

PERSON SPECIFICATION

Post Title: Cover Supervisor

Knowledge

- 1.1 A good standard of education particularly in English and Mathematics
- 1.2 Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
- 1.3 Knowledge of SEN Code of Practice
- 1.4 Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils

Experience

- 2.1 Experience of supporting children in a classroom environment
- 2.2 Experience of using Information Technology to support pupils in the classroom

Skills & Abilities

- 3.1 Ability to provide classroom cover – within agreed parameters – in the absence of the class teacher
- 3.2 Ability to consistently and effectively implement agreed behaviour management strategies
- 3.3 Ability to use language and other communication skills that pupils can understand and relate to
- 3.4 Ability to establish positive relationships with pupils and empathise with their needs
- 3.5 Ability to demonstrate active listening skills
- 3.6 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
- 3.7 Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes
- 3.8 Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills
- 3.9 Ability to assist in the recording of lessons and assessment as required by the teacher
- 3.10 Ability to offer constructive feedback to pupils to reinforce self-esteem
- 3.11 Ability to work effectively and supportively as a member of the school team
- 3.12 Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc

Personal Qualities

- 4.1 Willingness to participate in further training and developmental opportunities offered by the school, to further knowledge
- 4.2 Willingness to maintain confidentiality on all school matters

Desirable Criteria

- 5.1 NVQ Level 3 for Teaching Assistants or equivalent