

Arden Academy

Person Specification – Cover Supervisor



	Essential	Desirable	Methods of Assessment
Qualifications	5 GCSEs at grades 9 to 4 (A* to C), or equivalent, including English and Mathematics	Evidence of Further Education such as A Levels or Level 2/3 Awards in Supporting Teaching & Learning in School, Cover Supervision An undergraduate Education Degree or degree in any subject	Application Qualifications
Experience	Experience of supporting individual/groups of children Experience of the use of ICT to enhance students learning	Experience of working in a learning environment such as a learning centre or school/college Experience of delivering First Aid	Application References Interview
Knowledge	Knowledge of Behaviour Management strategies Fluent level of spoken and written English	ICT competency, such as the use of Interactive Whiteboards, knowledge of Word, PowerPoint and Google Knowledge of SEN Code of Practice Knowledge of policies and procedures relating to child protection and health & safety, equal opportunities, confidentiality, data protection and safeguarding children.	Application References Interview Observation
Skills	The ability to supervise students and establish a constructive, safe and ordered atmosphere in the classroom. Ability to orally communicate effectively with a range of audiences Ability to engage and motivate pupils Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupils to stay on task Ability to consistently and effectively implement agreed behaviour management strategies An ability to work as a member of a team Initiative and an ability to work independently Accurate and fluent written communication skills	Effective time management skills which allow students to complete set activities at an appropriate pace Good organisation and an ability to work to deadlines	Application References Interview Observations
Other	Commitment to inclusion To undergo an Enhanced DBS clearance Self-motivational and positive approach		Application Interview Observation

