

Person Specification

HLTA / Cover Supervisor

ESSENTIAL	DESIRABLE
QUALIFICATIONS AND TRAINING	
<ul style="list-style-type: none"> • GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in english and maths • Awarded HLTA status or have relevant experience that demonstrates you can achieve the HLTA standards • Safeguarding in Education level 1 	<ul style="list-style-type: none"> • Evidence of being proactive in furthering own professional development
EXPERIENCE	
<ul style="list-style-type: none"> • Relevant primary age experience in classroom management and support • Familiarity with the school curriculum as well as the age-related expectations of pupils in KS1 and 2 	<ul style="list-style-type: none"> • Experience of working alongside colleagues to improve teaching and learning • Experience of using ICT to enhance learning opportunities • Experience of dairy management and record keeping
KNOWLEDGE AND UNDERSTANDING	
<ul style="list-style-type: none"> • Understand the key factors that affect children and young people’s learning and progress • Understand the objectives, content and intended outcomes for the learning activities in which they are involved • Ability to contribute to a range of teaching and learning activities • Demonstrable skills in planning, monitoring, assessment and classroom management • Knowledge of general safeguarding procedures and expectations of professional conduct 	<ul style="list-style-type: none"> • Knowledge and understanding of the role of Learning Behaviours/Dispositions

COMMUNICATION SKILLS	
<ul style="list-style-type: none"> • Excellent interpersonal skills across a range of stakeholders • Ability to empathise and communicate effectively with primary age pupils • Ability to use ICT effectively to communicate with other stakeholders • Commitment to developing positive relationships with parents, the community and other stakeholders 	<ul style="list-style-type: none"> • Ability to speak publicly
MANAGEMENT SKILLS	
<ul style="list-style-type: none"> • Ability to plan time and organise workload effectively • A proactive approach to tasks • A commitment to a healthy work/life balance • Ability to help and support the wider school team when asked • Ability to prioritise and meet deadlines 	
PERSONAL ATTRIBUTES	
<ul style="list-style-type: none"> • A highly effective role model for learning • Reflective, resourceful and resilient • Highly effective team member • Caring, reliable – a strong moral compass • A sense of humour 	

Blue Coat CE VA Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. This post is subject to an enhanced DBS check. References will be required in support of candidates who are called for interview which must be from your current or last place of work.

January 2023