**PERSON SPECIFICATION**

**Job Title Cover Supervisor /Teaching Assistant**

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|  | **Job Requirements** | **Measurement\*** |
| **Knowledge** | * Understanding of relevant codes of practice and legislation
* Challenges facing young people which may prevent them from learning
* The principles of child development and learning process and in particular barriers to learning
* The types of special needs encountered in schools, methods of providing support in school and from external providers
* Experience of working within a school/groups of young people on a voluntary or paid basis
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| **Skills & Abilities** | * To effectively use ICT and use of other equipment
* Ability to relate well to children and adults and form constructive relationships
* Work constructively as part of a team
* Ability to self-evaluate learning needs
* Good level of written and verbal communication skills
* Good time management
* Good organisational skills
* Flexible approach
* Identify and set targets for development for individual students
* Relate well to children and adults and form constructive relationships
* Devise, implement and monitor individual action plans for students
* Work Independently but also a good team member
* Self-motivated, hardworking, able to use initiative and requiring minimal guidance and supervision
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| **Educational** | * Good literacy and numeracy skills
* NVQ2 for Teaching Assistants or equivalent qualifications and experience
 |  Certificates |
| **Special Requirements** | * This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A satisfactory Enhanced Criminal Record check by the Disclosure & Barring Service (DBS) will be required prior to appointment.
 |  DBS |

***A= Application I = Interview R = References***