

**Person Specification**

**Cover Supervisor – Level 3**

**Grade 6**

	<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>➤ Good standard level of education</li><li>➤ 5 GCSEs or equivalent, including English and Maths</li><li>➤ First Aid qualification</li><li>➤ NVQ Level 3 for Teaching Assistants or equivalent, or willingness to undertake this qualification</li></ul>	✓   ✓	  ✓  ✓
<b>Work or relevant experience</b>	<ul style="list-style-type: none"><li>➤ 2 – 3 years experience of working to support children’s learning</li><li>➤ Experience of working in an educational setting or other relevant environment</li></ul>	  ✓	✓
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"><li>➤ Very good numeracy and literacy skills</li><li>➤ Full working knowledge of relevant codes of practice/policies</li><li>➤ Understanding of principles of child development and learning processes</li><li>➤ Working knowledge of national curriculum and other relevant learning programmes and strategies</li></ul>	✓  ✓  ✓  ✓	
<b>Skills and Abilities (relevant to post)</b>	<ul style="list-style-type: none"><li>➤ Willingness to participate in training and development opportunities</li><li>➤ Very good ICT skills and</li></ul>	✓  ✓	

	<p>ability to use ICT to support learning</p> <ul style="list-style-type: none"> <li>➤ Ability to use other equipment/technology – video, photocopier etc.</li> </ul>	✓	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>➤ Excellent communication skills</li> <li>➤ Ability to relate well to children and adults</li> <li>➤ Ability to work well as part of a team</li> <li>➤ Flexibility and reliability</li> <li>➤ Ability to maintain confidentiality</li> <li>➤ Ability to work with a diverse range of people</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>➤ Willingness to undertake a Criminal Records Bureau check</li> </ul>	✓	