



Person Specification – Cover Supervisor

Minimum Essential	Method of Assessment
A - Skills /Knowledge	
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	Application Form, Interview
Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies	Interview
Understanding of principles of child development and learning processes	Interview
Ability to self-evaluate learning needs and actively seek learning opportunities	Interview
Ability to relate well to children and adults	Interview
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	Interview
Can use ICT effectively to support learning	Interview
Use of other equipment technology – video, photocopier	Interview
Has sound speaking and listening skills to extend language in discussion	Interview
Can plan, implement and evaluate learning activities	Interview
Has experience of student observation and assessment	Interview
Can manage the behaviour of students in a supportive manner	Application / Interview
Has a caring positive attitude towards students welfare	Interview
Has an understanding of students with special educational needs including social, emotional and behavioural needs.	Interview

Can maintain trust and confidentiality where appropriate	Interview
Can assist the Academy in forming a partnership with parents	Application Form, Interview
Has sufficient practical and organisational skills to contribute to the preparation and management of educational resources	Application Form, Interview
Can complete and maintain students records	Interview
B - Experience, qualifications, and training (if any)	
NVQ3 for Teaching Assistants or equivalent qualification or experience	Application Form
Training in the relevant strategies e.g. nurture, literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.	Application Form
Appropriate first aid training	Application Form
Experience working with students with special educational needs and / or in a nurturing environment.	Application Form, Interview
C - Work related circumstances	
Can allocate some contractual time to after Academy staff meetings when appropriate	Application Form, Interview
Can allocate some contractual time to the whole of, or part of, staff training days when appropriate	Application Form, Interview
Can maintain personal presentation that sets high standards for the students	Application Form, Interview
Can work within the spirit of E-ACT Academy Policies to do with Equal opportunities, Child Protection, Health & Safety, Finance, Smoking etc.	Application Form, Interview