



## Person Specification

## Cover Supervisory Plus

		Essential	Desirable	Where Measured
<b>Knowledge</b>	The National Curriculum.	✓		A/I/T
	Inclusion, especially within a school setting.	✓		
	Behaviour management strategies.	✓		
	Child Protection procedures.	✓		
	Relevant legislation relating to school attendance and behaviour.		✓	
	Strategies to improve attendance.		✓	
	Examination procedures		✓	
<b>Skills &amp; Abilities</b>				
<b>Skills &amp; Abilities</b>	Ability to work effectively within a team environment, understanding classroom roles and responsibilities.	✓		A/I/T
	Ability to build effective working relationships with all students, parents/carers and colleagues.	✓		
	Ability to manage a classroom.	✓		
	Numeracy, Literacy and ICT skills.	✓		
	Exceptional Excel skills	✓		
	Ability to provide basic clerical and administrative support as required e.g. student record keeping, Microsoft Office.	✓		
	Ability to respond and use initiative in and out of classroom setting.	✓		
<b>Qualifications &amp; Training</b>				
<b>Qualifications &amp; Training</b>	Educated to at least GCSE level.	✓		A
	NVQ Level 3 or equivalent in a relevant discipline		✓	
<b>Experience</b>				
<b>Experience</b>	Experience of working with and/or caring for children (within specified age range).	✓		A
	Above within an educational setting.	✓		



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<b>Professional values &amp; practice</b>	Must be able to demonstrate all of the following: Ability to understand, build and maintain successful relationships with students and colleagues, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners.	✓		A/I/T
	An ability to fulfil all spoken aspects of the role with confidence through the medium of English	✓		
<b>Special attributes required of the candidate</b>	Willingness to participate in relevant training and development opportunities.	✓		A/I
	Full driving licence.	✓		
	Flexibility in working hours.	✓		
	Willingness to train to drive the school's minibus.		✓	
	Willingness to take part in extra-curricular activities.		✓	

A: Application Form

I: Interview

T: Task