

# Person Specification

## Langley School



This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

All candidates are obliged to disclose in their application details of convictions, cautions and any previous concerns raised in relation to Safeguarding issues. The school will assess such evidence and determine whether this presents an acceptable risk to safeguarding. If this presents an unacceptable risk then this will be a contra-indicator and the applicant will not be shortlisted.

<b>Post Title</b>	<b>Cover Supervisor</b>	<b>Post No</b>	
<b>School</b>	Langley School		
<b>Salary Band/Range</b>	Band 'C'		
<b>Responsible to:</b>	Deputy Headteacher		

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Measured By</b>
<b>Education &amp; Qualifications</b>	Proven high standards in numeracy and literacy / GCSE Grade C / NVQ Level 2 or equivalent	First Aid training Level 2 ICT qualifications	Application form / qualification certificates

<b>Skills &amp; Abilities</b>	Has effective interpersonal oral and written and communication skills appropriate for a range of stakeholders [students, staff, parents, outside agency workers etc]		Qualification certificates / interview
	Able to work effectively as part of a team and make an active contribution, using own initiative, but also knowing when to ask for support		Application form / interview
	Able to be flexible in adapting to changing class environments and routines, as determined by children / whole school needs		Application form / interview / references
	Able to provide a collaborative approach to supporting the planning, developing, assessing and implementing of programmes of work		Application form / interview / references
	Skilled in positive behaviour management		Application form / interview
	Able to be able to manage and organise time and resources effectively and under pressure to meet desired deadlines		Application form / interview

	Able to assess individual students' learning and support their next steps in learning		Application form / interview / references
	Can commit to working within organisational procedures and processes in order to meet required standards for the role		Application form / interview / references
	Able to use ICT effectively to support learning		Application form / interview / references
	Able to self-evaluate learning needs and actively seek learning opportunities		Application form / interview / references

<b>Experience &amp; Knowledge</b>	Experience of working with children with a range of learning difficulties, including communication, behavioural, mobility and physical problems in an educational setting.	Experience of working with external agencies	Application form / interview / references
	Experience of recording and reporting on pupil, group and whole class achievement and progress	Experience of preparing / planning / delivering/ evaluating lessons and work plans under teacher guidance	Application form / interview / references
	An awareness of Child Protection issues	Understanding of principles of children's development and learning processes.	Application form / interview
	Knowledge of how children acquire and develop receptive, expressive and social language skills	Experience of working with children of relevant age in a secondary school learning environment	
	Knowledge of relevant educational SEND policies, legislation and guidance in relation to working with, and the protection of children	SEND or related knowledge or experience	Application form / interview

<b>Core Behaviours</b>	<b>Excellence</b> - With enthusiasm, you work to deliver a high quality service to meet customer, organisational and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.	Interview / References
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	<b>Simplicity</b> - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all.	Interview / References
	<b>Trust and Respect</b> -You are aware of your impact on others including confidentiality. You value openness and listen carefully to understand the views of others. You promote the values of diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect.	Interview / References
	<b>Working Together</b> - You work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or the communities we serve.	Interview / References
	<b>Responsibility</b> - You take ownership for your work and you use your initiative to deliver. You are accountable for your own performance and development and you take responsibility for your actions and decisions.	Interview / References
	<b>Leadership</b> - Your leadership is demonstrated by delivering outcomes and inspiring your team and individuals to improve and develop within an environment that enables individuals to achieve their potential.	Interview / References

<b>Other Requirements</b>	A commitment to safeguarding and promoting the welfare of children and vulnerable adults	Evidence of good relationships with students / young people	Application form / interview
	Able to cope with minimal verbal abuse from students.		Application form / interview / references
	An enthusiasm for involvement with students, staff, governors and the school community, and positive contribution to the ethos of the school		
	A willingness to undertake staff training as required, eg Child Protection or H&S		

<b>Compiled/Reviewed by</b>	CTH / DEV
<b>Date</b>	February 2023