

## PERSON SPECIFICATION

**Job Title: Cover Supervisor / Teaching Assistant**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications / Training</b>	English and Maths or similar at GCSE grade A-C or equivalent Level 3 qualifications	<p>Higher Education – A levels or Degree standard</p> <p>Evidence of having achieved Professional Standards for HLTA</p> <p>Graduate or recent training in one or more of the following</p> <ul style="list-style-type: none"> <li>❖ Data analysis</li> <li>❖ Resource management</li> <li>❖ Student Behaviour management</li> </ul> <p>First Aid Certificate</p> <p>Safeguarding training</p> <p>Equality and diversity training</p> <p>ECDL or ITQ Level 2 or equivalent</p>
<b>Knowledge / Experience</b>	<p>Experience of delivering whole class teaching</p> <p>Evidence of having managed whole class behaviour for pupils in all Primary key stages</p> <p>Evidence of high performance in previous roles/jobs</p> <p>Experience of working effectively with people from diverse backgrounds</p> <p>Experience of working constructively to achieve team objectives and deadlines</p> <p>Confident IT user</p>	<p>Recent experience in teaching across the curriculum including English and Maths in KS2</p> <p>Has planned with class teacher and taught lessons for whole class</p> <p>Experience of tutoring/mentoring others</p> <p>Experience of providing support to individuals in an educational or care setting</p> <p>Experience of working with students with learning difficulties and/or disabilities</p> <p>Experience of teaching or coaching young learners</p> <p>An understanding how to promote equality and diversity within the job role</p>
<b>Skills / Abilities</b>	<p>Ability to consistently demonstrate high levels of job performance</p> <p>Ability to establish a safe, purposeful working</p>	<p>Ability to deal with challenging behaviours and motivate and encourage students</p> <p>Ability to analyse and present complex data</p>

	<p>environment</p> <p>Ability to communicate effectively and confidently face to face, on the telephone and in writing</p> <p>Good organisational and time management skills</p> <p>Good administrative skills, with the ability to maintain accurate, up-to-date records</p> <p>Ability to work on own initiative and as part of a team</p> <p>Ability to make a positive contribution to the team, valuing and respecting others' expertise and contribution</p> <p>Ability consistently to support a high quality learning experience for all students and create a welcoming and supportive environment for students</p> <p>Ability to promote the School's reputation and carry out the School's business appropriately and professionally at all times</p>	Aspiration to work in an educational or similar setting
<b>Ethos</b>	<p>Contributes effectively to the culture and vision of the school</p> <p>Supports high expectations and standards in line with the school practices.</p>	
<b>Attitude</b>	<p>Is committed to their own professional development</p> <p>Consistently models professionalism</p> <p>Builds effective working relationships with teachers and parents</p>	
<b>Special Requirements</b>	<p>Responsibility for promoting and safeguarding the welfare of all students</p> <p>Ability to form maintain</p>	

	<p>appropriate relationships and personal boundaries with children and young people</p> <p>Willingness to undertake relevant and appropriate staff development</p> <p>Flexible approach to work and working times</p> <p>Awareness of health and safety requirements relevant to the job</p>	
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