

PERSON SPECIFICATION

Job Title:	Cover Supervisor
Reporting to:	SLT Link
Duration:	Permanent

		Essential/ Desirable	Application Form	Assessed by Interview Task References
QUALIFICATIONS				
1	Minimum of 4 GCSE's at grade C or above, including English and Maths.	E	✓	
2	NVQ level 3 or above qualification – appropriate to the post (or equivalent)	D	✓	
EXPERIENCE				
3	Experience of working with or caring for children of relevant age	E	✓	
4	Experience of working in a relevant classroom/service environment	D	✓	
5	Experience of Administrative work	D	✓	
6	Experience of supporting pupils with challenging behaviour	D	✓	
ABILITIES, SKILLS AND KNOWLEDGE				
7	Ability to operate at a level of understanding and competence equivalent to NVQ Level 3 standard	E		I
8	Ability to relate well to children	E		I, T, R
9	Ability to work as part of a team	E	✓	I, R
10	Excellent communication skills	E	✓	I, R
11	Ability to supervise and assist pupils	E		I, T, R
12	Excellent time management skills	E		I, R
13	Good organisational skills	E	✓	I, R
14	Knowledge of classroom roles and responsibilities	D	✓	I, T
15	Good administrative skills	E	✓	I
16	Knowledge of Foundation Stage/National Curriculum	D	✓	I, T
17	Good numeracy and literacy skills	E	✓	I, T
18	Ability to make effective use of ICT	D	✓	I, T, R
19	Flexible attitude to work	E	✓	I, T, R
PERSONAL QUALITIES				
20	Commitment to safeguarding and protecting the welfare of children and young people	E		I, R
21	Commitment to equality and diversity	E		I
22	Commitment to health and safety	E		I
23	Commitment to sustaining regular attendance at work	E		I, R