



SIGMA TRUST

Person Specification

Cover Supervisor

Qualifications & Experience	Essential	Desirable	MOA*
Successful recent experience working with children in a learning environment		✓	A/I/R
Level 3 qualification		✓	A/Q
GCSE English and Maths grade 4 or above or equivalent.	✓		A/Q
Full working knowledge of ICT to support learning	✓		A/Q/T
Skills and Knowledge	Essential	Desirable	MOA*
Good reading and writing skills	✓		A/ I/T
Good numeracy skills	✓		A/I/T
Good IT skills with a range of software	✓		A/I/T
Ability to exchange verbal information clearly and sensitively with children and adults	✓		R/I
Seek support to overcome communication barriers with children and adults	✓		R/I
Ability to consult with colleagues	✓		R/I
Ability to use initiative and work without direct supervision, taking responsibility for tasks	✓		R/I
Understand and implement the school's behaviour for learning policy	✓		I
Ability to apply a range of behaviour management policies and strategies which contribute to a purposeful learning environment	✓		I
Successful completion of training to support SEN if appropriate	✓		A/R/I
- Excellent understanding of child development and learning processes - Ability to assess and record progress and performance and recommend appropriate strategies to support development - Motivate, inspire and have high expectations of pupils		✓	A/I/R
Experience of supporting students with their social, emotional and mental health		✓	A/I/R
Good organisational skills	✓		A/I
Personal	Essential	Desirable	MOA*
Commitment to the safeguarding of children and following relevant policies	✓		A/R/I

GREATER THAN THE SUM OF ITS PARTS

• A team player who is willing to go beyond their own responsibilities to help others at busy times	✓		A/R/I
• Awareness of and commitment to equality	✓		A/R/I
• High expectations of self and others	✓		A/R/I
• Ability to prioritise time effectively and work to deadlines	✓		A/R/I
• Able to work well individually and within a team	✓		A/R/I
• Self-motivated and able to work on initiative	✓		A/R/I
• Approachable and flexible	✓		A/R/I
• Work effectively as part of a team and contribute to group thinking, planning etc	✓		A/R/I
• Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	✓		A/R/I
• Good understanding of Health & Safety	✓		A/R/I
• Understand procedures and legislation relating to confidentiality	✓		A/R/I
• Demonstrate a clear commitment to develop and learn in the role • Constantly improve own practice/knowledge through self-evaluation and learning from others	✓		A/R/I

Method of Assessment (MOA) Key:

A=Application; I=Interview; R=Reference Q=Qualifications T=Task

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