



## PERSON SPECIFICATION

**Post Title: Cover Supervisor**

ATTRIBUTES/REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>EDUCATION, QUALIFICATIONS AND VOCATIONAL TRAINING</b>	<p>A minimum of 5 GCSEs A*-C or equivalent, including Maths and English</p> <p>NVQ Level 3 Specialist Support in teaching and learning in schools or equivalent</p> <p>The ability to obtain and/or enhance qualifications and training for development in the post.</p> <p>The ability to maintain professional conduct</p>	<p>Safeguarding Certificate/Training</p> <p>First Aid Certificate</p> <p>NVQ Level 4 Specialist Support in teaching and learning in schools/HLTA</p> <p>Status or equivalent</p>	<p>Examination of Certificates</p> <p>Application Form</p> <p>Interview</p>
<b>RELEVANT EXPERIENCE</b>	<p>Experience working in a learning environment with school age pupils with SEND.</p> <p>Use of ICT to support learning</p>	<p>Experience supervising or leading sessions with children with special needs in a school environment.</p> <p>Experience planning lesson for pupils with SEND</p> <p>Experience of contributing to assessment of pupils with SEND</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
<b>KNOWLEDGE AND SKILLS</b>	<p>Good written and oral communication skills</p> <p>Good numeracy skills</p> <p>Good interpersonal skills.</p> <p>Ability to demonstrate an understanding of the needs of pupils with SEND</p> <p>Child Protection procedures</p> <p>Excellent time management and effective organisational skills</p>	<p>An understanding of national curriculum and child development</p> <p>Knowledge and understanding of a holistic approach to promoting progress for pupils with SEND</p> <p>Knowledge of Health and Safety Regulations.</p> <p>Knowledge of behaviour support strategies</p> <p>Knowledge of communication approaches for pupils with SEND</p> <p>Knowledge of Education health care plans.</p>	<p>Application Form</p> <p>Interview</p> <p>Application Form</p>



<b>PERSONAL CHARACTERISTICS</b>	Ability to relate well to children and adults. A calm, pleasant and sympathetic manner. Ability to self evaluate own practice and learning needs self-motivated Tenacity and resilience Ability to work as part of a team. Ability to use own initiative A Patient, Compassionate and empathetic approach A flexible and adaptable mindset.	Ability to direct a small team Ability to organise, lead and motivate others	Application Form Interview References
<b>CONTRA-INDICATORS</b>	<b>A satisfactory enhanced record check by the Disclosure &amp; Barring Service</b>		