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| **PERSON SPECIFICATION** | | |
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| **Job Title:** Cover Supervisor | | **Grade:** E scp 9-15 |
| **Personal Attributes required**  **(on the basis of the job description)** | **Essential (E)**  **or**  **Desirable (D)** | **To be identified by:**  **(eg application form, interview, reference etc)** |
| **Qualifications**   * Minimum of 4 GCSE’s at grade C or above, including maths and English (or equivalent L2 qualifications). In exceptional circumstances, where local conditions dictate, qualifications may be viewed as desirable. * NVQ level 3 or above qualification/2 A’ Levels – appropriate to the post | E  D | A  A |
| **Experience** |  |  |
| * Experience of working with or caring for children of relevant age | E | A |
| * Experience of working in a relevant classroom/service environment | D | A |
| * Experience of Administrative work | D | A |
| * Experience of supporting pupils with challenging behaviour | D | A, I |
| **Knowledge/skills/abilities** |  |  |
| * Ability to operate at a level of understanding and competence equivalent to NVQ Level 3 standard | E | I/R |
| * Ability to relate well to children | E | I/R |
| * Ability to work as part of a team | E | I/R |
| * Good communication skills | E | I |
| * Ability to supervise and assist pupils | E | R |
| * Organisational skills * Knowledge of classroom roles and responsibilities * Knowledge of the concept of confidentiality * First Aid Certificate * Administrative skills * Knowledge of Foundation Stage/National Curriculum * Ability to make effective use of ICT * Flexible attitude to work | E  D  E  D  E  D  E  E | R  I  I  A  A/R  I  I/R  R |
| **Other** |  |  |
| * Commitment to undertake in-service development * Good attendance and punctuality record * To work within school policies and procedures * To dress appropriately for the role * To take care for their own and others health and safety | E  E  E  E  E | I  R  I  I  I |