



PERSON SPECIFICATION

Job Title	Cover Supervisor
Experience	<ul style="list-style-type: none">• Successful recent experience working with school age children (D)
Qualifications	<ul style="list-style-type: none">• NVQ Level 2 (or equivalent) in Literacy and Numeracy (E)• Educated to NVQ Level 3 or above (D)
Knowledge & Skills	<ul style="list-style-type: none">• Basic knowledge of first aid (D)• Understanding of child protection policies and procedures (E)• Knowledge of relevant codes of practice and school policies (D)• Knowledge of basic ICT to support learning (E)
Aptitudes	<ul style="list-style-type: none">• Work effectively as part of a team and contribute to group thinking, planning etc. (E)• Ability to implement the schools behaviour management policy and strategies (E)• Effective time management (E)• Ability to think creatively (E)• Ability to build rapport with adults and children (E)• Able to demonstrate skills of empathy (E)• Flexible approach to duties (E)• Follow instructions accurately (E)• Use own initiative and work independently (E)• Communicate effectively with adults and children, verbally and in writing (E)• Motivate, inspire and have high expectations of pupils (E)• Work calmly under pressure (E)• Committed to personal and professional development (E)• Awareness of, and commitment to, equalities issues (E)• Ability to critically evaluate own performance (E)