



SIGMA TRUST

Person Specification

Cover Supervisor

Qualifications & Experience	Essential	Desirable	MOA*
<ul style="list-style-type: none"> Successful recent experience working with children in a learning environment 		✓	A/I/R
<ul style="list-style-type: none"> Level 3 qualification 		✓	A/Q
<ul style="list-style-type: none"> GCSE English and Maths grade 4 or above or equivalent. 	✓		A/Q
<ul style="list-style-type: none"> Full working knowledge of ICT to support learning 	✓		A/Q/T
Skills and Knowledge	Essential	Desirable	MOA*
<ul style="list-style-type: none"> Good reading and writing skills 	✓		A/ I/T
<ul style="list-style-type: none"> Good numeracy skills 	✓		A/I/T
<ul style="list-style-type: none"> Good IT skills with a range of software 	✓		A/I/T
<ul style="list-style-type: none"> Ability to exchange verbal information clearly and sensitively with children and adults 	✓		R/I
<ul style="list-style-type: none"> Seek support to overcome communication barriers with children and adults 	✓		R/I
<ul style="list-style-type: none"> Ability to consult with colleagues 	✓		R/I
<ul style="list-style-type: none"> Ability to use initiative and work without direct supervision, taking responsibility for tasks 	✓		R/I
<ul style="list-style-type: none"> Understand and implement the school's behaviour for learning policy 	✓		I
<ul style="list-style-type: none"> Ability to apply a range of behaviour management policies and strategies which contribute to a purposeful learning environment 	✓		I
<ul style="list-style-type: none"> Successful completion of training to support SEN if appropriate 	✓		A/R/I
<ul style="list-style-type: none"> Excellent understanding of child development and learning processes Ability to assess and record progress and performance and recommend appropriate strategies to support development Motivate, inspire and have high expectations of pupils 		✓	A/I/R
<ul style="list-style-type: none"> Experience of supporting students with their social, emotional and mental health 		✓	A/I/R
<ul style="list-style-type: none"> Good organisational skills 	✓		A/I
Personal	Essential	Desirable	MOA*

GREATER THAN THE SUM OF ITS PARTS

<ul style="list-style-type: none"> • Commitment to the safeguarding of children and following relevant policies 	✓		A/R/I
<ul style="list-style-type: none"> • A team player who is willing to go beyond their own responsibilities to help others at busy times 	✓		A/R/I
<ul style="list-style-type: none"> • Awareness of and commitment to equality 	✓		A/R/I
<ul style="list-style-type: none"> • High expectations of self and others 	✓		A/R/I
<ul style="list-style-type: none"> • Ability to prioritise time effectively and work to deadlines 	✓		A/R/I
<ul style="list-style-type: none"> • Able to work well individually and within a team 	✓		A/R/I
<ul style="list-style-type: none"> • Self-motivated and able to work on initiative 	✓		A/R/I
<ul style="list-style-type: none"> • Approachable and flexible 	✓		A/R/I
<ul style="list-style-type: none"> • Work effectively as part of a team and contribute to group thinking, planning etc 	✓		A/R/I
<ul style="list-style-type: none"> • Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults 	✓		A/R/I
<ul style="list-style-type: none"> • Good understanding of Health & Safety 	✓		A/R/I
<ul style="list-style-type: none"> • Understand procedures and legislation relating to confidentiality 	✓		A/R/I
<ul style="list-style-type: none"> • Demonstrate a clear commitment to develop and learn in the role • Constantly improve own practice/knowledge through self-evaluation and learning from others 	✓		A/R/I

Method of Assessment (MOA) Key:

A=Application; I=Interview; R=Reference Q=Qualifications T=Task

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