

## Person Specification

<b>Post title</b>	Cover Supervisor		
<b>Salary</b>	Band 2		
<b>Education and Qualifications</b>		<b>Essential</b>	<b>Desirable</b>
GCSE Grade C (or equivalent) or above in English and Maths		X	
Evidence of appropriate and recent professional development related to the nature of the post.		X	
<b>Experience</b>		<b>Essential</b>	<b>Desirable</b>
Prior experience supporting young people in an educational setting.		X	
Prior experience working as a cover supervisor/HLTA in a school environment.		X	
Prior experience contributing to the personal and social development of young people.		X	
Prior experience of presenting information to an audience.		X	
<b>Knowledge and Skills</b>		<b>Essential</b>	<b>Desirable</b>
Knowledge and understanding of education curriculum.		X	
Knowledge of Schools Management Information Systems (for example, SIMS).		X	
Good awareness of safeguarding children/child protection legislation.		X	
Excellent word processing skills (Microsoft Word).		X	
Experience in the use of electronic communications e.g. e-mail.		X	
Understanding of the educational sector.		X	
Ability to be creative to respond to a fast-paced environment.		X	
<b>Personal Attributes</b>		<b>Essential</b>	<b>Desirable</b>
Able to make connection between their work and the benefits to students.		X	
Good written and verbal communication skills.		X	
Ability to prioritise and manage workload while maintaining a flexible response to urgent requests.		X	
Good interpersonal skills and ability to work with staff and stakeholders at all levels.		X	
A pleasant disposition and ability to stay calm under pressure.		X	
Demonstrate a positive team approach to work.		X	
Methodical approach to work tasks with key emphasis on accuracy.		X	
To have a willingness to participate in the whole school approach to mentoring pupils and play an active role as directed by line manager.		X	