



PERSON SPECIFICATION

JOB TITLE: Cover Supervisor
GRADE: TA3

CRITERIA	ESSENTIAL	DESIRABLE
EXPERIENCE (Relevant work and other experience)	• Good communication skills. • Recent and relevant evidence and experience of working effectively with a wide range of school-age children with different social backgrounds. • The ability to use ICT effectively. • The ability to use other equipment/technology. • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.	Familiarity with learning environment.
SKILLS AND ABILITIES Eg, written and communication skills, dealing with the public etc	• Understanding of principles of child development and learning processes. • Ability to self-evaluate learning needs and actively seek learning opportunities. • Ability to relate well to children and adults. • Ability to manage behaviour effectively. • Ability to work constructively as part of a team, understanding classroom roles and responsibilities and his/her own position within these. • Flexible approach to last minute instructions/changes • Be a virtuous character role model	The ability to assess and review the learning of children.
TRAINING	Willingness to undertake relevant training, including first aid.	First Aid trained.
EDUCATION/ QUALIFICATIONS	• Very good numeracy/literacy skills. • NVQ3 for Teaching Assistants or equivalent qualification or experience. • Training in the relevant strategies, e.g. Literacy and/or in particular curriculum or learning area, e.g. Behaviour Management, Cover Supervision, bi-lingual, sign language, dyslexia, ICT, Mathematics, English, CACHE, etc.	Attended Teaching Assistant induction training
OTHER	• Flexibility and the ability to work as part of a team. • Sense of humour. • Belief in equal opportunities, inclusion and a commitment to safeguarding and fundamental British values • A caring and inclusive attitude to working with children. • Recent and up to date knowledge of school-age education, including SEND and Safeguarding.	