good attendance record over the previous 2 years of employment.	D	A/R