

Person Specification: Cover Supervisor

	ESSENTIAL	DESIRABLE
Qualifications	Educated to GCSE level grade C Proven ability to use Microsoft Office (including Excel) effectively	
Knowledge Required	Demonstrable knowledge of the Education System	Previous knowledge of the Education system.
Skills and Aptitudes Required	<p>Ability to:</p> <ul style="list-style-type: none"> ▪ Take control of classroom situations ▪ Deliver effective lessons under the direction of a senior colleague. ▪ recognise sensitive, confidential situations and deal with them accordingly. ▪ deal with a number of tasks simultaneously. ▪ Communicate effectively and diplomatically both verbally and in writing at all levels. ▪ Research information effectively and efficiently ▪ Work to tight deadlines <p>Willing to learn new skills and committed to professional development</p>	<p>Ability to design forms and create effective documents.</p> <p>Ability to create charts and diagrams.</p>
Experience required	Experience of communicating with pupils aged 12 - 16 Experienced at dealing with confidential information appropriately	Previous employment in the education sector
Personal qualities	<p>Excellent interpersonal skills</p> <p>Able to work on own initiative</p> <p>Prepared to work flexibly within reason</p> <p>Reliable</p> <p>Methodical and organised approach to work</p> <p>Good sense of humour</p> <p>Able to work independently and as part of a team</p> <p>Be able to take on board feedback and act on it appropriately</p>	