

**PERSON SPECIFICATION
COVER SUPERVISOR**

	ESSENTIAL	DESIRABLE	SOURCE
Qualifications/Training Competences	5 A*-C GCSE including English and Maths or equivalent numeracy and literacy	3 years full time or 5 years part time experience in a relevant post.	Application
Relevant Experience	Experience of communication effectively at all levels.	Experience of working with pupils of the relevant age. Experience of self-evaluating your own learning needs and seeking learning opportunities. Experience of working in a classroom setting.	Application Interview Reference
Knowledge	Understanding of how to ensure appropriate student behaviour for learning in a classroom setting.	Up to date knowledge and understanding of practices and procedures within education relating to the welfare, safety and education of pupils. Working knowledge of national curriculum and other relevant learning programmes and strategies.	Application Interview
Skills/Ability	Good written and oral communication skills. Ability to work as part of a team. Good level of personal organisation and flexibility.	Experience of using other equipment and technology i.e. DVD, photocopier Experience of using ICT	Application Interview
Personal Skills	Experience of working constructively in a team, understanding classroom roles and responsibilities and own position within these. Experience of prioritising tasks and acting on own initiative. Experience to adapt to quick changing situations.	Experience of motivating pupils to develop to their full potential.	Interview References