



COVER SUPERVISOR – PERSON SPECIFICATION

1. Qualifications	Essential	Desirable	Application	Interview and Task
Educated to degree level or equivalent		✓	✓	
GCSE Maths and English	✓		✓	
Commitment to professional development	✓		✓	✓
2. Knowledge, skills, experience, understanding and administrative tasks				
Experience of using Microsoft Office Suite	✓		✓	✓
Experience of using Brom Com or similar MIS database		✓	✓	
Managing and implementing recording and reporting systems		✓	✓	
Ability to communicate effectively, both orally and in writing with a range of audiences	✓		✓	✓
Clear understanding of effective learning and teaching styles		✓	✓	
Excellent oral and written communication and organisational skills	✓		✓	✓
Ability to work hard under pressure while maintaining a positive, professional attitude.	✓			✓
Ability to organise and prioritise workload and work on own initiative	✓		✓	✓
Ability to accurately input information on a database	✓		✓	✓
Experience of setting up, maintaining and developing administrative systems	✓		✓	✓
Problem solving	✓		✓	✓
Attention to detail	✓		✓	✓
3. Planning, teaching and classroom management				
Experience in small group tutoring/teaching/support work		✓	✓	✓
Accurately interpret the work set by teachers for the lesson and give clear out instructions	✓		✓	✓
Has high disciplinary standards and good behaviour management skills	✓		✓	✓



4. Personal Qualities and attributes	Essential	Desirable	Application	Interview and Task
Flexible and approachable and able to work under pressure and meet deadlines	✓		✓	✓
Is able to foster positive relationships with students and enjoys seeing them learn and progress	✓		✓	✓
Is a strong role model for staff and students which includes having excellent professionalism, attendance and punctuality	✓		✓	
Able to work as part of a team.	✓		✓	
Has excellent interpersonal skills and be able to communicate effectively.	✓		✓	✓
Ability to develop good relationships and communication at all levels with staff, pupils, parents/carers and the wider school community	✓		✓	
5. Other professional requirements				
A commitment to, and understanding of, the wider aspects of student development, including tutoring, SMSC and the promotion of core British values	✓		✓	
Is determined to promote a culture that celebrates success	✓		✓	