Goldwyn School

**Person Specification:** Cover Supervisor

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA (Essential/Desirable)** |
| **QUALIFICATIONS AND EXPERIENCE** | * Good Standard of basic education **E** * NVQ 2 in relevant qualification or equivalent experience **E** * Training in relevant learning strategies e.g. literacy/numeracy **E** * NVQ Level 3 in Teaching and Learning or willingness to undertake this qualification **D** * Previous experience of working with young people in a school environment **E** * Supervising group work **D** * Supporting students with special educational needs **E** * Knowledge of ICT and experience of using whiteboards **D** * Ability to complete administration tasks including recording and monitoring attendance **D** * 2 years’ experience working with and or caring for children of relevant age/ subject area, in an educational setting. **D** * General understanding of national curriculum and other basic learning programmes/techniques. **E** * Basic understanding of child development and learning. **E** * Ability to relate well to children and adults. **E** * General awareness of inclusion, especially within a school setting. **E** |
| **KNOWLEDGE AND UNDERSTANDING RELEVANT TO THE JOB** | * Ability to provide support for students, including those with complex Social, Emotional & Mental Health (SEMH) needs ensuring their safety and access to learning activities **E** * Promote good student behaviour, and deal promptly with conflict and incidents **E** * Ability to communicate effectively to students and members of staff; covering classes from Year 7 to Year 11 with varying ranges of ability **E** * Ability to work unsupervised **E** * Ability to respond flexibly to a diverse range of situations and needs **E** * Ability to resolve conflict **E** * Empathic and sensitive to students needs **E** * Good interpersonal skills **E** * Good listening skills **E** * Effective team player **E** * Hardworking, committed, personable, cheerful, discreet and confident **E** * Tactful and diplomatic **E** * Commitment to equal opportunities **E** |
| **SKILLS AND ABILITIES** | * Ability to take sole charge of a class of students in an orderly and controlled manner **E** * Ability to clearly instruct and provide guidance to students **E** * Ability to safely manage classroom activities set by the class teacher **E** * Excellent interpersonal skills **E** * Ability to work independently and as part of a team **E** * Ability to use own initiative with an “I can do” attitude to meet the challenging demands of the role **E** * Be responsible for the physical learning space and resources of the students **E** * Understand and be able to use a wide range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs **E** * Having the ability to maintain a confident and innovative approach to the role **E** * Ability to be confident and flexible in terms of varying subjects **E** * Flexible approach to working patterns and unexpected changes of circumstance **E** * Awareness of procedures relating to child protection, health, safety and security, confidentiality and data protection. **E** * Display commitment to protection and safeguarding of children and young people. **E** |