

Person Specification

Job title: Cover Supervisor

Location: Silverdale School

	JOB REQUIREMENTS	Essential	Desirable	Assessment method
Knowledge, Experience and Skills	Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	✓		AF/I
	Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies	✓		I
	Understanding of principles of child development and learning processes	✓		I
	Ability to self-evaluate learning needs and actively seek learning opportunities	✓		I
	Ability to relate well to children and adults	✓		I
	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓		I
	Can use ICT effectively to support learning	✓		I
	Use of other equipment technology – video, photocopier	✓		I
	Has sound speaking and listening skills to extend language in discussion	✓		I
	Can plan, implement and evaluate learning activities	✓		I
	Has experience of pupil assessment	✓		I
	Can manage the behaviour of pupils in an effective manner	✓		AF/I
	Has a caring positive attitude towards pupils welfare	✓		I
	Has an awareness of pupils with special educational needs	✓		I
	Can maintain trust and confidentiality where appropriate	✓		I
Can assist the school in forming a partnership with parents	✓		AF/I	

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	Has sufficient practical and organisational skills to contribute to the preparation and management of educational resources	✓		AF/I
	Can complete and maintain pupils records	✓		I
	Experience working with children of relevant age	✓		AF/I
Qualifications	NVQ3 for Teaching Assistants or equivalent qualification or experience	✓		AF/I
	Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.		✓	AF/I
Other	Can allocate some contractual time to after school staff meetings when appropriate	✓		AF/I
	Can allocate some contractual time to the whole of, or part of, staff training days when appropriate	✓		AF/I
	Can maintain personal presentation that sets high standards for the pupils	✓		AF/I
	Can work within the spirit of Trust Policies to do with Equal opportunities, Child Protection, Health & Safety, Finance, Smoking etc.	✓		AF/I
	Can allocate some contractual time to supporting after school extra-curricular activities	✓		I
	Is willing to become involved in the wider life of school		✓	I
Child Protection	Has an awareness of the latest Safeguarding procedures/practices and puts the safety of pupils first at all times.	✓		I