



Malmesbury School

Cover Supervisor - Person Specification

Qualifications	Essential	Desirable
Minimum 5 GCSE's (A*-C) or equivalent, including English and Mathematics	✓	
Level 3 (or equivalent) qualifications	✓	
Educated to degree level		✓
Knowledge, Skills and Abilities		
An ability to inspire and enthuse students	✓	
Excellent written and oral communication skills	✓	
An ability to use basic ICT software to deliver teaching and learning activities e.g. Microsoft Office	✓	
A basic understanding of the varying needs of students across the ability range		✓
A basic understanding of the varying students' needs with SEND		✓
Experience		
Practical experience of word processing, use of Excel, email and other electronic office applications	✓	
Experience working with young people in a paid profession	✓	
Experience working in an academy or school, preferably secondary		✓
Willingness to lead/contribute to extra-curricular opportunities		✓
Personal Attributes		
A passion for education and the ability to inspire others to share it	✓	
A genuine desire to help provide the best education and support for students	✓	
A commitment to the aims and ethos of the School and Trust	✓	
A commitment to comprehensive and inclusive education	✓	
A commitment to excellent pastoral care	✓	
A commitment to the highest standards of safeguarding and child protection	✓	
Professional and personal integrity	✓	
An ability to engage and motivate students who may present in a challenging manner, and to remain professional when facing emotive and distressing difficulties	✓	
Excellent time management and organisation skills	✓	
An ability to work constructively and positively as part of a team, developing good working relationships with other staff	✓	
An ability to work independently and demonstrate initiative	✓	
An ability to work flexibly to support others and respond to unplanned situations	✓	
A recognition of the importance of personal responsibility for Health and Safety	✓	
A commitment to continuous professional learning	✓	
Potential to develop further within the school		✓

