**COVER SUPERVISOR**

**PERSON SPECIFICATION**

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| **JOB REQUIREMENTS** | **Essential** | **Desirable** |
| **Qualifications and Experience** |
| GCSE A\*-C (or equivalent) including English Language and Maths | X |  |
| Relevant Professional and/or management qualification |  | X |
| **Education and Training** |
| Experience of working with students aged 11-16 |  | X |
| Evidence of addressing large groups of students/giving presentations |  | X |
| Experience of providing administration support |  | X |
| ICT Skills | X |  |
| **Skills, Knowledge and Abilities** |
| Competent use of ICT packages | X |  |
| Understand the principles of the teaching and learning process |  | X |
| Ability to work on own initiative with minimum of supervision | X |  |
| Ability to relate well to students, be an effective role model and motivate students to achieve success | X |  |
| Ability to raise standards of attainment and aspiration | X |  |
| Professional manner at all times | X |  |
| Excellent interpersonal and organisational skills | X |  |
| Numeracy and literacy skills | X |  |
| Excellent communication skills, both verbal and written | X |  |
| **Other Job Specific Requirements** |
| A proven record high level of attendance; honest; able to work effectively with little supervision and polite and courteous to all at St Clere’s School | X |  |
| Willingness to be flexible with working hours to respond to the needs of the school | X |  |
| Ability to remain calm under pressure and have a sense of humour | X |  |
| Committed to safeguarding and promoting the welfare of students at St Clere’s School | X |  |
| **Disqualifying Factors** |
| Indication of sexist, racist, or anti disability attitudes or any other attitudes in conflict with the Council’s Equal Opportunities Policy. | X |  |
| An inability to provide relevant documentation which permits working in the UK, e.g. passport, visa and work permit, birth certificate. | X |  |

*Essential requirements (without which a candidate would simply be unable to do the job).*

*Desirable (those which would be useful for the post-holder to possess).*