

COVER SUPERVISOR: PERSON SPECIFICATION

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

Qualifications

Essential	Desirable	Notes
Educated to degree level		
GCSE English and Maths at grade C or higher	A qualification related to supervising and/or directing pupil/student activity.	

Experience

Essential	Desirable	Notes
Willing/able to undertake first aid training	Working in a school or similar public/educational establishment	
	Working with students of a similar age	
	Liaising with other professional colleagues	
	Driving licence.	

Knowledge/Skills (ability to)

Essential	Desirable	Notes
Follow direction from line manager/ staff member/s covered for		
To participate in exam invigilation as required by Line Manager	First Aid training	
To keep a record of cover completed and a record of the work set for classes		
To assist in classroom support, or administrative tasks, if not needed for cover		
An ability to communicate effectively both verbally and in writing		

Personal Attributes

Essential	Desirable	Notes
Commitment to the highest standards of child protection.		
Able to maintain an atmosphere conducive to		

learning in a classroom without a teacher's presence.		
Desire to enhance and develop skills and knowledge through CPD		
Ability to use own initiative		
Able to work flexibly in responding to supporting others on the team in the event of absence		
A personal manner in keeping with the school ethos towards parents, children the community and wider world.		
Work autonomously in completing core job functions.		
Able to present a suitable professional image for this role.		