Fir Vale School Academy Trust

# Person Specification for Cover Supervisor

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| **ESSENTIAL** | | **DESIRABLE** | **HOW IDENTIFIED** |
| **QUALIFICATIONS** | | | |
| * NVQ Level 3, A or AS level qualification or working towards this. * Excellent level of literacy and numeracy | * Knowledge of relevant strategies e.g. literacy/numeracy. * Appropriate First Aid training * Willing to undertake further professional development | | Application Form  Supporting statement  Interview |
| **SKILLS/KNOWLEDGE/EXPERIENCE** | | | |
| * 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. | * 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 | | Application form  Supporting statement |
| **WORK RELATED CIRCUMSTANCES** | | | |
| * Flexible and prepared to work outside school hours in response to the needs of the school and its users. |  | | Application form  Interview  Supporting statement |
| **PERSONAL QUALITIES** | | | |
| * 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. | |  | Application form  Interview |