**PERSON SPECIFICATION**

**Job Role: Cover Supervisor**

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| **Qualifications** | **Essential** | **Desirable** |
| Excellent literacy/numeracy skills:Minimum requirement, GCSE English and Mathematics (grade C or above)  | **X** |  |
| NVQ 3 for Teaching Assistants or equivalent qualification or experience |  | **X** |
| Evidence of commitment to professional development |  | **X** |
| **Knowledge/Experience** |  |  |
| Experience of working with secondary aged (11-16)children  | **X** |  |
| Experience of working with secondary aged (11-16) children with additional needs |  | **X** |
| Understanding of the principles of teaching and the learning process | **X** |  |
| Experience as a teaching assistant or of behaviour management **Personal and Profession** |  | **X** |
| Experience of addressing large groups of students and/or giving presentations | **X** |  |
| Experience of providing administration support |  | **X** |
| **Personal and Professional Skills and Attributes** |  |  |
| High expectations of students in terms of behaviour and achievement | **X** |  |
| The skills to manage safely classroom activities, the physical learning space and resources you are responsible for | **X** |  |
| Ability to relate well to students and be an effective role model | **X** |  |
| The ability to motivate students, to manage their behaviour and promote and maintain a calm working environment  | **X** |  |
| Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment | **X** |  |
| Be interested in children as individuals and in how they learn | **X** |  |
| Be able to establish a rapport with adults and children  | **X** |  |
| High level communication skills, written and verbal | **X** |  |
| Ability to work in a flexible and responsible way with tact, discretion and confidentiality | **X** |  |
| Ability to adapt quickly and effectively to changing circumstances and situations | **X** |  |
| Be committed to teamwork and be able to work well as a member of a team  | **X** |  |
| Ability to follow direction and accept challenge and feedback in a positive and productive way | **X** |  |
| Be able to effectively use ICT to support learning | **X** |  |
| Knowledge of the national curriculum and other relevant learning strategies/programmes of study | **X** |  |
| Have a caring, positive attitude towards students’ welfare | **X** |  |
| Understand the importance of maintaining trust and confidentiality where appropriate | **X** |  |
| Ability to support the processes and procedures for student’s learning | **X** |  |
| Ability to critically evaluate own performance and make any necessary changes to be more effective. | **X** |  |