

Great Academy Ashton

Person Specification - Cover Supervisor

CRITERIA	CATEGORY	METHOD OF ASSESSMENT
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1. Educational Standard/Qualifications

Educated to A level or equivalent in relevant subject.	E	Application form and evidence of qualification
Educated to higher GCSE level including Mathematics and English	E	Application form and evidence of qualification

2. Experience

Experience in working in an educational environment and a thorough understanding of the school curriculum.	E	Application form /Interview
Well organised	E	Application form /Interview
An enthusiasm for supportive pastoral care	E	Application form /Interview
Able to motivate children and set high standards	E	Application form /Interview

3. Skills & Abilities

Provide students with and supervise work that has been set by the teacher.	E	Application form /Interview
Manage the behaviour of students whilst they are undertaking this work to ensure a constructive and positive environment.	E	Application form /Interview
Respond to any questions from students and provide support and guidance.	E	Application form /Interview
If required, collect completed students' work after the lesson and pass to the appropriate teacher.	E	Application form /Interview
Report, as appropriate using the school's agreed referral procedures, on the behaviour of students during the class and on any problems arising	E	Application form /Interview
Excellent literacy and numeracy skills.	E	Application form /Interview
Good knowledge and skills in the use of ICT/Technology	E	Application form /Interview
An ability to communicate effectively, both orally and in writing	E	Application form /Interview
Ability to manage, to work calmly under pressure, prioritise and to meet deadlines.	E	Application form /Interview
An ability to work creatively as an individual and as part of a team.	E	Application form /Interview
Be able to communicate effectively both orally and in writing.	E	Application form /Interview

Willing to undergo continual professional training	E	Application form /Interview
Discrete and experience of handling confidential data.	E	Interview
Able to promote diversity and equality of opportunity.	E	Application form /Interview
Ability to work flexibly and adapt to meet the changing demands and circumstances.	E	Interview

4. Knowledge

Experience and commitment to effective behaviour management, setting the highest standards and expectations.	E	Application form /Interview
Ability to plan and resource effective interventions to meet objectives and aid the student's development.	E	Application form /Interview
The ability to commit to the role and ensure excellence in teaching and learning is achieved during the lessons.	E	Application form /Interview
High level of verbal communication, including group and one-to-one delivery.	E	Application form /Interview
Knowledge of safeguarding procedures.	E	Application form /Interview

5. Other duties

Demonstrate commitment to all members of the Academy community.	E	Application form /Interview
Robust approach to conflicting and heavy demands.	E	Application form /Interview
Convey personal enthusiasm and commitment.	E	Interview
Commitment to extension and enrichment activities.	D	Application form /Interview
Commitment to own CPD.	E	Application form /Interview
Commitment to Trust and Academy Policies and Procedures including those related to Health and Safety, Equality and Diversity and Safeguarding.	E	Interview
Commitment to fully understand and implement all of the roles and responsibilities in relation to Safeguarding Children and Young People.	E	Application form /Interview

For Information:

Category E: Refers to Essential Requirements without which the candidate would be unable to carry out the duties of the post.

Category D: Refers to Desirable Features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience etc.