



Person Specification

JOB TITLE:	Cover Supervisor Senior Teaching Assistant
DATE:	February 2023
STATUS:	Final

CRITERIA	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
Knowledge and qualifications					
1. GCSE grade C or above in English and Maths or equivalent competency.	E	✓			✓
2. Knowledge of ICT applications used to support pupils in the classroom.	E	✓	✓		
3. Knowledge of policies and procedures in relation to; child protection, confidentiality, every child matters and behavior management.	E	✓		✓	
4. Working at or towards the competency standards for HLTA	E	✓			
5. Knowledge of facilitating learning.	D	✓		✓	
6. Knowledge of National curriculum and other learning programs.	D	✓		✓	
7. Commitment to continual development through training and development activities.	D	✓		✓	
Experience					
8. Experience of working with young people, professionals and other agencies.	E	✓		✓	✓
9. Experience of selecting and preparing resources to support learning, including appropriate filing and presentation of pupils work.	E	✓		✓	
10. Experience of working in an educational environment	D	✓		✓	
11. Experience of leading and supervising classes of students	D	✓	✓	✓	
12. Experience of managing student behaviour.	D	✓	✓	✓	
13. Experience of creating individual developments plans as required.	D	✓		✓	
Skills and competencies					

14. Able to use language and other communication skills that children can understand and relate to.	E		✓	✓	
15. Able to use objectives as a basis to plan and adjust lessons and activities as appropriate, for individuals, groups of pupils and whole classes.	E		✓	✓	
16. Ability to provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties.	E	✓	✓	✓	
17. Able to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs. Supporting pupils with their emotional and social well-being.	E	✓	✓	✓	
18. Able to work within and apply all relevant school policies and schemes of work, contributing to the development of policy where applicable.	E	✓		✓	✓
19. Able to provide short term cover for class supervision.	E	✓		✓	
20. Able to carry out and report on systematic observations of pupils' knowledge, understanding and skills.	E	✓		✓	
21. Able to work effectively as part of a team	E			✓	✓
22. Able to plan, organise and deliver teacher cover, redeploying and adjusting where required.	E	✓		✓	
23. Able to maintain accurate records of cover and produce reports as necessary.	E	✓	✓	✓	
Other					
24. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role	E				✓
25. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible	E	✓		✓	
26. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role	E	✓		✓	✓