



Person Specification – Cover Supervisor

Requirements		Essential	Desirable	Proposed selection method*
Qualifications	<ul style="list-style-type: none"> Educated to A level/Post-16 Qualification including A* to C in English and Maths or equivalent 	*		A
	<ul style="list-style-type: none"> Educated to Degree level or equivalent 		*	A
Experience	<ul style="list-style-type: none"> A desire to start a career in teaching 	*		A
	<ul style="list-style-type: none"> Previous experience in tutoring or supervising student learning 		*	A
Skills and Knowledge	<ul style="list-style-type: none"> Effective time management skills 	*		A/I/R
	<ul style="list-style-type: none"> Ability to prioritise tasks 	*		A/I/R
	<ul style="list-style-type: none"> Adaptable approach to work and confidence to respond and deal with unanticipated problems 	*		A/I/R
	<ul style="list-style-type: none"> Ability to work effectively as part of a team and a willingness to support others 	*		I/R R
	<ul style="list-style-type: none"> Capability to work independently and use own initiative as and when required 	*		R
	<ul style="list-style-type: none"> An understanding of children with additional needs 	*		A/I/R
Personal Qualities	<ul style="list-style-type: none"> Outstanding communication skills 	*		I/R
	<ul style="list-style-type: none"> Approachable 	*		R
	<ul style="list-style-type: none"> Ability to remain clam in stressful situations 	*		A/I/R
	<ul style="list-style-type: none"> Ability to establish good and working relationships with teaching staff and pupils 	*		R
	<ul style="list-style-type: none"> Reliable and punctual 	*		R
	<ul style="list-style-type: none"> A commitment to safeguarding and promoting the welfare of young people 	*		A/I/R

A = Application

I = Interview

R = Reference