

Cover Supervisor Person Specification

Education and Qualifications	Essential	Desirable	Assessment
Educated to Degree Level or higher		✓	A
A professional TA/HTLA/NVQ L3 qualification		✓	A
Commitment to personal/professional development	✓		A/I

Experience	Essential	Desirable	Assessment
Evidence of specialism in specific curriculum areas or areas of particular learning difficulty	✓		A/I
Relevant work experience in a similar background within a secondary setting (KS3 & 4)	✓		A/I
A minimum of two years' experience of working with children (either paid or unpaid capacity) preferably in an education setting.	✓		A/I
Understanding of relevant policies/codes of practice and awareness of relevant legislation	✓		A/I

Skills and Attributes	Essential	Desirable	Assessment
To be able to maintain effective record keeping	✓		A/I
Ability and willingness to work constructively as part of a team	✓		A/I
Ability to liaise with other agencies and parents		✓	A/I
Ability to supervise groups of students	✓		A/I
Ability to self-evaluate learning needs and actively seek learning opportunities	✓		A/I
Good communication, both written and oral	✓		A/I
Ability to be self-motivated and have good time management skills	✓		A/I
Ability to effectively use ICT to support learning and confident in the use of the MS suite and google applications	✓		A/I
Ability to deal with sensitive information in a confidential manner	✓		A/I

Personal Qualities	Essential	Desirable	Assessment
The ability to build positive and appropriate relationships with young people	✓		A/I
The ability to motivate children / young people who may have previous negative educational experiences and act with integrity	✓		A/I
The ability to remain calm in stressful situations	✓		A/I
Personal resilience and emotional strength	✓		A/I
A sense of humour	✓		A/I
Must be a good role model to students	✓		A/I

Must be adaptable and willing to accept guidance and support	✓	A/I
A commitment to helping young pupils achieve, through education and learning	✓	A/I
Empathy with young people facing barriers to their learning	✓	A/I

Assessment Key

A Application Form

I Interview