**Person specification**

**Cover Supervisor**

| Attributes | **Essential** | **Desirable** | **How identified** |
| --- | --- | --- | --- |
| Qualifications | Good general standard of  education.  Grade 4/C or above in English & Maths GCSE or equivalent.  Evidence of recent professional training  Willingness to undertake continuing professional development | Relevant teaching assistant NVQ, certificate or diploma / degree.  HLTA Status. | A/I/Q  A/I/Q |
| Experience | Experience of working with students.  Ability to work with a range of ICT Software | Experience of working in a secondary school environment.  Experience of managing people  Knowledge of the SIMs system | A/I  A/I |
| Knowledge and skills | Excellent Communication skills both oral & written  Ability to maintain confidentiality at all times  Ability to act on own initiative and to prioritise own workload  Ability to provide support to students and staff  Good listener with proven tact & diplomacy | Knowledge of Data Protection Act  Health and Safety at Work Act and associated Regulations  Knowledge of School practices, policies and procedures  Familiarity with a range of academic language and terminology including educational acronyms. | A/I  A/I  A/I  A/I  A/I |
| Character | Ability to meet deadlines & work under pressure  Flexibility, Adaptability and the ability to manage change  Good organisations skills and self-management  Excellent interpersonal skills  Ability to work as a team member  Ability to make judgements and act accordingly  Enthusiasm & commitment to hard work  Good sense of humour | Willingness to support extra- curricular activities and enrichment  Basic appreciation of current issues in education  Strong disposition to work in a multi-cultural environment and ability to demonstrate an understanding of the issues relating to young people in a learning environment  Commitment to networking with colleagues | A/I/R  A/I/R  A/I/R  A/I/R  I/R  I/R  I |

Key

A = Application

I = Interview

Q = Qualification certificates

T = Task

R = Reference