

Person Specification

Cover Supervisor

Qualifications & Experience	Essential	Desirable
• Educated to degree level or working towards a degree		✓
• Successful management experience		✓
• Recent successful comprehensive school experience of leadership at senior leader level or post of equivalent responsibility within the education sector.		✓
• Successful experience of a learning support role		✓
• Successful experience of working with children		✓
• GCSE Grade A to C or equivalent in English	✓	
• GCSE Grade A to C or equivalent in Maths	✓	
Professional Knowledge and understanding	Essential	Desirable
• Being aware of and working with the School's policies in relation to inclusion, safeguarding and physical contact with students	✓	
• Good working knowledge of ICT to support learning and performance of own role	✓	
• Ability to write reports, letters etc.		✓
• Ability to listen effectively		✓
• Understand and comply with procedures and legislation relating to confidentiality	✓	
• Ability to use clear language to communicate information unambiguously		✓
Abilities and Skills	Essential	Desirable
• Ability to demonstrate effective implementation of the school's behaviour management policy	✓	
• Ability to demonstrate that you encourage the inclusion of pupils with emotional and/or behavioural difficulties in a mainstream setting	✓	
• Detailed understanding of the school curriculum		✓
• Good working knowledge of specialist curriculum area(s), if appropriate		✓
• Detailed understanding of child development		✓
• Good understanding and support the importance of physical and emotional wellbeing		✓
• Ability to make a proactive contribution to the work of the team		✓

• Ability to work with parents and carers to improve support for children	✓	
• Ability to establish rapport and respectful and trusting relationships with children	✓	
• Ability to work effectively with a range of adults and influence the attitudes and opinions of others, as required, gaining their agreement through persuasion to ideas, proposals and courses of action.	✓	
• Contribute to the development and implementation of effective systems to share and safeguard information	✓	
Personal	Essential	Desirable
• Excellent organisational skills	✓	
• Ability to remain calm under pressure	✓	
• Ability to manage own time effectively	✓	
• Ability to ensure deadlines are met	✓	
• Constantly improve own practice/knowledge through self-evaluation and learning from others	✓	
• Demonstrate a clear commitment to develop and learn in the role	✓	
• Demonstrate creativity and an ability to resolve problems independently	✓	
Communication Skills	Essential	Desirable
• Excellent written and oral communication skills for a variety of audiences.	✓	
• Ability to foster an open, equitable culture and manage conflict.	✓	
• Good interpersonal skills	✓	
Other	Essential	Desirable
• Awareness of and promotion of equality	✓	
• Good understanding of Health & Safety	✓	
• Good understanding and effective implementation of safeguarding procedures	✓	