**PERSON SPECIFICATION**

**POST TITLE:** Cover Supervisor

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|  | ESSENTIAL | DESIRABLE | METHOD OF ASSESSMENT |
| **Educational Attainment** | * NVQ 3 in education/childcare or equivalent (e.g. NNEB) **or** experience in relevant discipline
 | * Evidence of further training
* First Aid qualification
 | * Application form
* Certificates
* Interview
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| **Work Experience** | * Experience in a school environment relevant to the post
* Experience of working as a Cover Supervisor/Teaching Assistant
* Experience of working with or caring for children of relevant age (secondary)
 | * Experience of working with children with Special Needs
 | * Application form
* Interview
* References
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| **Knowledge/****Skills/****Aptitudes** | * Effective use of ICT to support learning
* Use of other technology equipment – PC, video, photocopier etc
* Understanding of relevant polices/codes of practice and awareness of relevant legislation
* General understanding of national/foundation stage curriculum and other basic learning programmes/strategies
* Basic understanding of child development and learning
* Ability to self-evaluate learning needs and actively seek learning opportunities
* Ability to relate well to children and adults
* Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
* Good numeracy/literacy skills
* Training in the relevant learning strategies e.g. literacy
 |  | * Interview
* References
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| **Disposition** | * Ability to relate well to children and adults
* Committed to the principals of equality and diversity
* Flexible approach to work
 |  | * Interview
* References
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| Circumstances | * Enhanced clearance from the Disclosure and Barring Service
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