

Person Specification – Cover Supervisor

General heading	Detail	Examples/Desirable
Qualifications & Experience	Experience of working in a supervisory role	Successful recent experience working with children in a school Educated to NVQ Level 3 in learning support or equivalent qualification/experience
	Working with policies and procedures	Basic knowledge of First Aid Understanding of School Policies and Procedures
	Literacy - Good reading and writing skills GCSE level English grade C or above	
	Numeracy - Good numeracy skills GCSE level Mathematics grade C or above	
	Technology - Good working knowledge of ICT to support learning	GCSE level ICT or above
		Experience of playing a variety of sports, and or coaching.
Communication	Ability to write reports, statements, provide written feedback to staff etc.	
	Ability to use clear language to communicate information unambiguously Ability to listen effectively	
	Ability to negotiate effectively with adults and children	
Working with children	Ability to demonstrate an understanding of behaviour management in schools	Ability to demonstrate effective implementation of the school's behaviour management policy and strategies which contribute to a purposeful learning environment.
	Awareness of the School Curriculum	Understanding of the school curriculum
	Motivate, inspire and have high expectations of pupils	Understanding of child development
	Understand and support the importance of physical and emotional wellbeing	
Working with others	Ability to make a proactive contribution to the work of the team supporting children.	

	Ability to establish rapport and respectful and trusting relationships with children.	
	Ability to work effectively with a range of adults	
	Contribute to the development and implementation of effective systems to share information	
Responsibilities	Good organisational skills Ability to remain calm under pressure To be flexible Follow instructions accurately	
	Ability to manage own time effectively Ability to adapt quickly and effectively to changing circumstances/situations	
General	Awareness of and promotion of equality	
	Good understanding of Health & Safety	
	Good understanding and effective implementation of child protection procedures	
	Understanding of procedures relating to confidentiality	
	Demonstrate a clear commitment to develop and learn in the role	