



PERSON SPECIFICATION: COVER SUPERVISOR

Quality/Skill	Essential (E) Desirable (D)	Application	Reference	Interview	Task
Qualifications					
GCSE Grade C in English and mathematics (or equivalent)	E	*			
NVQ 3 qualification or higher	D	*			
Skills, knowledge and aptitude					
Able to work as part of a team	E	*	*	*	
Able to maintain effective relationships	E	*	*	*	
Able to maintain confidentiality at all times	E	*	*	*	
Proven organisational ability	E	*	*		
Empathy with students and sympathetic to their needs	E	*	*	*	*
Able to work on own initiative	E		*		
Experience of working in a classroom setting	D	*			
Knowledge of Special Educational Needs	D	*	*	*	
Personal Attributes					
Good communication skills and ability to clarify and explain instructions clearly	E	*	*	*	*
Safeguarding					
An awareness of and commitment to safeguarding and promoting the welfare of children	E	*	*	*	
Equality					
An awareness of and commitment to all aspects of equality	E	*	*	*	

* = will be evidenced by application form/reference/ interview/ presentation