

**Person Specification for Cover Supervisor**  
**UCAT Grade 5 – Point 17 to 21**

Person Specification for Cover Supervisor UCAT Grade 5 – Point 17 to 21		Essential (E) Desirable (D)	How Assessed A - application form L - application letter I - interview R - reference				
			A	L	I	R	
Qualifications	5 A* - C GCSEs including English & Mathematics (or equivalent)	E	✓				
	Minimum 3 years' experience of working with children	D	✓				
	NVQ III or equivalent in teaching assistance	D	✓				
	Willingness to undertake appointed person certificate in first aid	D			✓		
	Willingness to participate in relevant training and development opportunities	E		✓	✓		
Skills	Ability to work effectively within a team environment, understanding classroom roles and responsibilities	E		✓	✓	✓	
	Ability to build effective working relationships with all students and colleagues	E		✓	✓	✓	
	Ability to promote a positive ethos and model positive attributes	E		✓	✓		
	Ability to work with students at all levels regardless of specific individual need	E		✓	✓		
	Ability to adapt own approach in accordance with student needs	E			✓		
	Good personal numeracy and literacy skills	E		✓	✓		
	Good ICT skills	D		✓	✓		
	Knowledge and Understanding	Knowledge and understanding of national curriculum and other learning programmes	D		✓	✓	
		Understanding of principles of child development, learning styles and independent learning	D			✓	
Experience of resources preparation to support learning programmes		D			✓		
How to use student data to monitor and improve performance		D		✓	✓		
Effective use of ICT to support learning		E		✓	✓		
Professional Values and Practice	The ability to inspire, develop and motivate students through high expectations of behaviour and application to learning	E		✓	✓	✓	
	Clear and effective communication with colleagues, outside agencies, parents and students	E		✓	✓		
	Commitment to develop your role	E			✓		
	Demonstrate a genuine respect for all students	E			✓		
	Ability to manage young people effectively	E			✓	✓	
	A very good record of attendance and punctuality	E				✓	
	A commitment to work flexibly beyond the normal working day	E			✓		

**“University Academy Warrington as an aware employer is committed to safeguarding and protecting the welfare of children as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the Academy on its behalf”.**

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