**Person Specification – Cover Supervisor**

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| **General heading** | **Detail** | **Examples/Desirable** |
| **Qualifications & Experience** | Experience of working in a supervisory role | Successful recent experience working with children in a school  Educated to NVQ Level 3 in learning support or equivalent qualification/experience |
| Working with policies and procedures | Basic knowledge of First Aid  Understanding of School Policies and Procedures |
| Literacy - Good reading and writing skills  GCSE level English grade C or above |  |
| Numeracy - Good numeracy skills GCSE level Mathematics grade C or above |  |
| Technology - Good working knowledge of ICT to support learning | GCSE level ICT or above |
| Ability to write reports, statements, provide written feedback to staff etc. |  |
| **Communication** | Ability to use clear language to communicate information unambiguously  Ability to listen effectively |  |
| Ability to negotiate effectively with adults and children |  |
| Ability to demonstrate an understanding of behaviour management in schools | Ability to demonstrate effective implementation of the school’s behaviour management policy and strategies which contribute to a purposeful learning environment. |
| **Working with children** | Awareness of the School Curriculum | Understanding of the school curriculum |
| Motivate, inspire and have high expectations of pupils | Understanding of child development |
| Understand and support the importance of physical and emotional wellbeing |  |
| Ability to make a proactive contribution to the work of the team supporting children. |  |
| **Working with others** | Ability to establish rapport and respectful and trusting relationships with children. |  |
| Ability to work effectively with a range of adults |  |
| Contribute to the development and implementation of effective systems to share information |  |
| Good organisational skills  Ability to remain calm under pressure  To be flexible  Follow instructions accurately |  |
| **Responsibilities** | Ability to manage own time effectively  Ability to adapt quickly and effectively to changing circumstances/situations |  |
| Awareness of and promotion of equality |  |
| **General** | Good understanding of Health & Safety |  |
| Good understanding and effective implementation of child protection procedures |  |
| Understanding of procedures relating to confidentiality |  |
| Demonstrate a clear commitment to develop and learn in the role |  |
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