

Ernest Bevin College

Person Specification: Cover Supervisor

Salary Scale : 4 (£18,428 - £20,193) (Pay Award Pending)
 36 Hours per week , term time only
 (term time only)

Reporting to: Member of staff in charge of cover

Assisted by: Heads of Subjects and Heads of Year

CRITERIA	ESSENTIAL		DESIRABLE
QUALIFICATIONS / EXPERIENCE	<ul style="list-style-type: none"> • Successful experience of working with young people • Graduate 	•	<ul style="list-style-type: none"> • Teacher Assistant Induction Programme
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Good literacy and numeracy skills • Working knowledge of ICT to support learning 	•	<ul style="list-style-type: none"> • Ability to seek areas for improvement and to implement change
PERSONAL QUALITIES AND CHARACTERISTICS	<ul style="list-style-type: none"> • Energy, enthusiasm and stamina • Ability to work under pressure, meet deadlines, and establish positive relationships with staff, students, parents and outside agencies • Commitment to the promotion of equal opportunities • Ability to make positive contributions towards College improvement • Loyalty to the Principal, pupils, parents and staff of the College • Awareness of responsibility towards the safeguarding of pupils 		<ul style="list-style-type: none"> • Basic knowledge of First Aid
SPECIFIC TO THE POST	<ul style="list-style-type: none"> • Ability to relate well to pupils and adults • Ability to prioritise and organise own workload in order to meet the diverse needs of the working day • Ability to use own initiative and work independently • Ability to work with pupils in cover lessons • Ability to motivate, inspire and high expectations of pupils and maintain discipline in cover lessons 		