

COVER SUPERVISOR

NJC Grade 4 - 5, Scale Point Range Points 7 – 18

Person Specification

NOTE TO CANDIDATE:

- The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
- The **Desirable Criteria** are used to help decide between candidates who meet **ALL** the 'Essential Criteria'.
- The **How Identified** column shows how the academy will obtain the necessary information about you.
- If you feel you meet the 'Essential Criteria' or 'Desirable Criteria', you **MUST** include enough information to show how you meet this criteria in your application. You should include examples from your paid or voluntary work.

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	HOW IDENTIFIED
Qualifications and Training	• Grade C or above GCSE Maths and English (or equivalent).		Application form and interview
Skills and Experience	• Experience of working with young people. • Ability to work constructively as part of a team. • Understanding classroom roles and responsibilities and your own position within these. • Ability to relate to children and adults. • Ability to build effective working relationships with all pupils and colleagues. • Ability to offer a firm but friendly approach and be self-confident in dealing with young people. • Ability to promote a positive ethos and role model positive attributes. • Basic ICT skills such as word processing, ability to use email etc. • Good numeracy and literacy skills. • Excellent communication skills, both orally and written. • Excellent time management.	• Experience of working in a school setting or with young people. • Working towards a career as a teacher. • Ability to cover PE lessons. • Ability to offer extra-curricular activities.	Application Form and interview

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	HOW IDENTIFIED
Knowledge and Understanding	• Awareness and basic understanding of school curriculums. • Basic awareness of inclusion, especially within a school setting. • Experience of working with and/or caring for children.		Application form and interview
Professional Values and Practice	To work towards demonstrating: • High expectations of all pupils; respect for their social, cultural, linguistic, religious, and ethnic backgrounds and commitment to raising their educational achievements. • The ability to build and maintain successful relationships with pupils, treating them consistently with respect and consideration and demonstrating concern for their development as learners. • The ability to promote the positive values, attitudes and behaviour you expect from the pupils with whom you work. • The ability to improve your own practice through observations, evaluation, and discussion with colleagues.		Interview
Special Working Conditions	The ability to attend occasional meetings outside of academy hours.		Interview