**Person Specification**

**Cover Supervisor**

This specification is used to guide selection and gives an outline of the type of person and the characteristics needed to fulfil this role.

**Essential** –without which the candidate would be rejected

**Desirable** –useful for choosing between two good candidates

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
|  | |  |
| **Qualifications & Professional or Vocational Training** | |  |
|  | Hold relevant qualifications at a level equivalent to at |  |
|  | least NQF Level 3. |  |
|  | Demonstrable levels of numeracy & literacy equivalent to |  |
|  | GCSE (A-C) or NVQ Level 2 (or by test). |  |
|  | A minimum of two years’ experience in similar work in an |  |
|  | education setting. |  |
|  | Training in relevant learning strategies e.g. literacy. |  |
|  | |  |
| **Relevant experience & knowledge** | |  |
|  |  | Experience of working with |
|  | Knowledge & understanding of the National Curriculum | students with additional |
|  | including the literacy and numeracy strategies. | educational needs |
|  | Understanding of behaviour management strategies. |  |
|  | Understanding of principals of child development and |  |
|  | learning processes |  |
|  | |  |
| **Skills & Abilities** | |  |

* Effective oral and written communication skills.
* Excellent interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with colleagues.
* Good organisational and time management skills.
* Sound IT skills to support learning
* Ability to maintain confidentiality

**Attitude & Motivation**

* Ability to work under pressure and to meet deadlines
* Willing to comply and actively implement the academy’s equal opportunities policy
* Willing to participate in training and development activities including assisting to train colleagues
* Willing to adapt to change and show a flexible approach
* Ability and willingness to work constructively as part of a team
* Ability to supervise pupils effectively both in and out of school in line with the school’s behaviour policy.
* Ability to use own initiative and work flexibly.