

A community of inspiration, excellence and opportunities for all to grow

PERSON SPECIFICATION

Cover Supervisor

	Essential	Desirable	How Assessed
Qualifications:			
NVQ 3 for Teaching Assistants or equivalent qualification or experience.		✓	Application form
GCSE English and Maths A*-C or equivalent	✓		Application form
Approved first aid training		✓	Application form
Personal and/or professional development training relevant to the post (to A level standard)	✓		Application form
Relevant Experience:			
Significant past experience of working with children of relevant age	✓		Application form; at interview and reference
Participation in appropriate school-based meetings and training activities.	✓		Application form; at interview and reference
Administrative duties	✓		Application form; at interview and reference
Experience as a teaching assistant or of behaviour management		✓	Application form; at interview and reference
Personal and Professional Skills and Attributes:			
The ability to motivate students, to manage their behaviour and promote and maintain a calm working environment in the Academy.	✓		Application form and at interview
Ability to support the processes and procedures for student's learning	✓		Application form and at interview
Ability to work at own initiative, or as part of a team.	✓		Application form and at interview
High expectations of students in terms of behaviour and achievement	✓		Application form and at interview
High level communication skills	✓		Application form and at interview
The ability to relate well to children and adults.	✓		Application form and at interview
Demonstrate very good competence in numeracy and literacy.	✓		Application form and at interview, testing.
Willingness to offer a positive commitment to the life of the Academy	✓		Application form and at interview
Ability to play a role in the further development of the Academy	✓		Application form and at interview
Ability to work in a flexible and responsible way with tact, discretion and confidentiality.	✓		Application form; at interview and reference
Ability to use ICT effectively to support learning		✓	Application form; at interview and reference
Requirements from confidential references:		Essential	
Written reference(s) only		✓	
Confirmation of professional and personal knowledge, skills and abilities		✓	
Positive recommendation from current employer		✓	
Good health and attendance record		✓	