

Person Specification

Cover Supervisor

Detail	(E = Essential, D= Desirable)	
Specific qualifications & experience	Educated to degree level or working towards a degree	D
	NVQ Level 4 or equivalent in Learning Support	D
	Successful management experience	D
	Successful experience of a learning support role	D
	Successful experience of working with children	D
Literacy	GCSE Grade A to C or equivalent in English	E
Numeracy	GCSE Grade A to C or equivalent in Maths	E
Knowledge of relevant policies and procedures	Being aware of and working with the School's policies in relation to inclusion, safeguarding and physical contact with students	E
Technology	Good working knowledge of ICT to support learning and performance of own role	E
Written	Ability to write reports, letters etc.	D
Verbal	Ability to use clear language to communicate information unambiguously	D
	Ability to listen effectively	D
Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy	E
SEN	Ability to demonstrate that you encourage the inclusion of pupils with emotional and/or behavioural difficulties in a mainstream setting	E
Curriculum	Detailed understanding of the school curriculum	D
	Good working knowledge of specialist curriculum area(s), if appropriate	
Child Development	Detailed understanding of child development	D
	Ability to assess progress and performance and recommend appropriate strategies to support development	
Health & Well being	Good understanding and support the importance of physical and emotional wellbeing	D
Working with partners	Ability to make a proactive contribution to the work of the team	E
	Ability to work with parents and carers to improve support for children	
Relationships	Ability to establish rapport and respectful and trusting relationships with children	E
Team work	Ability to work effectively with a range of adults and influence the attitudes and opinions of others, as required, gaining their agreement through persuasion to ideas, proposals and courses of action.	E
Information	Contribute to the development and implementation of effective systems to share and safeguard information	E

Organisational skills	Excellent organisational skills Ability to remain calm under pressure	E
Line Management	Ability to manage and support the work of others, as required and appropriate	E
Time Management	Ability to manage own time effectively Ability to ensure deadlines are met	E
Creativity	Demonstrate creativity and an ability to resolve problems independently	E
Equalities	Awareness of and promotion of equality	E
Health & Safety	Good understanding of Health & Safety	E
Safeguarding	Good understanding and effective implementation of safeguarding procedures	E
Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality	E
CPD	Demonstrate a clear commitment to develop and learn in the role Constantly improve own practice/knowledge through self-evaluation and learning from others	E