



“Brookfield Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”

<b>Post title</b>	<b>Cover Supervisor</b>	
<b>Reporting to</b>	Assistant Headteacher and Operations Manager	
<b>Contract type</b>	Permanent, Full Time (37 hours per week), Term Time only (39 weeks)	
<b>Essential</b>		
<b>Desirable</b>		
<b>SKILLS</b>		
<ul style="list-style-type: none"> <li>▪ Ability to manage the behaviour of students to promote and maintain order and a calm working environment for students</li> <li>▪ Ability to motivate students</li> <li>▪ Ability to work at own initiative and as part of a team</li> <li>▪ Ability to work in a flexible and responsive way with tact, discretion and confidentiality</li> <li>▪ Ability to relate well to children and adults</li> <li>▪ Ability to work under pressure</li> <li>▪ Flexibility</li> <li>▪ Competence in numeracy and literacy</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to use ICT effectively to support learning</li> <li>▪ Ability to support the processes and procedures for students' learning</li> </ul>	
<b>KNOWLEDGE</b>		
<ul style="list-style-type: none"> <li>▪ Awareness of confidentiality issues linked to:             <ul style="list-style-type: none"> <li>▪ Home</li> <li>▪ Student</li> <li>▪ Teacher</li> </ul> </li> <li>▪ School work</li> </ul>	<ul style="list-style-type: none"> <li>▪ Understanding of the aims, content and intended outcomes of teaching and learning in relation to the National and the School's curriculum</li> <li>▪ Understanding of principles of child development and learning processes</li> <li>▪ Knowledge of a range of strategies to promote good behaviour</li> <li>▪ Awareness of the statutory frameworks relevant to their role</li> <li>▪ Knowledge and understanding of the different classroom roles and responsibilities in relation to this post</li> <li>▪ Awareness of policies and procedures relating to child protection, health, safety and security, equal opportunities, confidentiality and data protection and of other relevant legislation</li> </ul>	
<b>EXPERIENCE</b>		
<ul style="list-style-type: none"> <li>▪ Experience working with children and young people</li> <li>▪ Administrative duties</li> </ul>		
<b>QUALIFICATIONS</b>		
<ul style="list-style-type: none"> <li>▪ 5 GCSE pass or equivalent of NVQ Level 2 including Maths/Numeracy and English/Literacy</li> </ul>	<ul style="list-style-type: none"> <li>▪ Appropriate First Aid Training</li> <li>▪ A Level/Level 3 Qualification</li> </ul>	