**Person specification**

**Cover Supervisor**

| Attributes | **Essential** | **Desirable** | **How identified** |
| --- | --- | --- | --- |
| Qualifications | Good general standard ofeducation.Grade 4/C or above in English & Maths GCSE or equivalent.Evidence of recent professional trainingWillingness to undertake continuing professional development | Relevant teaching assistant NVQ, certificate or diploma / degree.HLTA Status. | A/I/QA/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 peopleKnowledge of the SIMs system | A/IA/I |
| Knowledge and skills | Excellent Communication skills both oral & writtenAbility to maintain confidentiality at all timesAbility to act on own initiative and to prioritise own workloadAbility to provide support to students and staff Good listener with proven tact & diplomacy | Knowledge of Data Protection ActHealth and Safety at Work Act and associated RegulationsKnowledge of School practices, policies and procedures Familiarity with a range of academic language and terminology including educational acronyms. | A/IA/IA/IA/IA/I |
| Character | Ability to meet deadlines & work under pressureFlexibility, Adaptability and the ability to manage changeGood organisations skills and self-managementExcellent interpersonal skillsAbility to work as a team memberAbility to make judgements and act accordingly Enthusiasm & commitment to hard workGood sense of humour | Willingness to support extra- curricular activities and enrichmentBasic appreciation of current issues in educationStrong disposition to work in a multi-cultural environment and ability to demonstrate an understanding of the issues relating to young people in a learning environmentCommitment to networking with colleagues | A/I/RA/I/RA/I/RA/I/RI/RI/RI |

Key

A = Application

I = Interview

Q = Qualification certificates

T = Task

R = Reference