

Fir Vale School Academy Trust

Person Specification for Cover Supervisor

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