

## PERSON SPECIFICATION: COVER SUPERVISOR

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
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
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
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
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.	