

Person Specification – Cover Supervisor

| Key Area | Essential | Desirable | Method of Assessment |
|---------------------------|--|---|---|
| Qualifications & Training | <p>GCSE Grade 4/C or above (or equivalent) in English and Mathematics.</p> <p>Level 3 qualification in Supporting Teaching and Learning, Education, Childcare or equivalent, or significant relevant experience.</p> <p>Enhanced DBS clearance.</p> <p>Commitment to ongoing CPD.</p> | <p>HLTA status</p> <p>Paediatric First Aid</p> <p>Behaviour management (e.g. Team Teach). SEND, EAL or Mental Health training.</p> | <p>Application Form, Certificates, Interview</p> |
| Experience | <p>Experience working with primary-aged children.</p> <p>Experience supporting teaching and learning.</p> <p>Experience working with whole classes, groups and individuals.</p> | <p>Experience providing PPA cover across KS1 and KS2.</p> <p>Experience supervising whole classes.</p> <p>Experience supporting pupils with SEND.</p> | <p>Application Form, Interview, References</p> |
| Knowledge & Understanding | <p>Knowledge of the National Curriculum, safeguarding, behaviour management, inclusion and child development.</p> | <p>Knowledge of assessment for learning, adaptive teaching and SEND Code of Practice.</p> | <p>Application Form, Interview</p> |
| Skills & Abilities | <p>Ability to supervise whole classes confidently.</p> <p>Ability to manage behaviour positively.</p> <p>Ability to adapt teaching and learning based on the needs of the children.</p> <p>Build positive relationships.</p> <p>Deliver pre-planned lessons.</p> <p>Communicate effectively.</p> <p>Work independently and use initiative.</p> | <p>Ability to adapt learning activities and lead interventions.</p> | <p>Application Form, Interview, Practical Activity</p> |
| Safeguarding & Welfare | <p>Commitment to safeguarding, equality and promoting pupil wellbeing. Ability to follow school procedures.</p> | <p>Additional safeguarding training.</p> | <p>Application Form, Interview, References, Pre-employment Checks</p> |
| Personal Qualities | <p>Professional, resilient, flexible, calm under pressure, reliable, committed to inclusion and confidentiality.</p> <p>Solution focused and positive outlook</p> | <p>Experience contributing to wider school life.</p> | <p>Interview, References</p> |