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**PERSON SPECIFICATION**

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|  | ESSENTIAL | DESIRABLE |
| Education / training | * Maths and English GCSE at Grade C or above, or equivalent | * Cover Supervisor or Teaching Assistant training |
| Experience | * At least 2 years’ experience of working with students aged 11-16 * Experience of working in a school setting | * Previous Cover Supervisor or Teaching Assistant experience * Previous experience of working in an administration role |
| Specialist knowledge / skills | * Current educational policy and an understanding of the National Curriculum * Ofsted criteria and what constitutes good and outstanding classroom practice * Ability to deliver and manage teaching and learning appropriate to students aged 11-16 | * Knowledge of SIMS school database |
| Personal skills | * Ability to deliver excellent customer service to both adults and children * Ability to plan and prioritise tasks * Excellent attention to detail * Outstanding communication skills * Professional resilience * A sensitive and diplomatic approach |  |
| General | * Excellent understanding of safeguarding guidance | * A good understanding of school policies |