

**ARNOLD ACADEMY
PERSON SPECIFICATION**

JOB TITLE: Cover Supervisor

PAY SCALE: Level 3c

Attributes	Essential	Desirable
Education / Qualifications	Educated to GCSE level with English, maths and science at A*- C (or equivalent).	
Experience	<p>At least one year's recent experience of working in a school or educational establishment as a Teaching Assistant.</p> <p>Experience of working with class size groups of children.</p>	<p>Previous experience as a cover supervisor.</p> <p>Previous experience of working in a classroom based role in a middle school.</p> <p>Experience of delivering to whole classes.</p>
Skills/ Knowledge/ Aptitude	<p>Understand the Middle school approach to education.</p> <p>Understand the context of lessons and expectations of work to be produced by the end of the lesson.</p> <p>Understanding of the components of a good lesson.</p> <p>The ability to create a classroom environment conducive to high quality learning.</p> <p>Knowledge of effective positive behaviour management strategies.</p> <p>Demonstrate effective working as a member of a team whilst able to work on own initiative.</p> <p>Confidence and ability to effectively manage and support children with a range of needs children.</p>	

<p>Motivation</p>	<p>Demonstrate a passion to work with children of all ability levels within a classroom situation.</p> <p>Ability to work on own initiative whilst following established procedures.</p> <p>Willingness to undertake appropriate training.</p> <p>A commitment to Values education.</p>	
<p>Other</p>	<p>Excellent standard of written and oral communication.</p> <p>Ability to organise administrative paperwork associated with the provision of cover work.</p> <p>Current experience of using ICT, especially Word, Excel and email.</p> <p>Ability to motivate / inspire others to get the best out of them.</p>	