

### Person Specification – Cover Supervisor

The Futures Trust and Barr's Hill School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

<b>Responsible to</b>	Cover and Operations Co-Ordinator
<b>Grade</b>	4 (pro rata salary £17,528 - £20,537)
<b>Hours</b>	37 hours per week term time only plus 1 week (39 weeks)
<b>Location</b>	Based at Barr's Hill School <i>with a requirement to travel to undertake work at or for academies within the Trust</i>

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Measured By</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE Maths and English at Grade C or above or equivalent.</li> <li>A relevant level 3 qualification e.g A Level AS Level, apprenticeship, diploma or NVQ or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>A relevant degree level qualification or equivalent</li> </ul>	Application Interview Certificates
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Highly organised; can prioritise and work well under pressure.</li> <li>Able to communicate effectively both verbally and in writing with a wide range of audiences including students, teachers, other professionals and parents.</li> <li>Able to interpret and deliver work that has been set for students and to organise and coordinate classroom activities.</li> <li>Able to understand curriculum content and make it accessible to students.</li> </ul>		Application Interview

	<ul style="list-style-type: none"> <li>• Able to motivate and encourage students to work cooperatively</li> <li>• Able to work as an effective team member and work on own initiative.</li> <li>• Able to establish and maintain good professional relationships with adults and young people</li> <li>• Able to interpret and deliver work that has been set for students and to organise and coordinate classroom activities.</li> <li>• Able to adapt and modify materials and resources to make them accessible to students.</li> <li>• Able to liaise effectively with others</li> <li>• IT literate including Microsoft word, excel and outlook.</li> <li>• Ability to deal with situations calmly and efficiently.</li> </ul>		
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• A minimum of 2 years classroom experience, or relevant work with young people in one of a range of fields such as education, youth work, health and social work.</li> <li>• Of inspiring and motivating young people.</li> <li>• Resolving problems and managing challenging situations</li> </ul>		<p>Application Form Interview</p>

	<ul style="list-style-type: none"> <li>Managing behaviour effectively</li> </ul>		
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>Needs and characteristics of children aged 11-18</li> <li>Knowledge of the different ways students learn.</li> <li>Supervision and behaviour management</li> <li>Strategies including literacy, numeracy and ICT</li> <li>Independent learning and special educational needs to ensure effective learning</li> <li>Equal opportunities and an awareness of how this is applied in the classroom.</li> </ul>		Application Form Interview Written Test
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>A professional role model who is committed to their own professional development and to developing others.</li> <li>Committed to and able to promote the aims of the school and the values of the Trust: Students First, It's about Learning, No Barriers.</li> <li>Able to work calmly under pressure and withstand stress.</li> <li>Able to work flexibly, and to attend meetings and INSET days as required</li> </ul>		Application Form Interview

**Person specification reviewed by: Chris Jupp, Headteacher**

**Date: September 2021**