



## Cover Supervisor

### Person Specification

Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>GCSE or higher English and Maths</li></ul>	<ul style="list-style-type: none"><li>Degree</li><li>Qualified Teacher Status</li></ul>
Safeguarding	<ul style="list-style-type: none"><li>Commitment to the safeguarding and well-being of all students and the ability to follow all school policy and procedures</li></ul>	
Knowledge, and Experience	<ul style="list-style-type: none"><li>Experience of working with secondary aged students</li><li>A strong knowledge of classroom management</li></ul>	<ul style="list-style-type: none"><li>Understanding of the principles of teaching and learning</li></ul>
Skills/Abilities	<ul style="list-style-type: none"><li>Ability to demonstrate developed interpersonal and communication skills</li><li>Ability to establish positive relationships with pupils, including those with special educational needs</li><li>Excellent administrative skills and proven attention to detail and accuracy</li><li>Ability to inspire and motivate students</li></ul>	<ul style="list-style-type: none"><li>A good working knowledge of Microsoft Office</li><li>A good working knowledge of SIMS</li></ul>
Personal Qualities	<ul style="list-style-type: none"><li>Good communication skills</li><li>Calm, patient and an appreciation of a sense of humour</li><li>Team player</li><li>Flexible attitude</li><li>Proactive</li><li>Motivated</li><li>Well organized</li><li>Ability to work within school policy (with particular regard to safeguarding)</li></ul>	