

## Person Specification - Cover Supervisor

The Futures Trust and President Kennedy 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>	Deputy Headteacher
<b>Grade</b>	Grade 4 (pro rata salary £14,212 - £16,651 per annum)
<b>Hours</b>	30 per week Term Time Only + 1 week (39 weeks per year)
<b>Location</b>	Based at President Kennedy School

	<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> </ul>	<ul style="list-style-type: none"> <li>Relevant higher level qualifications</li> </ul>	Application Form Certificates
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Able to communicate effectively both verbally and in writing.</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> <li>Highly organised; can prioritise and work well under pressure.</li> <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> </ul>		Application Form Interview Written Test

<p><b>Skills and Abilities continued</b></p>	<ul style="list-style-type: none"> <li>• Able to establish and maintain good professional relationships with adults and young people</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>Application Form Interview Written Test</p>
<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>• Resolving problems and managing challenging situations</li> <li>• Managing behaviour effectively</li> </ul>		<p>Application Form Interview</p>
<p><b>Knowledge and understanding</b></p>	<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> </ul>		<p>Application Form Interview Written Test</p>

<p><b>Knowledge and understanding continued</b></p>	<ul style="list-style-type: none"> <li>• Equal opportunities and an awareness of how this is applied in the classroom.</li> </ul>		<p>Application Form Interview Written Test</p>
<p><b>Other requirements</b></p>	<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>		<p>Application Form Interview</p>

**Person Specification reviewed by:** Sam Rooke, Deputy Headteacher

**Date:** April 2022