



Person Specification **Cover Manager**

| Criteria | E/D | A/I |
|---|------------|------------|
| <u>Knowledge and Experience</u> | | |
| Understanding and working knowledge of the national curriculum and other learning programmes (within specified age range/subject area) e.g. knowledge of core subject areas | E | A/I |
| Working knowledge and understanding of principles of child development, learning styles and independent learning | E | A/I |
| Working knowledge of relevant policies/codes of practice/legislation | E | A/I |
| Understanding of inclusion, especially within a school setting | E | A/I |
| Experience of resources preparation to support learning programmes | E | A/I |
| Previous experience working in an education setting | E | A/I |
| Working knowledge of SIMS and Cover | E | A/I/T |
| Proficiency in Microsoft Office Excel and Word | E | A/I/T |
| Experience of working with supply agencies or outside agencies, maintaining professional relationships and working within agreed budgets and legal parameters | D | A/I |
| Knowledge and awareness of GDPR requirements and regulations | E | A/I |
| <u>Qualifications and Training</u> | | |
| Good standard of Education up to GCSE or equivalent - Excellent literacy and numeracy skills | E | A |
| Minimum 2 years experience of working with children in an educational setting (within specified age range/subject area) | E | A/I |
| NVQ 2/3 equivalent or above in teaching assistance or relevant experience | E | A |
| QTS/QTLS | D | A |
| Training in the literacy/numeracy strategy | D | I |
| Training in special educational needs strategies | D | I |
| <u>Skills and Abilities</u> | | |
| Excellent time management, planning and organisational skills | E | A/I |
| Ability to build and maintain effective working relationships with all pupils and colleagues | E | A/I |
| Ability to work with sensitive information and maintaining strict confidentiality in all forms including electronically, written form and verbally | E | A/I |
| Ability to promote a positive ethos and role model positive attitudes | E | A/I |
| Ability to work effectively under pressure | E | A/I/T |
| Ability to communicate effectively at all levels | E | A/I |
| Planning own workload to meet deadlines | E | A/I |
| Ability to work effectively within a team environment, understanding classroom roles and responsibilities | E | A/I |
| Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate | E | A/I/T |
| Effective Behaviour Management skills | E | I |
| <u>Commitment to Equal Opportunities</u> | | |
| Ability to understand and demonstrate commitment to equality and diversity | E | A/I |

E = Essential requirement of the role

D = Desirable requirement of the role

A = Assessed via the application form

I = Assessed at Interview

T = Task