

# THE MARKET WEIGHTON SCHOOL

## PERSON SPECIFICATION

### JOB TITLE : COVER SUPERVISOR

Attributes	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> <li>• NVQ Level 2 or equivalent</li> <li>• GCSE passes at Grade C or equivalent in English/Mathematics</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of National Curriculum at KS3 and KS4/professional training/other relevant training</li> </ul>	1) Application Form
Experience	<ul style="list-style-type: none"> <li>• Evidence of working with groups of people and/or experience in a school environment</li> <li>• Ability to present information to a variety of audiences</li> </ul>	<ul style="list-style-type: none"> <li>• Delivering group work</li> <li>• Supporting students with special educational needs</li> </ul>	1) Application Form 2) Interview 3) Task
Special Skills and Abilities	<ul style="list-style-type: none"> <li>• Able to relate to pupils</li> <li>• Able to relate to teachers, other professionals and parents</li> <li>• Able to communicate effectively at all levels</li> <li>• Able to use initiative</li> <li>• Able to work unsupervised</li> <li>• Able to resolve conflict</li> </ul>	<ul style="list-style-type: none"> <li>• IT literate</li> <li>• Empathic and sensitive to students needs</li> <li>• Tact and diplomacy</li> <li>• Experience of prioritising own workload</li> <li>• Able to work within a team</li> </ul>	1) Application Form 2) Interview 3) Task
Personal Qualities	<ul style="list-style-type: none"> <li>• Effective team player</li> <li>• Hardworking &amp; committed</li> <li>• Able to represent the school</li> <li>• Confident management skills</li> <li>• Commitment to equal opportunities</li> <li>• Commitment to social inclusion</li> <li>• Commitment to own professional development</li> </ul>		1) Application Form 2) Interview 3) Task