



Many Minds One Heart

# Northfield School & Sports College

## Person Specification

**Job Title:** Cover Supervisor  
**Responsible To:** Assistant Headteacher  
(Cover/Site)  
**Grade:** H (point 14 – 17)

1. Qualifications and Training	Essential/Desirable	Source of Evidence
• Willingness to participate in relevant training and development opportunities	E	Application Form/ Written Reference
• NVQ Level 3 or equivalent qualification in a relevant discipline	E	
• Level 2 qualification in maths and English	E	
• First aid qualification	D	
2. Experience	Essential/Desirable	Source of Evidence
• Recent and relevant experience of working with pupils of secondary age	D	Application Form/Written Reference/Selection Activity/Interview
• Experience of working as part of a team	E	
• Experience of working in a school environment	D	

3. Professional Skills / Knowledge	Essential/Desirable	Source of Evidence
• Ability to relate well to pupils and adults	E	Letter of Application/Formal Interview/Selection Activity
• Ability to work effectively within a team environment, understanding classroom roles and responsibilities	E	
• Ability to build effective working relationships with all pupils and colleagues	E	
• Ability to promote a positive ethos and role model positive attributes	E	
• Ability to work with pupils at all levels regardless of specific individual need and identify learning styles as appropriate	E	
• Ability to adapt own approach in accordance with pupils needs	E	
• Advanced understanding of national curriculum and other basic learning Programmes/techniques (within specified age range/subject area)	D	
• Understanding of principles of child development, learning styles and independent learning	D	
• Specialist subject knowledge in English/Maths/curriculum/resources	D	
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• Effective use of ICT to support learning	E	
• Experience of resources preparation to support learning programmes	D	
• Excellent communication skills	E	
• Excellent numeracy and literacy skills	E	
• Be able to maintain confidentiality	E	
• Excellent listening skills	E	
• The ability to manage behaviour of pupils in a positive and supportive manner	E	
• Awareness and basic understanding of the school curriculum (within specified age range or subject area)	E	
• General awareness of inclusion, especially within a school setting	E	
• Knowledge of Child Protection	D	

• Equal Opportunities and recognising the nature of the diverse school community	D	
• Understanding of basic technology – computer, video, photocopier etc	D	
• Working knowledge of relevant policies/codes of practice/legislation	D	
<b>4. Personal Attributes</b>	<b>Essential/Desirable</b>	<b>Source of Evidence</b>
• Friendly, approachable, calm and professional manner	E	Letter of Application/Formal Interview/Selection Activity
• Ability to uphold our three core values	E	
• A commitment to working as part of the whole school team and supporting the vision and aims of the school	E	
• High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements	E	
• Ability to build and maintain successful relationships with pupils; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners	E	
• Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work	E	
• Ability to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning	E	
• Able to improve their own practice through observations, evaluation and discussion with colleagues.	E	
Able to demonstrate a commitment to:	E	
• Equal opportunity for all school users	E	
• Encouraging children to develop self-esteem and tolerance of others	E	
• Furthering your own professional knowledge, skills and experience	E	

5. Safeguarding Children	Essential/Desirable	Source of Evidence
• Able to form and maintain appropriate relationships and personal boundaries with children	E	Selection Activity/Written Reference/Formal Interview
• Has appropriate motivation to work with children and young people	E	
• Has the ability to maintain appropriate relationships and personal boundaries with children and young people	E	
• Has emotional resilience in working with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline	E	
• Demonstrate commitment to safeguarding and promoting the welfare of children and young people in accordance with the DfE statutory guidance Keeping children safe in education	E	