

**Person Specification – Cover Supervisor**

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| **Qualifications** | **Knowledge and Experience** | **Skills and Attributes** | **Personal Qualities** |
| * Eligibility to work in the UK * DBS (enhanced) held on the update service * C Grade GCSE (or equivalent) or above in English and Maths * NVQ Level 2 or above in Supporting Teaching and Learning, or equivalent   OR   * Able to demonstrate the ability to meet the Standards for Teaching and Learning Occupational Standards relevant to the post. | * Knowledge of child protection and safeguarding procedures * Knowledge of Health and Safety Procedures * Previous experience of working with Primary aged pupils * A commitment to the safety, and mental Health and well-being of all pupils including SEND/vulnerable pupils | * Good interpersonal skills that enable strong relationships with pupils and adults * Good communication skills * Demonstrate strong empathy towards pupils * Ability to effectively manage pupil behaviour in accordance with school behaviour policy * Ability to use own initiative to work flexibly * Respond positively to a range of situations * Ability to work as part of a team * Good judgement over matters of confidentiality and integrity in dealing with sensitive information about pupils. * Can demonstrate high level aptitude for use of Microsoft Office Packages and ICT skills. Such as taking registers, using PowerPoint and accessing e-mails * First Aid/ willingness to undertake First Aid training | * Cheerful, positive and friendly disposition * Good sense of humour * Patience * Self confidence * Resilience * Flexibility and willingness to ‘help out where needed’ when not supervising lessons * Non-judgemental disposition * Be sensitive to pupils individual needs and circumstances * Interest in developing one’s own skills and abilities * A manner and demeanour that is a role model for pupils and staff * Regular attendance * Smart appearance in accordance with the school dress code |