

# Wimborne Academy Trust

## Personal Specification for Cover Supervisor

<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to at least GCSE Level to be able to relate to curriculum studies at an appropriate level to monitor and supervise students.</li> </ul>		Application Form
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with or caring for young people</li> <li>• Awareness of the importance of data protection, confidentiality and safeguarding</li> <li>• Awareness of school or other learning environments</li> </ul>	Experience working with young people in a school or college	Application Form Interview
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to observe and monitor progress and maintain records</li> <li>• A belief in the ability of all young people to succeed</li> <li>• People managing skills</li> <li>• Ability to interpret work plans and organise the presentation of work at short notice.</li> <li>• Ability to adapt situations to different circumstances.</li> <li>• Good organisational skills</li> <li>• Ability to work flexibly</li> </ul>	Appropriate IT and keyboard skills Confidence with audio/visual equipment Ability to manage student behaviour Strong personal presence	Application Form Interview References
<b>Qualities</b>	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Calm and patient</li> <li>• Team player</li> <li>• Flexible attitude</li> <li>• Empathy</li> <li>• Professional</li> <li>• Initiative</li> <li>• A kind and caring nature</li> <li>• An understanding of the schools ethos</li> </ul>		Application Form Interview References
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Total commitment to and awareness of Safeguarding issues, as well as following the school's Safeguarding Policies and practices</li> </ul>		Application Form Lesson observation Interview References