

## EMPLOYEE SPECIFICATION

**POST TITLE:** Cover Supervisor

**GRADE:** 7

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	<b>RELEVANT EXPERIENCE</b>	1.1	Previous experience of working with children/ young people age (state relevant age).	Application Form/ Selection Process.	E
		1.2	Experience of working in a school environment.	Application Form/ Selection Process	D
2.	<b>EDUCATION AND TRAINING ATTAINMENTS</b>	2.1	Numeracy and Literacy skills to GCSE level	Application Form/ Selection Process	E
		2.2	Relevant professional development.	Application Form/ Certificate	D
3.	<b>GENERAL AND SPECIAL KNOWLEDGE</b>	3.1	Understanding of National Curriculum and other learning programmes/strategies.	Selection Process	D
		3.2	Understanding and commitment to Equal Opportunities and how this relates to the duties of the post.	Selection Process	D
		3.3	Understanding of basic principles of Customer Care.	Selection Process	D

	<b>ATTRIBUTES</b>		<b>RELEVANT CRITERIA</b>	<b>HOW IDENTIFIED</b>	<b>RANK</b>
4.	<b>SKILLS AND ABILITIES</b>	4.1	Ability to contribute to effective use of ICT to support learning.	Application Form/ Selection Process.	E
		4.2	Ability to assist the teacher in planning class activities.	Selection Process	D
		4.3	Ability to relate to children/young people and adults.	Selection Process	E
		4.4	Ability to work as a team member and on own initiative.	Application Form/ Selection Process	D
		4.5	Ability to work with children/ young people exhibiting behavioural difficulties.	Application Form/ Selection Process	D
		4.6	Ability to undertake cover in the absence of the class teacher.	Selection Process	
5.	<b>ANY ADDITIONAL FACTORS</b>	5.1	Understanding of relevant policies/codes of practise and awareness of relevant legislation.	Selection Process	D
		5.2	Willing to undertake training and development as required.	Selection Process	D

**E = Essential D = Desirable**