WOLSINGHAM SCHOOL

PERSON SPECIFICATION: Cover Supervisor

**EDUCATION, QUALIFICATIONS & TRAINING**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| * 4 GCSE qualifications Grade A-C or equivalent including English and Maths.
 | Yes |  | Application Form |
| * First Aid qualification/commitment to gain within first 3 months.
 | Yes |  | Application FormInterview |

**EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| * Experience of working in education and supporting children in a classroom environment.
 |  | Yes | Application FormReferenceInterview |
| * Experience of both KS3 and KS4 settings.
 |  | Yes | Application FormReferenceInterview |

**KNOWLEDGE, SKILLS & APTITUDES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| * Effective organisation and communication skills.
 | Yes |  | Application FormReferenceInterview |
| * Ability to consistently and effectively implement whole school behaviour management policy.
 | Yes |  | Application FormReferenceInterview |

**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 FormReferenceInterview |
| * 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 FormReferenceInterview |
| * Ability to monitor the pupils’ response to the learning activities and report this back to the class teacher.
 | Yes |  | Application FormReferenceInterview |
| * Ability to offer constructive feedback to pupils to reinforce self-esteem.
 | Yes |  | Application FormReferenceInterview |
| * Knowledge of some areas of the National Curriculum.
 |  | Yes | Application FormReferenceInterview |
| * Ability to work effectively and supportively as a member of the school team.
 | Yes |  | Application FormReferenceInterview |
| * Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc.
 | Yes |  | Application FormReferenceInterview |

**PERSONAL ATTRIBUTES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| * Willingness to take part in further training opportunities.
 | Yes |  | Application FormReferenceInterview |
| * Ability to establish positive relationships with students and staff.
 | Yes |  | Application FormReferenceInterview |
| * Ability to demonstrate active listening skills.
 | Yes |  | Application FormReferenceInterview |

**PERSONAL ATTRIBUTES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| * Ability to communicate with other professionals and parents.
 | Yes |  | Application FormReferenceInterview |
| * Ability to maintain confidentiality on all school matters.
 | Yes |  | Application FormReferenceInterview |
| * Patience, good sense of humour.
 | Yes |  | Application FormReferenceInterview |
| * Flexibility.
 | Yes |  | Application FormReferenceInterview |

**OTHER REQUIREMENTS**

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

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**