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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 equivalentLevel 3 qualifications | Higher Education – A levels or Degree standardEvidence of having achieved Professional Standards for HLTAGraduate or recent training in one or more of the following* Data analysis
* Resource management
* Student Behaviour management

First Aid CertificateSafeguarding trainingEquality and diversity trainingECDL or ITQ Level 2 or equivalent |
| **Knowledge /** **Experience** | Experience of delivering whole class teachingEvidence of having managed whole class behaviour for pupils in all Primary key stagesEvidence of high performance in previous roles/jobsExperience of working effectively with people from diverse backgroundsExperience of working constructively to achieve team objectives and deadlinesConfident IT user  | Recent experience in teaching across the curriculum including English and Maths in KS2Has planned with class teacher and taught lessons for whole classExperience of tutoring/mentoring othersExperience of providing support to individuals in an educational or care settingExperience of working with students with learning difficulties and/or disabilitiesExperience of teaching or coaching young learnersAn understanding how to promote equality and diversity within the job role |
| **Skills / Abilities** | Ability to consistently demonstrate high levels of job performanceAbility to establishes a safe, purposeful working environment Ability to communicate effectively and confidently face to face, on the telephone and in writingGood organisational and time management skillsGood administrative skills, with the ability to maintain accurate, up-to-date recordsAbility to work on own initiative and as part of a teamAbility to make a positive contribution to the team, valuing and respecting others’ expertise and contributionAbility 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 studentsAbility to analyse and present complex dataAspiration to work in an educational or similar setting  |
| **Ethos** | Contributes effectively to the culture and vision of the schoolSupports high expectations and standards in line with the school practices. |  |
| **Attitude** | Is committed to their own professional developmentConsistently 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 peopleWillingness to undertake relevant and appropriate staff developmentFlexible approach to work and working times Awareness of health and safety requirements relevant to the job |  |