

## WOLSINGHAM SCHOOL

### PERSON SPECIFICATION: Cover Supervisor

#### EDUCATION, QUALIFICATIONS & TRAINING

	Essential	Desirable	Method of Assessment
• GCSE qualifications Grade A-C or equivalent including English and Maths.		Yes	Application Form
• HLTA – Higher Level Teaching Assistant.		Yes	Application Form
• First Aid qualification/commitment to gain within first 3 months.	Yes		Application Form Interview

#### EXPERIENCE

	Essential	Desirable	Method of Assessment
• Some experience of working in education and supporting children in a classroom environment.		Yes	Application Form Reference Interview
• Experience of both KS3 and KS4 settings.		Yes	Application Form Reference Interview

#### KNOWLEDGE, SKILLS & APTITUDES

	Essential	Desirable	Method of Assessment
• Effective organisation and communication skills.	Yes		Application Form Reference Interview
• Ability to consistently and effectively implement whole school behaviour management policy.	Yes		Application Form Reference Interview

**KNOWLEDGE, SKILLS & APTITUDES**

	Essential	Desirable	Method of Assessment
• Knowledge of the strategies that recognise and reward effort and achievements towards self-reliance as appropriate to the age and development of students.	Yes		Application Form Reference Interview
• Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupils to stay on task.	Yes		Application Form Reference Interview
• Ability to monitor the pupils' response to the learning activities and report this back to the class teacher.	Yes		Application Form Reference Interview
• Ability to offer constructive feedback to pupils to reinforce self-esteem.	Yes		Application Form Reference Interview
• Knowledge of some areas of the National Curriculum.		Yes	Application Form Reference Interview
• Ability to work effectively and supportively as a member of the school team.	Yes		Application Form Reference Interview
• Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc.	Yes		Application Form Reference Interview

**PERSONAL ATTRIBUTES**

	Essential	Desirable	Method of Assessment
• Willingness to take part in further training opportunities.	Yes		Application Form Reference Interview
• Ability to establish positive relationships with students and staff.	Yes		Application Form Reference Interview
• Ability to demonstrate active listening skills.	Yes		Application Form Reference Interview

## PERSONAL ATTRIBUTES

	Essential	Desirable	Method of Assessment
• Ability to communicate with other professionals and parents.	Yes		Application Form Reference Interview
• Ability to maintain confidentiality on all school matters.	Yes		Application Form Reference Interview
• Patience, good sense of humour.	Yes		Application Form Reference Interview
• Flexibility.	Yes		Application Form Reference Interview

## OTHER REQUIREMENTS

	Essential	Desirable	Method of Assessment
• Good ICT Skills.	Yes		Reference Interview
• Knowledge of SEND / strategies for working with ASD students.		Yes	Reference Interview
• A commitment to safeguarding & promoting the welfare of children and young people.	Yes		Reference Interview
• Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity.	Yes		Application Reference

Any relevant issues arising from references will be taken up at interview.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

### The School Operates a No Smoking Policy