



PERSON SPECIFICATION: COVER SUPERVISOR PLUS

Attributes	Specification	E = Essential D = Desirable	Criteria measured: Interview = I Application Form = AF Task = T
Knowledge	<p>The National Curriculum.</p> <p>Inclusion, especially within a school setting.</p> <p>Behaviour management strategies.</p> <p>Child Protection procedures.</p> <p>Relevant legislation relating to school attendance and behaviour.</p> <p>Strategies to improve attendance.</p> <p>Examination procedures.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I/T</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
Skills and Abilities	<p>Ability to work effectively within a team environment, understanding classroom roles and responsibilities.</p> <p>Ability to build effective working relationships with all students, parents/carers and colleagues.</p> <p>Ability to manage a classroom.</p> <p>Numeracy, Literacy and ICT skills.</p> <p>Ability to provide basic clerical and administrative support as required e.g. student record keeping, Microsoft Office.</p> <p>Ability to respond and use initiative in and out of classroom setting.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>AF</p> <p>AF/I/T</p> <p>AF/I/T</p> <p>AF/T</p> <p>AF</p> <p>AF/I/T</p>
Qualifications and training	<p>Educated to at least GCSE level.</p> <p>NVQ Level 3 or equivalent in a relevant discipline.</p>	<p>E</p> <p>D</p>	<p>AF</p> <p>AF</p>
Experience	<p>Experience of working with and/or caring for children (within specified age range).</p> <p>Above within an educational setting.</p>	<p>E</p> <p>D</p>	<p>AF</p> <p>AF</p>
Professional values and practice	<p>Must be able to demonstrate all of the following: Ability to understand, build and maintain successful relationships with students and colleagues, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners.</p>	<p>E</p>	<p>AF/I/T</p>
Special attributes required of the candidate	<p>Willingness to participate in relevant training and development opportunities.</p> <p>Full driving licence.</p> <p>Flexibility in working hours.</p> <p>Willingness to train to drive the school's minibus.</p> <p>Willingness to take part in extra-curricular activities.</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>