

COVER SUPERVISOR Person Specification

	Essential	Desirable	How Assessed
Qualifications and Training:			
A 'good' grade (9-5) at GCSE English and Mathematics or equivalent	√		Application Form
Educated to A level or equivalent		√	Application Form
Educated to degree level		√	Application Form
Knowledge and Experience:			
A proven track record of working with young people		√	Application Form; Interview and reference
Proven experience of working with children of relevant age in a learning environment		√	Application Form; Interview
Working knowledge of processes, procedures and systems within an educational environment, including SIMS		√	Application Form; Interview
Personal and Professional Skills and Attributes:			
Ability to recognise and understand the need for confidentiality	√		Application Form; Interview;
Highly motivated and enthusiastic with a flexible, adaptable approach	√		Application Form; Interview
High professional standards	√		Application Form; Interview
Ability to engage constructively with, and relate to, a wide range of young people from different backgrounds	√		Application Form; Interview
A commitment to high academic standards	√		Application Form; Interview
The ability to motivate and enthuse students	√		Application Form; Interview
Ability to work effectively as a member of a team	√		Application Form; Interview
Excellent planning, organisational and communication skills	√		Application Form; Interview
Ability to work effectively with and command the confidence of teaching staff	√		Application Form; Interview
The ability to assess and review young people and family circumstances and plan appropriate responses, drawing on in-college and external advice and expertise where necessary	√		Application Form; Interview

Ability to relate well to students and staff in a professional manner	√		Application Form; Interview
Capacity to manage the learning environment and student behaviour in a manner which is conducive to productive learning for all students	√		Application Form; Interview
The ability to remain calm and diffuse situations	√		Application Form; Interview
A commitment to working to strict deadlines	√		Application Form; Interview
Ability to plan, under appropriate supervision and guidance, or in collaboration, effective learning programmes	√		Application Form; Interview
Ability to effectively use ICT as an integral part of teaching and learning programmes	√		Application Form; Interview
Ability to use other technology to support learning – eg video, photocopier, etc	√		Application Form; Interview
Willingness to participate in training/development as/when identified by line manager	√		Application Form; Interview
Ability to self-evaluate learning needs and actively seek learning opportunities	√		Application Form; Interview
Ability to demonstrate and promote good practice in line with the ethos of the College	√		Application Form; Interview
Understanding of safeguarding issues and promoting the welfare of children and young people	√		Interview
Suitability to work with children	√		Application Form, Interview and references

Estuaries Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.