



ACKLAM GRANGE SCHOOL

PERSON SPECIFICATION: COVER SUPERVISOR (GRADE E)



	Essential	Desirable	Measured by
Qualifications / Training	<ul style="list-style-type: none">• Educated to GCSE Standard at Grade A – C for a minimum of 5 GCSE's including Mathematics and English or NVQ equivalent• NVQ Level 3 Teaching Assistant qualification or equivalent qualification or experience• Willingness to undertake any further training relevant to the role	<ul style="list-style-type: none">• Further professional qualifications• Evidence of related training• First Aid qualification	A/Q A/Q A
Experience	<ul style="list-style-type: none">• Experience of working with children/young people• Full working knowledge of relevant policies/codes of practice• Committed to safeguarding and promoting the welfare of children and young people• Experience of working to support children's learning gained in a relevant environment• Collaborative working within a team• Efficient administration and good organisation	<ul style="list-style-type: none">• Evidence of Safeguarding/Child protection and the Data Protection Act	A/I A A/I
Knowledge and Understanding	<ul style="list-style-type: none">• Build effective relationships with young people, providing support for their learning and setting clear boundaries for them• Build effective relationships with teachers and other school staff• Understanding of areas of learning, e.g. literacy, numeracy, science, SEN• Understanding of principles of child development and learning processes• Participate in discussions in an informed and sensitive manner• Use of learning technologies• Knowledge of a range of classroom behavior strategies	<ul style="list-style-type: none">• Awareness of requirements of SEN and disability legislation	A/I A/I A/I A/I A/I A/I



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Skills	<ul style="list-style-type: none">• High standard of interpersonal and oral/written communication skills• Effective use of ICT to promote, support and enhance teaching and learning• Well-developed interpersonal skills to be able to relate well to a wide range of people• Good communication skills	<ul style="list-style-type: none">• Good ICT skills for learning and administrative requirements.	A/I I I I
Person Characteristics	<ul style="list-style-type: none">• Excellent attendance and punctuality• An enthusiastic approach to working with students• Confidence to manage and supervise effectively whole classes• Ability to work flexibly and respond to developing needs• Reliability and integrity• Positive and optimistic• Humour and resilience		A/I I I I I A/I A/I A/I

Measured by Key:

A - Application form/Letter
I - Interview
Q - Qualifications