



## PERSON SPECIFICATION

<b>Job Title</b>	Cover Supervisor
<b>Experience</b>	<ul style="list-style-type: none"><li>• Successful recent experience working with school age children (D)</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• NVQ Level 2 ( or equivalent) in Literacy and Numeracy (E)</li><li>• Educated to NVQ Level 3 or above (D)</li></ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"><li>• Basic knowledge of first aid (D)</li><li>• Understanding of child protection policies and procedures (E)</li><li>• Knowledge of relevant codes of practice and school policies (D)</li><li>• Knowledge of basic ICT to support learning (E)</li></ul>
<b>Aptitudes</b>	<ul style="list-style-type: none"><li>• Work effectively as part of a team and contribute to group thinking, planning etc. (E)</li><li>• Ability to implement the schools behaviour management policy and strategies (E)</li><li>• Effective time management (E)</li><li>• Ability to think creatively (E)</li><li>• Ability to build rapport with adults and children (E)</li><li>• Able to demonstrate skills of empathy (E)</li><li>• Flexible approach to duties (E)</li><li>• Follow instructions accurately (E)</li><li>• Use own initiative and work independently (E)</li><li>• Communicate effectively with adults and children, verbally and in writing (E)</li><li>• Motivate, inspire and have high expectations of pupils (E)</li><li>• Work calmly under pressure (E)</li><li>• Committed to personal and professional development (E)</li><li>• Awareness of, and commitment to, equalities issues (E)</li><li>• Ability to critically evaluate own performance (E)</li></ul>