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| **Person Specification – Cover Supervisor** | | | |
| **CATEGORY** | **ESSENTIAL** | **DESIRABLE** | **IDENTIFICATION** |
| **Qualifications & Training** | * Degree (or equivalent experience or qualification) | * Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.  Appropriate first aid training  * Experience working with children of relevant age in a classroom environment | 1. Application Form 2. Qualification Certificates 3. Interview |
| **Working Experience** | * Good interpersonal and communication skills * Ability to work effectively as an individual and part of a team * Excellent organisational skills * Ability to work on own initiative and problem-solve * Ability to keep calm under pressure or during unexpected circumstances * Ability to be firm but fair at all times * Willingness to undertake appropriate training courses | 1. Previous experience in an educational environment 2. Previous experience in a Cover Supervisor or Teaching role | * Application Form * Interview |
| **Skills & Knowledge** | 1. Ability to co-ordinate a variety of duties that run simultaneously, prioritising where appropriate 2. Ability to record and/or pass on accurate information (verbal & written) 3. Demonstrate excellent communication and inter-personal skills 4. Ability to use tact and courtesy with staff, pupils and visitors 5. Understanding of principles of child development and learning processes 6. Ability to self-evaluate learning needs and actively seek learning opportunities 7. Ability to relate well to children and adults 8. Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these 9. Can use ICT effectively to support learning 10. Has sound speaking and listening skills to extend language in discussion 11. Can plan, implement and evaluate learning activities 12. Can manage the behaviour of pupils in a reasonable manner 13. Has a caring positive attitude towards pupils welfare | 1. Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation 2. Working knowledge of national curriculums and other relevant learning programmes/strategies 3. Has experience of pupil assessment 4. Has an awareness of pupils with special educational needs 5. Has sufficient practical and organisational skills to contribute to the preparation and management of educational resources | * Application Form * Interview |
| **Other factors** | * Reliability and punctuality * Excellent awareness and practice of confidentiality * Presents professional appearance/manner * Committed to equal opportunities | * Desire to progress onto a route / programme providing QTS | * Application Form * Interview |