



King James's School – Person Specification

JOB TITLE: Cover Supervisor

GRADE: 7

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1	Previous experience of working with children/ young people age (state relevant age).	Application Form/ Selection Process.	E
		1.2	Experience of working in a school environment.	Application Form/ Selection Process	D
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1	Numeracy and Literacy skills to a level to assist pupils with their work.	Application Form/ Selection Process	E
		2.2	Completion of DFES Teacher Assistants Induction Programme.	Application Form/ Certificate	D
		2.3	NVQ 3 for Teaching Assistant or equivalent qualification or experience.	Application Form/ Certificates.	D
		2.4	Relevant professional development.	Application form/ Selection Process	E
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	Understanding of National Curriculum and other learning programmes/strategies.	Selection Process	E
		3.2	Understanding of child development and learning.	Selection Process	E
		3.3	Understanding and commitment to the School's Equality and Diversity Policy and how this relates to the duties of the job.	Selection Process	E
		3.4	Understanding of basic principles of Customer Care.	Selection Process	E

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4.	SKILLS AND ABILITIES	4.1	Ability to contribute to effective use of ICT to support learning.	Application Form/ Selection Process	E
		4.2	Ability to assist the teacher in planning class activities.	Selection Process	D
		4.3	Ability to relate to children/young people and adults.	Selection Process	E
		4.4	Ability to work as a team member and on own initiative.	Application Form/ Selection Process	E
		4.5	Ability to work with children/ young people exhibiting behavioural difficulties.	Application Form/ Selection Process	E
		4.6	Ability to undertake cover in the absence of the class teacher.	Selection Process	E
5.	ANY ADDITIONAL FACTORS	5.1	Understanding of relevant policies/codes of practise and awareness of relevant legislation.	Selection Process	E
		5.2	Willing to undertake training and development as required.	Selection Process	E
		5.3	Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.	Application Form/ Selection Process	E