**BROOMHILL BANK SCHOOL**

**PERSONAL SPECIFICATION –COVER SUPERVISOR**

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| **CRITERIA** | | **ESSENTIAL** | **DESIRABLE** | **EVIDENCE BASE / MODE OF ASSESSMENT** |
| **SECTION 1: PERSONAL ATTRIBUTES** | | | | |
| **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** | **✓** |  |  |
| **SECTION 2: EDUCATION AND QUALIFICATIONS** | | | | |
| **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 a willingness to utilise the ICT equipment to deliver lessons** | **✓** |  |  |
| **SECTION 3: EXPERIENCE** | | | | |
| **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** | **✓** |  |  |

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| **SECTION 4: SKILLS AND ABILITIES** | | | | |
| **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** | **✓** |  |  |
| **SECTION 5: KNOWLEDGE** | | | | |
| **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 and setting** | **✓** |  |  |
| **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** | **✓** |  |  |
| **SECTION 6 : EQUAL OPPORTUNITIES** | | | | |
| **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.***