



Person Specification Cover Supervisor

Criteria	E/D	A/I
<u>Knowledge and Experience</u>		
Understanding and working knowledge of the national curriculum and other learning programmes (within specified age range/subject area) e.g. knowledge of core subject areas	E	A/I
Working knowledge and understanding of principles of child development, learning styles and independent learning	E	A/I
Working knowledge of relevant policies/codes of practice/legislation	E	A/I
Understanding of inclusion, especially within a school setting	E	A/I
Experience of resources preparation to support learning programmes	E	A/I
Previous experience working in an education setting	E	A/I
Working knowledge of SIMS and Cover	E	A/I
Proficiency in Microsoft Office Excel and Word	E	A/I
Knowledge and awareness of GDPR requirements and regulations	E	A/I
<u>Qualifications and Training</u>		
Good standard of Education up to GCSE or equivalent - Excellent literacy and numeracy skills	E	A
Minimum 2 years experience of working with children in an educational setting (within specified age range/subject area)	E	A/I
NVQ 2/3 equivalent or above in teaching assistance or relevant experience	E	A
QTS/QTLS	D	A
Training in the literacy/numeracy strategy	D	I
Training in special educational needs strategies	D	I
<u>Skills and Abilities</u>		
Excellent time management and organisational skills	E	A/I
Ability to build and maintain effective working relationships with all pupils and colleagues	E	A/I
Ability to work with sensitive information and maintaining strict confidentiality in all forms including electronically, written form and verbally	E	A/I
Ability to promote a positive ethos and role model positive attitudes	E	A/I
Ability to work effectively under pressure	E	A/I
Ability to communicate effectively at all levels	E	A/I
Planning own workload to meet deadlines	E	A/I
Ability to work effectively within a team environment, understanding classroom roles and responsibilities	E	A/I
Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate	E	A/I
Effective Behaviour Management skills	E	I
<u>Commitment to Equal Opportunities</u>		
Ability to understand and demonstrate commitment to equality and diversity	E	A/I

E = Essential requirement of the role

D = Desirable requirement of the role

A = Assessed via the application form

I = Assessed at Interview