

Specification for the post of
CURRICULUM COVER SUPERVISOR
WOODCHURCH HIGH SCHOOL
A CHURCH OF ENGLAND ACADEMY

Employee Specification Form
M23

Personal Attributes				
	Essential		Desirable	
	Attribute	Stage Identified	Attribute	Stage Identified
Qualifications	Good general education to 'A' level or equivalent, including passes in English, Mathematics and Science at GCSE level, or equivalent	F	Degree ICT qualification (e.g., GCSE)	F,I F,I
Experience	Experience of working with children in a school environment	F,I,R		
Knowledge and Skills	Administration / organisational skills Good communication and interpersonal skills Ability to supervise pupils Can work using own initiative Confident to make decisions ICT proficient	L,I F,R,I F,R,A F,I F,R F,R	Trained in the use of Behaviour for Learning Techniques First Aid Qualification Knowledge of Child Protection	F,R,I F,R F,R
Special Requirements	Adopt a flexible approach Maintain confidentiality To be supportive Contribute to school ethos and aims DBS	F,R,I F,R,I F,R,I F,R,I		

Signed.....

KEY: F=APP FORM, L=LETTER, I=INTERVIEW, R=REFERENCE