**COVER SUPERVISOR - PERSON SPECIFICATION**

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| **Detail** | **(E = Essential, D= Desirable)** |
| Specific qualifications & experience | Educated to degree level or working towards a degree = D  NVQ Level 4 or equivalent in Learning Support = D  Successful management experience = D  Successful experience of a learning support role = D  Successful experience of working with children = D |
| Literacy | GCSE Grade A to C or equivalent in English |
| Numeracy | GCSE Grade A to C or equivalent in Maths |
| Knowledge of relevant policies and procedures | Being aware of and working with the School’s policies in relation to inclusion, safeguarding and physical contact with students |
| Technology | Good working knowledge of ICT to support learning and performance of own role |
| Written | Ability to write reports, letters etc |
| Verbal | Ability to use clear language to communicate information unambiguously  Ability to listen effectively |
| Languages | Specialist language/communication skills if appropriate |
| Negotiating | Ability to negotiate effectively with adults and children |
| Behaviour Management | Ability to demonstrate effective implementation of the school’s behaviour management policy |
| SEN | Ability to demonstrate that you encourage the inclusion of pupils with emotional and/or behavioural difficulties in a mainstream setting |
| Curriculum | Detailed understanding of the school curriculum  Good working knowledge of specialist curriculum area(s), if appropriate |
| Child Development | Detailed understanding of child development  Ability to assess progress and performance and recommend appropriate strategies to support development |
| Health & Well being | Good understanding and support the importance of physical and emotional wellbeing |
| Working with partners | Ability to make a proactive contribution to the work of the team  Ability to work with parents and carers to improve support for children |
| Relationships | Ability to establish rapport and respectful and trusting relationships with children |
| Team work | Ability to work effectively with a range of adults and influence the attitudes and opinions of others, as required, gaining their agreement through persuasion to ideas, proposals and courses of action. |
| Information | Contribute to the development and implementation of effective systems to share and safeguard information |
| Organisational skills | Excellent organisational skills  Ability to remain calm under pressure |
| Line Management | Ability to manage and support the work of others, as required and appropriate |
| Time Management | Ability to manage own time effectively  Ability to ensure deadlines are met |
| Creativity | Demonstrate creativity and an ability to resolve problems independently |
| Equalities | Awareness of and promotion of equality |
| Health & Safety | Good understanding of Health & Safety |
| Safeguarding | Good understanding and effective implementation of safeguarding procedures |
| Confidentiality/Data Protection | Understand and comply with procedures and legislation relating to confidentiality |
| CPD | Demonstrate a clear commitment to develop and learn in the role  Constantly improve own practice/knowledge through self-evaluation and learning from others |