

HARTFORD CHURCH OF ENGLAND HIGH SCHOOL

PERSON SPECIFICATION

Post: **COVER SUPERVISOR (AAAE5080)**

Prepared by: M Holland & D Nield

	Essential	Desirable	Evidence
Experience:	<ul style="list-style-type: none"> Record of experience with young people 	<ul style="list-style-type: none"> Experience teaching groups or classes of pupils In-depth knowledge of relevant legislation regarding young people Familiar with behaviour management strategies 	<ul style="list-style-type: none"> Letter References Interview
Qualifications:		<ul style="list-style-type: none"> NVQ Level 3 in appropriate course or equivalent 	<ul style="list-style-type: none"> Letter References Certificates
Special Aptitudes:	<ul style="list-style-type: none"> Outstanding communication skills – verbal and written Excellent user of ICT 	<ul style="list-style-type: none"> Willingness to contribute to extra-curricular activities 	<ul style="list-style-type: none"> Letter References Interview
Interpersonal Skills:	<ul style="list-style-type: none"> Ability to forgive and move on Inspirational Ability to challenge and support pupils and staff High expectations Commitment to school improvement Firm but fair with pupils Team worker/ independent worker Good under pressure with excellent attendance Flexible Full of initiative Excellent personal organisation Drive and enthusiasm Completer/finisher Sense of humour 		<ul style="list-style-type: none"> Letter References Interview