

EMPLOYEE SPECIFICATION

When filling in the application form please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the *Essential and Minor* criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act, we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

Post Title: Cover Supervisor		Directorate: Children, Young People and Families based at Darton College	Grade: 6	
Criteria No	Criteria	How Identified	Rank	
Qualification Requirements				
1	4 GCSE's grades A-C or equivalent (including Mathematics and English) OR proven relevant experience	A/Certificates	Essential	
2	HLTA Status or relevant equivalent qualification	A/Certificate	Essential	
3	Excellent numeracy and literacy skills	A/Certificates	Essential	
Knowledge, Skills and Abilities				
4	Full working knowledge of relevant policies/codes of practice/legislation	A/I	Essential	
5	Knowledge of current educational policy	I	Essential	
6	Understanding of pedagogy and knowledge of current educational theory	A/I	Essential	
7	Good understanding of child development and learning processes	A/I	Essential	
8	Understanding of statutory frameworks relating to teaching	A/ I	Essential	
9	Excellent management and organisational skills; able to prioritise time and tasks in order to meet deadlines and provide a friendly and efficient service; able to work quickly, methodically and accurately	A/I	Essential	
10	Ability to plan and develop systems and procedures	A/I	Essential	
11	Ability to self-evaluate learning needs and actively seek learning opportunities	A/I	Essential	
12	Ability to plan effective actions for pupils at risk of underachieving	A/I	Essential	
13	Understand range of support services/providers	A/I	Essential	
14	Use of specialist equipment/resources	A/I	Essential	
15	Very good interpersonal skills	A/I	Essential	



16	Ability to work independently, using own initiative	A/I	Essential
17	Understanding of the ECM agenda and a personal commitment to all students	I/R	Essential
18	Awareness of current Health & Safety Legislation and procedures	I	Minor
19	Relevant knowledge of first aid	I	Minor
Experience			
20	Previous proven relevant experience	A/I	Essential
21	Experience working with children of secondary age in a learning environment	A/I	Essential
22	Several years experience working in a relevant discipline in a learning environment	A/I	Minor
23	Experience of working with pupils with individual needs	A/I	Essential
24	Effective use of Information Communication Technology to support learning Eg Word/Excel/Publisher/Outlook/SIMS or similar database/Internet/E-mail.	A/I	Essential
Other Qualities			
25	An ability to work co-operatively with other team members understanding classroom roles and responsibilities and your own position within these	A/I/R	Essential
26	Good interpersonal and communication skills	A/I	Essential
27	A commitment to ongoing personal development; constantly improving own practice/knowledge through self-evaluation and learning from others	I	Essential
28	Flexibility and reliability	A/I/R	Essential
29	Ability to undertake any necessary travel in connection with the duties of the post	A/I	Essential