**Cover Supervisor Job Description Person Specification**

|  |  |  |
| --- | --- | --- |
| **General heading** | **Detail** | **Examples** |
| **Qualifications & Experience** | Specific qualifications & experience | Successful recent experience working with children in a school/early years environment  Educated to NVQ Level 3 in learning support/early years or equivalent qualification/experience  Completion of DCSF induction programme |
| Knowledge of relevant policies and procedures | Basic knowledge of First Aid and good understanding of the School |
| Literacy | Good reading and writing skills |
| Numeracy | Good numeracy skills |
| Technology | Good working knowledge of ICT to support learning |
| **Communication** | Written | Ability to write detailed reports, letters etc |
| Verbal | Ability to use clear language to communicate information unambiguously  Ability to listen effectively |
| Languages | Specialist language/communication skills if appropriate |
| Negotiating | Ability to negotiate effectively with adults and children |
| **Working with children** | Behaviour Management | Ability to demonstrate effective implementation of the school’s behaviour management policy and strategies which contribute to a purposeful learning environment. |
| SEN | Successful completion of training to support SEN if appropriate |
| Curriculum | Detailed understanding of the school curriculum  Good working knowledge of specialist curriculum area(s) if appropriate |
| Child Development | Detailed understanding of child development  Ability to assess progress and performance and recommend appropriate strategies to support development  Motivate, inspire and have high expectations of pupils |
| Health & Well being | Understand and support the importance of physical and emotional wellbeing |
| **Working with others** | Working with partners | Ability to make a proactive contribution to the work of the team supporting children, their families and carers and contribute to group thinking, planning etc. |
| Relationships | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults |
| Team work | Ability to work effectively with a range of adults |
| Information | Contribute to the development and implementation of effective systems to share information |
| **Responsibilities** | Organisational skills | Good organisational skills  Ability to remain calm under pressure  To be flexible  Follow instructions accurately |
| Line Management | Ability to manage and support the work of others |
| Time Management | Ability to manage own time effectively  Ability to adapt quickly and effectively to changing circumstances/situations |
| Creativity | Demonstrate creativity and an ability to resolve problems independently |
| **General** | Equalities | Awareness of and promotion of equality |
| Health & Safety | Good understanding of Health & Safety |
| Child Protection | Good understanding and effective implementation of child protection procedures |
| Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
| CPD | Demonstrate a clear commitment to develop and learn in the role  Ability to critically evaluate own performance |