



PERSON SPECIFICATION Cover Supervisor

A Person Specification defines the required qualifications, knowledge, skills and qualities of the staff sought by the Minster School Governors in the recruitment and selection process.

All members of staff employed by the Minster School support and promote the school’s aims:

1. To create an atmosphere of caring and purpose derived from commitment to moral and religious principles
2. To engender a lifelong love of learning
3. To encourage each child to strive for his or her best in intellectual, physical and spiritual growth
4. To help each child to develop relationships with others which are founded on mutual respect and the pursuit of lasting happiness
5. To encourage and develop leadership and active citizenship within the school and wider community which fosters a sense of dignity, vocation and purpose for every individual
6. To develop and maintain excellence in teaching and learning

In particular, all staff employed by the Minster School commit to support, uphold, promote and embody the school’s ethos:

‘Succeeding Together’

Enabling all members of our school community to work together, care for each other and strive to realise their potential in their studies and all other aspects of life.

- ◆ Wisdom
- ◆ Optimism
- ◆ Resilience
- ◆ Kindness
- ◆ Service

ATTRIBUTES		REQUIREMENTS
		<i>Essential</i>
		<i>Desirable</i>
Qualifications and Training	<ul style="list-style-type: none"> • A minimum of 5 GCSEs (Grade A-C) or equivalent including English and Maths. (W, D) • A willingness to undertake relevant training to support the most effective practice (I) 	<ul style="list-style-type: none"> • Relevant level 3 qualifications (W, D) • Teacher training (W,D)
Knowledge and Experience	<ul style="list-style-type: none"> • Recent experience of working in the educational sector and/or with secondary school aged children (W) 	<ul style="list-style-type: none"> • Experience of working in a secondary school (W) • Experience & proven ability to use a variety of computer applications, in particular Microsoft Office.(W,I)

Skills	<ul style="list-style-type: none"> • Ability to set and maintain high standards (W, I) • Ability to safely manage classroom activities, the physical learning space and classroom resources (I, D) • An understanding of a range of strategies to deal with classroom behaviour as a whole, group behaviour and with individual behaviour (W, I, D) • Ability to prioritise tasks, manage time effectively and meet deadlines. (W, I, D) • Ability to cope with the pressure of a fragmented day (W, I, D) • Ability to relate to and work with young people (I, D) 	
Qualities and Attributes	<ul style="list-style-type: none"> • Proven interpersonal and communication skills to deal effectively with staff, students, parents, governors and outside agencies, in person, in writing and on the telephone. (W, I, D) • Ability to develop and maintain effective working relationships. (I, D) • Discrete and considerate when dealing with sensitive and confidential matters. (I,D) • Proven ability to work on own initiative and make decisions. (W, I, D) • Ability to work as an effective member of a team. (I, D) • Excellent organisational skills. (W, I, D) • Ability to adapt to new situations (I) 	
Equal Opportunities and Safeguarding	<ul style="list-style-type: none"> • Commitment to equal opportunities (I, D) • Commitment to safeguarding students. (I, D) 	

Evidence key: Written Application (W), Documentary evidence (D), Interview/assessment (I)