

# LITTLE HEATH SCHOOL

Reading, Berkshire

**Specialist Science and Mathematics College;  
High Performing Secondary School**



## PERSON SPECIFICATION

**Job Title: Cover Supervisor**

KEY FEATURE	ESSENTIAL	DESIRABLE
Has completed a course of training within the School or equivalent sufficient to satisfy the Headteacher that the necessary standards are met.	<ul style="list-style-type: none"> <li>• A qualification in English literacy and mathematics/numeracy equivalent to GCSE minimum.</li> <li>• Willing to undertake continuing professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified first aid.</li> </ul>
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> <li>• Possess a sound knowledge of the national curriculum and the age-related expectations of pupils.</li> <li>• Able to confidentially and competently apply knowledge and skills acquired from training into a practical classroom context.</li> <li>• Demonstrates knowledge of the key factors that can affect the way pupils learn.</li> <li>• Can implement a range of teaching methods.</li> <li>• Demonstrates a sound understanding of aims, content, lesson planning, teaching strategies and intended outcomes of relevant lessons within the context of the national curriculum (Teaching Assistants).</li> <li>• Understands testing/examination frameworks in the relevant subjects and age ranges.</li> <li>• Sound literacy and numeracy and ICT skills.</li> <li>• Sound awareness of the statutory frameworks relevant to the role.</li> <li>• Knowledge of the legal definition of Special Educational Needs (SEN) and sound understanding of the SEN Code of Practice.</li> <li>• Good planning and organisational skills.</li> <li>• Good monitoring and assessment skills.</li> <li>• Ability to motivate and encourage pupils.</li> <li>• Awareness of child protection and bullying issues.</li> <li>• Willingness to promote social inclusion policies and practices.</li> </ul>	
<b>Work related personal requirements</b>	<ul style="list-style-type: none"> <li>• Actively enjoys working with children and has empathy with pupils and is sympathetic to their needs.</li> <li>• Professional, discreet and able to request confidentiality.</li> <li>• Flexible approach to tasks.</li> <li>• Firm, sensitive and effective approach towards pupil discipline.</li> <li>• Confident and able to use own initiative.</li> </ul>	

<b>Other work requirements</b>	<ul style="list-style-type: none"><li>• Patient and resilient.</li><li>• To attend evening meetings as required, also inset days and department and tutor meetings.</li><li>• Suitability to work with children</li></ul>	
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