



Person Specification

Cover Supervisor

Criteria	Essential	Desirable
Qualifications		
GCSE English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 1.	✓	
Level 3 NVQ for Teaching Assistants or equivalent qualification or experience.	✓	
Other relevant qualifications relating to the post e.g. Level 3 NVQ in Health/Childcare, first aid qualification.		✓
Evidence of further training/development and/or willingness to participate in further training and development opportunities e.g. relevant learning strategies, literacy and/or particular curriculum or learning area such as sign language, bi-lingual, dyslexia, ICT, maths, English etc.	✓	
Experience		
Experience of working in a team situation.	✓	
Experience of working with or caring for children of relevant age e.g. voluntary organisation or parental/caring responsibilities.	✓	
Experience of working with pupils with additional educational needs and more able special educational needs.	✓	
Experience of working in a relevant discipline.	✓	
Knowledge and Skills		
Will possess a full working knowledge of the School's policies/procedures/codes of practices with an outline understanding of relevant legislation relating to the role.	✓	



Knowledge of childcare with an understanding/awareness of the principles of child development and learning processes as appropriate.	✓	
Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies.	✓	
Good organisational and problem solving skills with the ability to work proactively and independently	✓	
Good communication skills.	✓	
Exercise advisory, guiding, negotiating and persuasive skills at a developed level.	✓	
Excellent numeracy/literacy skills.	✓	
Good ICT skills.		✓
Knowledge of Behaviour Management.	✓	
Knowledge and commitment to schools Equality policy.	✓	
Knowledge of Health and Safety requirements.	✓	
Demonstrate a commitment to working with children of the relevant age.	✓	
Demonstrate good co-operative, interpersonal and effective listening skills.	✓	
Maintain confidentiality in matters relating to the school, its pupils, parents or carers.	✓	
In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level.	✓	
Personal Qualities		
Ability to relate well to pupils and adults.	✓	
Ability to work constructively as part of a team with a willingness to share knowledge, expertise and experience.	✓	



Ability to remain calm under pressure; prioritising conflicting demands .	✓	
Ability to perform all duties and tasks with reasonable adjustments where necessary, working flexibly and willing to accept change.	✓	
Ability to use relevant equipment/resources.	✓	
Ability to self-evaluate learning needs and actively seek new learning opportunities.	✓	
Ability to understand classroom roles and responsibilities.	✓	
An understanding of the needs of a multicultural society.	✓	
An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs.	✓	
Ability to cope with the requirements of the post, which will include working with pupils who have emotional/ behavioural/physical difficulties.	✓	
Other Requirements		
To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's Designated Safeguarding Lead or one of the Deputy Safeguarding Leads.	✓	
To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.	✓	
Accept and commit to the principles underlying the Schools Equal Rights policies and practices.	✓	
Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.	✓	
Must be legally entitled to work in the UK.	✓	