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 FormSupporting statementInterview |
| **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 formSupporting statement |
| **WORK RELATED CIRCUMSTANCES** |
| * Flexible and prepared to work outside school hours in response to the needs of the school and its users.
 |  | Application formInterviewSupporting 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.
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