WOLSINGHAM SCHOOL

PERSON SPECIFICATION: Cover Supervisor

**EDUCATION, QUALIFICATIONS & TRAINING**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| * 4 GCSE qualifications Grade A-C or equivalent including English and Maths. | Yes |  | Application Form |
| * First Aid qualification/commitment to gain within first 3 months. | Yes |  | Application Form  Interview |

**EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| * Experience of working in education and supporting children in a classroom environment. |  | Yes | Application Form  Reference  Interview |
| * Experience of both KS3 and KS4 settings. |  | Yes | Application Form  Reference  Interview |

**KNOWLEDGE, SKILLS & APTITUDES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| * Effective organisation and communication skills. | Yes |  | Application Form  Reference  Interview |
| * Ability to consistently and effectively implement whole school behaviour management policy. | Yes |  | Application Form  Reference  Interview |

**KNOWLEDGE, SKILLS & APTITUDES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| * Knowledge of the strategies that recognise and reward effort and achievements towards self-reliance as appropriate to the age and development of students. | Yes |  | Application Form  Reference  Interview |
| * Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils’ needs, encouraging the pupils to stay on task. | Yes |  | Application Form  Reference  Interview |
| * Ability to monitor the pupils’ response to the learning activities and report this back to the class teacher. | Yes |  | Application Form  Reference  Interview |
| * Ability to offer constructive feedback to pupils to reinforce self-esteem. | Yes |  | Application Form  Reference  Interview |
| * Knowledge of some areas of the National Curriculum. |  | Yes | Application Form  Reference  Interview |
| * Ability to work effectively and supportively as a member of the school team. | Yes |  | Application Form  Reference  Interview |
| * Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc. | Yes |  | Application Form  Reference  Interview |

**PERSONAL ATTRIBUTES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| * Willingness to take part in further training opportunities. | Yes |  | Application Form  Reference  Interview |
| * Ability to establish positive relationships with students and staff. | Yes |  | Application Form  Reference  Interview |
| * Ability to demonstrate active listening skills. | Yes |  | Application Form  Reference  Interview |

**PERSONAL ATTRIBUTES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| * Ability to communicate with other professionals and parents. | Yes |  | Application Form  Reference  Interview |
| * Ability to maintain confidentiality on all school matters. | Yes |  | Application Form  Reference  Interview |
| * Patience, good sense of humour. | Yes |  | Application Form  Reference  Interview |
| * Flexibility. | Yes |  | Application Form  Reference  Interview |

**OTHER REQUIREMENTS**

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| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| * Good ICT Skills. | Yes |  | Reference  Interview |
| * Knowledge of SEND / strategies for working with ASD students. |  | Yes | Reference  Interview |
| * A commitment to safeguarding & promoting the welfare of children and young people. | Yes |  | Reference  Interview |
| * Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity. | Yes |  | Application  Reference |

Any relevant issues arising from references will be taken up at interview.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

**The School Operates a No Smoking Policy**