

**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
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