



Cover Manager / Classroom Supervisor

Person Specification

Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none">GCSE or higher English and Maths	
Knowledge, and Experience	<ul style="list-style-type: none">Experience of working with secondary aged studentsA strong knowledge of classroom management	<ul style="list-style-type: none">Experience of Cover ManagementUnderstanding of the principles of teaching and learning
Skills/Abilities	<ul style="list-style-type: none">Ability to demonstrate developed interpersonal and communication skillsAbility to establish positive relationships with pupils, including those with special educational needsExcellent administrative skills and proven attention to detail and accuracyAbility to inspire and motivate students	<ul style="list-style-type: none">A good working knowledge of Microsoft OfficeA good working knowledge of SIMS
Personal Qualities	<ul style="list-style-type: none">Good communication skillsCalm, patient and an appreciation of a sense of humourTeam playerFlexible attitudeProactiveMotivatedWell organizedAbility to work within school policy (with particular regard to Safeguarding)	