

PERSON SPECIFICATION: COVER SUPERVISOR

CRITERIA	MEASURED BY
EXPERIENCE / QUALIFICATIONS • Minimum GCSE (4) in English and Maths or equivalent (E). • 1 years experience of being a Cover Supervisor (E)	AF/I
KNOWLEDGE/ SKILLS • Working with students in a classroom setting without immediate supervision (E). • Ability to effectively manage student behaviour in accordance with the academy's behaviour management policy and procedure (E). • Health and safety procedures (D) • Implement and promote safeguarding practice (E). • Follow systems, procedures and policies (E). • Ability to work constructively as part of a team, understanding academy roles and responsibilities and your own position within these (E). • Ability to relate well to children and adults (E). • Good communication and interpersonal skills (E). • Good organisation skills (E). • Ability to prioritise effectively (E). • ICT skills including Microsoft Office, including Excel (E).	AF/I
BEHAVIOURAL ATTRIBUTES • Ability to empathise and be positive with children and young people (E). • Ability to use own initiative to work flexibly and respond positively to a range of situations (E). • Has a friendly, professional and respectful approach which demonstrates support and shows mutual respect (E). • Open, honest and an active listener (E). • Acts with pace and urgency being energetic, enthusiastic and decisive (E). • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills (D).	AF/I

Key: D – Desirable E – Essential

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- Motivation to work with children and young people.
 - Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
 - Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.
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