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| **PERSON SPECIFICATION** | | |
| **Job Title: Cover Supervisor / Teaching Assistant** | | |
|  | **Essential** | **Desirable** |
| **Qualifications /**  **Training** | English and Maths or similar at GCSE grade A-C or equivalent  Level 3 qualifications | Higher Education – A levels or Degree standard  Evidence of having achieved Professional Standards for HLTA  Graduate or recent training in one or more of the following   * Data analysis * Resource management * Student Behaviour management   First Aid Certificate  Safeguarding training  Equality and diversity training  ECDL or ITQ Level 2 or equivalent |
| **Knowledge /**  **Experience** | Experience of delivering whole class teaching  Evidence of having managed whole class behaviour for pupils in all Primary key stages  Evidence of high performance in previous roles/jobs  Experience of working effectively with people from diverse backgrounds  Experience of working constructively to achieve team objectives and deadlines  Confident IT user | Recent experience in teaching across the curriculum including English and Maths in KS2  Has planned with class teacher and taught lessons for whole class  Experience of tutoring/mentoring others  Experience of providing support to individuals in an educational or care setting  Experience of working with students with learning difficulties and/or disabilities  Experience of teaching or coaching young learners  An understanding how to promote equality and diversity within the job role |
| **Skills / Abilities** | Ability to consistently demonstrate high levels of job performance  Ability to establishes a safe, purposeful working environment  Ability to communicate effectively and confidently face to face, on the telephone and in writing  Good organisational and time management skills  Good administrative skills, with the ability to maintain accurate, up-to-date records  Ability to work on own initiative and as part of a team  Ability to make a positive contribution to the team, valuing and respecting others’ expertise and contribution  Ability consistently to support a high quality learning experience for all students and create a welcoming and supportive environment for students  Ability to promote the School’s reputation and carry out the School’s business appropriately and professionally at all times | Ability to deal with challenging behaviours and motivate and encourage students  Ability to analyse and present complex data  Aspiration to work in an educational or similar setting |
| **Ethos** | Contributes effectively to the culture and vision of the school  Supports high expectations and standards in line with the school practices. |  |
| **Attitude** | Is committed to their own professional development  Consistently models professionalism  Builds effective working relationships with teachers and parents |  |
| **Special Requirements** | Responsibility for promoting and safeguarding the welfare of all students  Ability to form maintain appropriate relationships and personal boundaries with children and young people  Willingness to undertake relevant and appropriate staff development  Flexible approach to work and working times  Awareness of health and safety requirements relevant to the job |  |