



PERSON SPECIFICATION

Cover Supervisor

ATTRIBUTES	DESCRIPTION	ESSENTIAL	DESIRABLE
QUALIFICATIONS	➤ 5 GCSEs at grade C and above (or equivalent) including English and maths	✓	
	➤ NVQ level 3 (or equivalent)		✓
	➤ Qualified Teacher Status and / or Degree		✓
EXPERIENCE	➤ Working with children		✓
	➤ Working in a school / educational environment		✓
	➤ Delivering cover supervisor lessons effectively		✓
KNOWLEDGE	➤ An understanding of barriers to learning that students face both at home and in school	✓	
	➤ National curriculum subject(s)		✓
	➤ Knowledge and understanding of child protection and safeguarding issues	✓	
SKILLS	➤ Excellent interpersonal & communication skills	✓	
	➤ Work well within a team, proactively seeking to resolve any issues or concerns	✓	
	➤ Being organised; prioritising all time effectively	✓	
	➤ Able to use ICT efficiently including office, email and internet	✓	
	➤ Able to work collaboratively as part of a team	✓	
	➤ Understand and respect confidentiality	✓	
	➤ Work well under pressure	✓	
	➤ Demonstrate good judgement	✓	
	➤ Demonstrate professionalism commensurate with your role at all times	✓	
PERSONAL QUALITIES AND ABILITIES	➤ To develop positive working relationships with students and colleagues	✓	
	➤ To engage and motivate students during cover lessons, maintaining an orderly and purposeful learning environment	✓	
	➤ To work independently and creatively	✓	
	➤ Professional manner, being fair and consistent in your dealings with students	✓	
	➤ A patient, calm demeanour	✓	
	➤ Sense of humour	✓	
	➤ Flexible attitude to work; 'can do' approach	✓	

	➤ Reliable, conscientious, hardworking and honest	✓	
	➤ Positive, enthusiastic and creative	✓	
	➤ A caring attitude towards students and colleagues	✓	
	➤ High standards of yourself and others	✓	
	➤ Excellent attendance and punctuality	✓	
	➤		
APPLICATION AND LETTER	➤ The letter should be clear and concise with organised views	✓	
	➤ The letter should address the requirements of the post	✓	
	➤ Application form should be fully completed and clearly legible	✓	