



## Person Specification: Cover Supervisor

| Attributes            | Criteria   | Desirable/<br>Essential  | Method of<br>Assessment                       |
|-----------------------|--|--|---|
| <b>Experience</b>     | <ul style="list-style-type: none"> <li>• Working in a school or other educational establishment</li> <li>• Experience of working with 11-16 age group</li> <li>• Recent experience as a Teaching Assistant/HLTA or similar position with an education environment</li> <li>• Experience of the use of ICT to enhance students learning</li> </ul>  | Essential<br><br>Desirable<br><br>Desirable<br><br>Essential   | Application form<br>Interview<br>References   |
| <b>Qualifications</b> | <ul style="list-style-type: none"> <li>• 5 GCSE's with a minimum of Grade C or above in English, Maths</li> <li>• GCSE Science</li> <li>• First Aid trained</li> </ul>   | Essential<br><br>Desirable<br>Desirable  | Application form<br>Certificates<br>Interview |
| <b>Skills</b>         | <ul style="list-style-type: none"> <li>• The ability to supervise students and establish a constructive, safe and ordered atmosphere in the classroom.</li> <li>• Good communication skills</li> <li>• Ability to engage and motivate students.</li> <li>• Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to student's needs, encouraging students to stay on task.</li> <li>• Ability to consistently and effectively implement the behaviour policy.</li> <li>• Ability to work as a team.</li> <li>• Initiative</li> <li>• Good organisation</li> </ul> | Essential<br><br>Essential<br>Essential<br><br>Essential<br><br>Essential<br>Essential<br>Essential<br>Essential | Interview<br>References<br>Observations       |
| <b>Knowledge</b>      | <ul style="list-style-type: none"> <li>• Knowledge of school's behaviour policy and procedures that support school and classroom practices.</li> <li>• Knowledge of child safeguarding procedures</li> <li>• Understanding of the varied needs of children.</li> </ul>   | Desirable<br><br>Desirable<br><br>Desirable  | Application form<br>Interview<br>References   |
| <b>Attitude</b>       | <ul style="list-style-type: none"> <li>• Self-motivated with a can-do attitude</li> <li>• Caring, patient and understanding nature</li> <li>• A willingness to develop and evolve their role through independent study, further training and commitment to CPD.</li> <li>• Reliability</li> </ul>  | Essential<br>Essential<br><br>Essential<br><br>Essential   | Interview<br>References                       |