



**HALL GREEN SCHOOL  
PERSON SPECIFICATION  
POST: COVER SUPERVISOR**

**Salary Range/Grade:** Grade 3, Point 9-22  
**Responsible to:** Assistant Headteacher

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): without which candidate would be rejected  
Desirable (D): useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

<b>Attributes</b>	<b>Essential</b>	<b>How Measured</b> A – Application I – Interview Q – Qualification R – Reference	<b>Desirable</b>	<b>How Measured</b> A – Application I – Interview Q – Qualification R – Reference
Qualifications	<ul style="list-style-type: none"> <li>GCSE or equivalent in English and Maths</li> </ul>	A		
Professional Experience			<ul style="list-style-type: none"> <li>Previous experience of working in a school</li> </ul>	A, I, R
Skills	<ul style="list-style-type: none"> <li>Accurate and fluent written communication skills</li> <li>Ability to orally communicate effectively with a range of audiences</li> <li>Ability to engage and motivate pupils</li> <li>Effective time management skills which allow pupils to complete set activities at an appropriate pace</li> <li>Ability to deploy behaviour management strategies effectively</li> </ul>	<p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p>		
Knowledge and understanding	<ul style="list-style-type: none"> <li>Knowledge of behaviour strategies</li> <li>Knowledge and understanding of safeguarding</li> </ul>	<p>A, I, R</p> <p>A, I</p>	ICT competency, such as the use of Interactive Whiteboards	A, I, R

Attributes	Essential	How Measured A – Application I – Interview Q – Qualification R – Reference	Desirable	How Measured A – Application I – Interview Q – Qualification R – Reference
Personal Attributes	<ul style="list-style-type: none"> <li>• Willingness to be flexible</li> <li>• Hardworking and Conscientious</li> <li>• Ability to work independently in planning/preparing support materials</li> <li>• Undertake additional training as and when required</li> <li>• Reliable</li> </ul>	<p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p>		
Equal Opportunities	<ul style="list-style-type: none"> <li>• Knowledge of and commitment to equal opportunities issues as they relate to education and schools</li> </ul>	<p>A, I, R</p>		
Safeguarding	<ul style="list-style-type: none"> <li>• The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment</li> </ul>	<p>A, I, R</p>		

We will consider any reasonable adjustments under the terms of the Equality Act 2010 to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Hall Green School is committed to safeguarding and promoting the welfare of its pupils and expects all those working at the School to share this commitment. Successful applicants will be required to undergo pre-appointment checks appropriate to the post, including checks with past employers and Enhanced Disclosure and Barring Checks.