

# LITTLE HEATH SCHOOL

Reading, Berkshire

Specialist Science and Mathematics College;  
High Performing Secondary School



## PERSON SPECIFICATION

Job Title: Cover Supervisor

| KEY CRITERIA                               | ESSENTIAL   | DESIRABLE  |
|--|---|--|
| <b>Qualifications and training</b>         | <ul style="list-style-type: none"><li>Educated to GCSE level, including English and Mathematics</li><li>To be able to speak fluent English to an appropriate standard</li></ul>   | <ul style="list-style-type: none"><li>Further academic qualifications relevant to the specialist subject area, such as A Level or degree qualification</li><li>Formal safeguarding training to Level 1</li><li>Holds or is working towards a relevant NVQ at level 3 or higher</li><li>Current First Aid qualification</li></ul>   |
| <b>Previous experience</b>                 | <ul style="list-style-type: none"><li>Experience of working with young people in an educational setting</li></ul>   | <ul style="list-style-type: none"><li>Experience of teaching or supporting students in relevant disciplines, including small group and individual work</li></ul>   |
| <b>Skills, knowledge and understanding</b> | <ul style="list-style-type: none"><li>Ability to communicate effectively with children, parents and other staff</li><li>Computer literate, including Microsoft Office packages</li><li>Strong numeracy and literacy skills</li><li>Excellent planning and organisational skills, including basic administration skills</li><li>Ability to motivate and encourage pupils</li></ul> | <ul style="list-style-type: none"><li>Higher competence in ICT as a tool for educational transformation.</li><li>Sound understanding of effective teaching and learning strategies</li><li>Sound knowledge of curriculum requirements in relevant subject area</li><li>Firm, sensitive and effective approach towards pupil discipline.</li><li>Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.</li></ul> |
| <b>Leadership and management</b>           | <ul style="list-style-type: none"><li>Willingness to work as part of a team</li><li>Ability to be professionally discreet and to respect confidentiality</li></ul>  | <ul style="list-style-type: none"><li>Evidence of commitment to continued professional development and training</li></ul>  |
| <b>Personal qualities</b>                  | <ul style="list-style-type: none"><li>A commitment to ensuring that every student achieves their potential</li><li>Patient, calm and resilient</li><li>Suitability to work with children, including relevant DBS checks</li></ul>   | <ul style="list-style-type: none"><li>Ability to work under pressure</li><li>Flexibility and ability to use their own initiative</li><li>Ability to plan ahead and manage time effectively</li></ul>   |