

Budmouth Academy Weymouth Support Staff Person Specification

Job title:	Cover Supervisor	
Reports to:	COVER MANAGER/SLT	Scale F: Points 12-17

CRITERIA	EVIDENCE
EDUCATION AND PROFESSIONAL QUALIFICATIONS	(See Key)
Essential	
1. GCSE English and Maths (A*-C) or equivalent	1, 2 & 3
Desirable	
2. Additional professional qualifications/training/experience related to this role	1, 3 & 4
KNOWLEDGE	
Essential	
3. Proficient user of Microsoft Office	1
5. Current understanding of Data Protection/GDPR	1, 3 & 4
Desirable	
6. Knowledge of exams systems	1 & 3
8. Understanding of challenging behaviours and how to deal with them in a classroom	1, 3 & 4
EXPERIENCE	
Essential	
9. Significant experience of working in a school supporting students	1, 3 & 4
10. Experience of prioritising workloads, time management and dealing with conflicting priorities.	1, 3 & 4
Desirable	
11. Experience of working within the secondary phase	1, 3 & 4
12. Experience of supporting children in a classroom	1, 3 & 4
Essential	
13. Sound interpersonal, management and supervisory skills	1, 3 & 4
14. Broad knowledge of legislation and regulations applicable to the teaching and learning of students and to the support of employees.	1, 3
15. Ability to work independently but know when to seek help	1 & 3
16. Self-starter, with an ability to work independently and use own initiative to overcome obstacles whilst being able to provide positive outcomes	1, 3 & 4
OTHER FACTORS	
Essential	
17. Ability to form and maintain appropriate relationships and personal boundaries with children in accordance with Safeguarding practices	1, 3 & 4
18. Personal and professional resilience to a challenging role	1 & 3
19. Flexibility in working hours according to the needs of the role	1 & 3
20. Able to deal with highly confidential information	1, 3 & 4
21. Ability to work under pressure, to set deadlines and to prioritise	1, 3 & 4
22. Ability to work with a wide variety of people internal and external school	1 & 3

Person Specification prepared by:	HR/SLT		
Designation:	Budmouth Academy Weymouth	Date:	September 2024

Evidence method for criteria

1. Application Form 2. Sight of Certificates 3. Interview 4. References