



“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.”

Post title	Cover Supervisor	
Reporting to	Assistant Headteacher and Operations Manager	
Contract type	Permanent, Full Time (29 ½ hours – 4 days per week), Term Time only (39 weeks)	
Essential		
Desirable		
SKILLS		
<ul style="list-style-type: none"> ▪ Ability to manage the behaviour of students to promote and maintain order and a calm working environment for students ▪ Ability to motivate students ▪ Ability to work at own initiative and as part of a team ▪ Ability to work in a flexible and responsive way with tact, discretion and confidentiality ▪ Ability to relate well to children and adults ▪ Ability to work under pressure ▪ Flexibility ▪ Competence in numeracy and literacy 	<ul style="list-style-type: none"> ▪ Ability to use ICT effectively to support learning ▪ Ability to support the processes and procedures for students’ learning 	
KNOWLEDGE		
<ul style="list-style-type: none"> ▪ Awareness of confidentiality issues linked to: <ul style="list-style-type: none"> ▪ Home ▪ Student ▪ Teacher ▪ School work 	<ul style="list-style-type: none"> ▪ Understanding of the aims, content and intended outcomes of teaching and learning in relation to the National and the School’s curriculum ▪ Understanding of principles of child development and learning processes ▪ Knowledge of a range of strategies to promote good behaviour ▪ Awareness of the statutory frameworks relevant to their role ▪ Knowledge and understanding of the different classroom roles and responsibilities in relation to this post ▪ Awareness of policies and procedures relating to child protection, health, safety and security, equal opportunities, confidentiality and data protection and of other relevant legislation 	
EXPERIENCE		
<ul style="list-style-type: none"> ▪ Experience working with children and young people ▪ Administrative duties 		
QUALIFICATIONS		
<ul style="list-style-type: none"> ▪ 5 GCSE pass or equivalent of NVQ Level 2 including Maths/Numeracy and English/Literacy 	<ul style="list-style-type: none"> ▪ Appropriate First Aid Training ▪ A Level/Level 3 Qualification 	