

Hendon School



Cover Supervisor Person Specification

Cover Supervisors should be enthusiastic, confident and keen to work with a wide range of students between 11 and 18

How Tested			
A - Application Form		I - Interview	
O - Observation		S - used for Shortlisting	
R - Reference			
		Essential or Desirable	
EDUCATION/QUALIFICATIONS/KNOWLEDGE			
High Standard GCSEs - including Maths, English	E	A	
High Standard A Levels	D	A	
Personal and/or professional development training relevant to this post	D	A	
Understanding of principles of child development and learning processes	D	A	
Knowledge of and ability to use a range of strategies to deal with classroom behavior as a whole and also individual behavior needs	E	A	I O
Awareness of the statutory frameworks relevant to their role.	E	A	I
Knowledge and understanding of the different classroom roles and responsibilities in relation to this post.	E	A	I
Awareness and understanding of the school's policies and procedures.	E	I	O
Experience working with children of relevant age.	E	A	I O
Awareness of confidentiality issues	E	I	
Awareness of policies and procedures relating to Child Protection, health, safety and security, equal opportunities, confidentiality and data protection and of other relevant legislation.	E	I	
Understanding of the aims, content, and intended outcomes of teaching and learning in relation to the national and the school's curriculum.	D	I	
Understanding of principles of child development and learning processes	D	I	A
Level 3 TA or equivalent	E	A	
EXPERIENCE			
Experience of working in a school environment	D	A	O
APTITUDES & SKILLS			
Ability to use ICT packages effectively	D	A	

Excellent verbal and written communication skills and ability to relate to children and adults	E	A	I O
Ability to work constructively and flexibly as part of a team	E	I	O
Ability to manage the behaviour of pupils to promote and maintain order and a calm working environment for pupils.	E	I	O
Excellent record of: Punctuality Attendance	E	R	I
work under pressure.	E	I	R
Demonstrate very good competence in numeracy and literacy.	E	I	R O