



PERSON SPECIFICATION

Cover Supervisor

ATTRIBUTES	DESCRIPTION	ESSENTIAL	DESIRABLE
QUALIFICATIONS	➤ 5 GCSEs at grade C and above (or equivalent) including English and maths	✓	
	➤ 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	✓	

Haslingden High School is committed to safeguarding and promoting the welfare of children and young people and takes its statutory duties and responsibilities in this context very seriously. We fully expect everyone working in or on behalf of the school to share our commitment. As such, this post is subject to satisfactory DBS clearance and references.