



Cover Supervisor Person Specification

	ESSENTIAL	DESIRABLE
Training & qualifications	A good general education including literacy and numeracy skills; GCSE level or equivalent.	Prepared to undertake further training as necessary.
Experience	Experience of working with secondary school age children	Experience of working in a similar role.
Knowledge and awareness	Knowledge of classroom roles and responsibilities and your own position within these	Understanding of principles of child development and learning processes
Skills	Good communication both verbal and written Ability to relate well to children and adults Ability to work autonomously and with initiative Excellent organisation skills and able to prioritise tasks and manage workload. To have a flexible approach to work An ability to keep calm under pressure An ability to handle sensitive and confidential information and issues appropriately. Excellent attendance and punctuality record.	Experience of using ICT effectively to support learning.
Qualities	Commitment to equal opportunities and social inclusion Commitment to safeguarding and promoting the welfare of our pupils Ability to value and respect the views and needs of young people. Excellent team player An enjoyment of working with and being in the company of children	Commitment to whole school events