



Harrop Fold School

The best in everyone™

Part of United Learning

Cover Supervisor **PERSON SPECIFICATION**

	Essential	Desirable
Training and Qualifications		
Degree (or equivalent experience or qualification)	x	
Recognised teaching qualification for secondary age students		x
Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.		x
Experience working with children of relevant age in a classroom environment		x
Experience		
Good interpersonal and communication skills	x	
Ability to work effectively as an individual and part of a team	x	
Excellent organisational skills	x	
Ability to work on own initiative and problem-solve	x	
Ability to keep calm under pressure or during unexpected circumstances	x	
Ability to be firm but fair at all times	x	
Willingness to undertake appropriate training courses	x	
Previous experience in an educational environment		x
Previous experience in a Cover Supervisor or Teaching role		x
Qualities, skills, knowledge and abilities		
Ability to co-ordinate a variety of duties that run simultaneously, prioritising where appropriate	x	
Ability to record and/or pass on accurate information (verbal & written)	x	
Demonstrate excellent communication and inter-personal skills	x	
Ability to use tact and courtesy with staff, pupils and visitors	x	
Understanding of principles of child development and learning processes Ability to self-evaluate learning needs and actively seek learning opportunities	x	
Ability to relate well to children and adults	x	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	x	

Can use ICT effectively to support learning	x	
Has sound speaking and listening skills to extend language in discussion	x	
Can plan, implement and evaluate learning activities	x	
Can manage the behaviour of pupils in a reasonable manner	x	
Has a caring positive attitude towards pupils welfare	x	
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation		x
Working knowledge of national curriculums and other relevant learning programmes/strategies		x
Has experience of pupil assessment		x
Has an awareness of pupils with special educational needs		x
Has sufficient practical and organisational skills to contribute to the preparation and management of educational resources		x
Community		
Confidence, independence and flexibility	x	
A commitment to and ability to lead school improvement and manage change	x	
Imaginative and innovative in leading others	x	
A vision for how outstanding behaviour for learning can contribute to student progress	x	
Experience in building wider relationships in a diverse community		x