



## Cover Supervisor Person Specification

		Essential	Desirable
In support of the School's vision and values			
1.	Ability to forgive and forget and to start each day afresh.	✓	
2.	Ability to demonstrate consistent behaviours that reflect the School values, and be committed to supporting the School's vision.	✓	
Qualifications			
3.	Excellent levels of competency in literacy and numeracy, preferably at Grade C or above, or an equivalent qualification.	✓	
4.	TA Level 2 qualification or equivalent experience.	✓	
5.	HLTA qualification or equivalent.		✓
Experience			
6.	Experience of working with learners in the 11-16 age range.	✓	
7.	Experience of working in a learning environment such as a school.	✓	
8.	Experience of ICT packages such as SIMS, powerpoint, word, excel.	✓	
Qualities & Skills			
9.	Ability to prioritise and organise own workload.	✓	
10.	Ability to work effectively within a team.	✓	
11.	Ability to deal with challenging behaviour.	✓	
12.	Flexibility to work outside of school hours.	✓	
13.	Ability to motivate and encourage pupils.	✓	



14.	Displays commitment to the protection and safeguarding of children and young people.	✓	
15.	Good communication skills	✓	
16.	Deal sensitively with people and resolve conflicts.	✓	
17.	Ability to work independently and show initiative.	✓	

## Stage Two

ADDITIONAL REQUIREMENTS		METHOD OF ASSESSMENT
Experience		
1.	Experience of working in a similar role in a school.	Application form/Interview