

# Cover Supervisor

## Person Specification and Selection Criteria



### 1. Education and Training

- a. GCSE English and Maths, Grade C or above or equivalent.
- b. Qualifications or recent training relevant to this post.

### 2. Experience – A successful record of:

- a. Working with young people within a school classroom setting, preferably within the primary age range.
- b. Efficient administration and good organisation

### 3. Skills – The ability to

- a. Communicate effectively orally and in writing to a range of audiences.
- b. Build effective relationships with young people, providing support for their learning and setting clear boundaries for them
- c. Build effective relationships with teachers and other school staff.
- d. Participate in discussions in an informed and sensitive manner.
- e. Use ICT for administration purposes and a willingness to use it with students.

### 4. Knowledge and Understanding of:

- a. The nature and needs of students in urban areas such as Waltham forest.
- b. The ways in which this post can support the ethos of the school which is committed to focusing on learning and raising achievement.
- c. Strategies to ensure excellent student behaviour.

### 5. Personal Qualities

- a. Excellent attendance and punctuality.
- b. Hard working, flexible and reliable.
- c. Positive and optimistic at all times.
- d. The ability to work under pressure and maintain a sense of humour.
- e. A genuine commitment to and liking for young people, and high expectations for their progress and welfare.
- f. A commitment to the promotion of equality of opportunity and inclusion in all aspects of school life, practical strategies for achieving this, and an understanding of the implications of this post.

*The school is committed to safer recruitment practice & pre-employment checks will be undertaken before any employment is confirmed. The post is subject to enhanced DBS disclosure*