

# Fir Vale School Academy Trust

## Person Specification for Cover Supervisor

| ESSENTIAL   | DESIRABLE  | HOW IDENTIFIED   |
|---|--|--|
| <b>QUALIFICATIONS</b>   |  |  |
| <ul style="list-style-type: none"> <li>• NVQ Level 3, A or AS level qualification or working towards this.</li> <li>• Excellent level of literacy and numeracy</li> </ul>   | <ul style="list-style-type: none"> <li>• Knowledge of relevant strategies e.g. literacy/numeracy.</li> <li>• Appropriate First Aid training</li> <li>• Willing to undertake further professional development</li> </ul>  | <p>Application Form</p> <p>Supporting statement</p> <p>Interview</p> |
| <b>SKILLS/KNOWLEDGE/EXPERIENCE</b>  |  |  |
| <ul style="list-style-type: none"> <li>• Organisational skills.</li> <li>• High level inter-personal and communications skills.</li> <li>• Ability to relate well to children and adults.</li> <li>• Work constructively as part of a team.</li> <li>• Competent in the use of ICT.</li> <li>• A caring, positive attitude towards student welfare.</li> <li>• Able to maintain trust and confidentiality where appropriate.</li> <li>• Can assist the school in forming a partnership with parents.</li> </ul>   | <ul style="list-style-type: none"> <li>• Knowledge of admin systems/curriculum requirements in a school</li> <li>• Understanding of equal opportunities</li> <li>• Understanding of the challenges of an 11-16 inner city school</li> <li>• Experience of working within a school</li> <li>• An awareness of students with special educational needs.</li> <li>• Experience managing the behaviour of students in a reasonable manner</li> <li>• Knowledge of supporting agencies for schools</li> </ul> | <p>Application form</p> <p>Supporting statement</p>                  |
| <b>WORK RELATED CIRCUMSTANCES</b>   |  |  |
| <ul style="list-style-type: none"> <li>• Flexible and prepared to work outside school hours in response to the needs of the school and its users.</li> </ul>  |  | <p>Application form</p> <p>Interview</p> <p>Supporting statement</p> |
| <b>PERSONAL QUALITIES</b>   |  |  |
| <ul style="list-style-type: none"> <li>• Energy, imagination and personal commitment.</li> <li>• Ability to adapt to changing workloads and work under pressure.</li> <li>• Self-motivated and ability to motivate others.</li> <li>• Ability to maintain personal presentation that sets high standard for students.</li> <li>• To work within the spirit of School Policies on Equal opportunities, Child Protection, Health and Safety, Finance, Smoking etc.</li> <li>• Flexible team worker.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with young people.</li> </ul> |  | <p>Application form</p> <p>Interview</p>                             |