

Person Specifications
TEACHING ASSISTANT LEVEL 3 COVER SUPERVISOR

Post Title:	Teaching Assistant Level 3 Cover Supervisor
School:	Meadowbank Primary School & Children's Centre

A. Experience

	Essential	Desirable	Source A= Application I=Interview R=Reference
Experience of working to support children's learning gained in a relevant environment	x		A,I,R

B. Training and Qualifications

	Essential	Desirable	Source
NVQ Level 3, or equivalent appropriate to post	x		A,I
Good numeracy and literacy skills equivalent to GCSE grade C or above.	x		A,I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Ability to work constructively as part of a team, understanding classroom role and responsibilities and your own position within these.	x		I
Good communication skills	x		I,R
Awareness of confidentiality issues at all times	x		I,R
Effective use of ICT to support learning	x		I,R
Ability to use other equipment photocopier/video	x		A,R

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to use language and have excellent communication skills that pupils can understand and relate to.	X		A,R
Ability to establish positive relationship with pupils and empathise with their needs	X		A,R
Ability to demonstrate active listening skills	X		A,R
Ability to provide levels of attention, reassurance and help with learning tasks as appropriate to pupils needs, encouraging the pupils to stay on task		X	A,R
Work constructively as part of a team whilst being able to demonstrate initiative.	X		A,R

E. Physical Requirements

Where the applicant has a disability every effort will be made to make reasonable adjustments to enable them to carry out the duties of the post.