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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
 | ED | AA |
| **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
 | EDEDEDEE | RIIAA/RII/RR |
| **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
 | EEEEE | IRIII |