

PERSON SPECIFICATION: Cover Supervisor

| | JOB REQUIREMENTS | Essential | Desirable | Assessment |
|----------------------------------|---|-----------|-----------|------------|
| Knowledge, Experience and Skills | A* to C in GCSE English and Mathematics or equivalent | ✓ | | A |
| | Educated to degree level or equivalent | | ✓ | A |
| | ICT skills including Microsoft packages to be able to complete routine administrative tasks | ✓ | | A |
| | Previous experience of working with young people in a school environment | | ✓ | A and I |
| | Supervising group work | | ✓ | A and I |
| | Supporting students with special educational needs | | ✓ | A and I |
| JOB COMPETENCIES | | | | |
| Personal and interpersonal | Working with People Demonstrates an interest in and understanding of others; Listens, consults others and communicates proactively; supports and cares for others; develops and openly communicates self-insight | ✓ | | A and I |
| | Relating and Networking Establishes good relationships with customers and staff; builds wide and effective networks of contacts inside and outside the organisation; relates well to people at all levels; uses humour appropriately to enhance relationships with others | ✓ | | A and I |
| | Planning and Organising Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; manages time effectively; identifies and organises resources needed to accomplish tasks; monitored performance against deadlines and milestones | ✓ | | A and I |
| | Learning and Researching Rapidly learns new tasks and quickly commits information to memory; gathers comprehensive information to support decision making; demonstrates a rapid understanding of newly presented information; encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and pupil feedback); manages knowledge (collects, catalogues and disseminates knowledge of use to the organisation) | ✓ | | A and I |
| Child Protection | A commitment to the responsibility of safeguarding and promoting the welfare of young people | ✓ | | I |
| | Enhanced DBS disclosure (<i>to be completed by preferred candidate following interview</i>) | ✓ | | |
| | Willingness to undertake Child Protection training when required | ✓ | | I |

* A = by application, I = assessed by Interview, T = Task