

POST REF P2

POST TITLE Cover Supervisor

Employee Specification A.2b
HOURS PER WEEK 32.5 Term time + 5 days

	ESSENTIAL	DESIRABLE	HOW MEASURED
EXPERIENCE		Experience of working with young people especially in the 11-16 age range	Application Form Interview
EDUCATION, TRAINING AND QUALIFICATIONS	<p>Literacy and numeracy skills GCSE (or equivalent) at Grade C or higher (Candidates without either of these qualifications will be required to complete an Adult Numeracy or Adult Literacy assessment as appropriate)</p> <p>A good general knowledge to enable effective description of cover lesson content</p>		

SKILLS AND KNOWLEDGE	<p>Good communication skills both verbal and written.</p> <p>Basic counselling/mediation skills.</p> <p>Time management and organisational skills.</p>	<p>Ability to use and set up visual aids for the use with pupils</p> <p>Knowledge and understanding of issues working with pupils.</p> <p>ICT capability</p> <p>Knowledge of strategies which help and promote good behaviour and discipline.</p> <p>Knowledge of pupil development</p>	Interview Application Form
PERSONAL QUALITIES	<p>Tact and Persuasive Skills</p> <p>Smart appearance</p> <p>Ability to implement the School Code of Conduct and behaviour management strategies</p>		Interview
WORKING ARRANGEMENTS			

THE POST IS SUBJECT TO:

DISCLOSURE OF CONVICTIONS UNDER THE REHABILITATION OF OFFENDERS (EXEMPTION) ACT 1975.

YES ☐

THE LEVEL OF DISCLOSURE FOR THIS POST IS:

- ☐ BASIC DISCLOSURE - convictions not spent
- ☐ STANDARD DISCLOSURE - for posts with children, young people, elderly, sick or disabled, administration of the law
- ☐ **ENHANCED DISCLOSURE - standard disclosure plus regular care, training, supervising young people**