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| **Category** | **Essential** | **Desirable** |
| **Application** | * Covering letter highlighting your reasons for wishing to apply for the position of Cover Supervisor * Two fully supportive references | * Reference to previous responsibilities, particularly in relation to children |
| **Qualifications and Training** | * Graduate or Level 3 qualifications * Level 2 Qualifications in English and Mathematics |  |
| **Experience** | * Experience of working in a team | * Working with children 11-16 or classroom practical experience |
| **Special Knowledge** | * Excellent motivational and communication skills * Sufficient ICT skills to cope with admin software competently and confidently and willingness to keep developing these * Knowledge of varied approaches to learning * Excellent communication and interpersonal skills * Literacy & Numeracy |  |
| **Personal Qualities & Skills** | A range of personal qualities relevant to post including the following:   * High expectation with regard to standards and behaviour * Ability to work independently and as part of a team * Hard working * Good organisational and planning skills * Energy and creativity * Good inter-personal skills * Humour * Flexibility and the ability to manage change |  |