

PERSON SPECIFICATION – HLTA Cover Supervisor – Grade 5

FACTORS	ESSENTIAL	DESIRABLE	How Identified
Qualifications	NVQ Level 3 for Teaching Assistant or equivalent 5+ GCSE at (c plus) or equivalent, including maths, English and a Science	Evidence of professional development relating to the Primary age range First Aid training	Application Form Interview Selection Process Production of Certificates
Training	Appropriate recent professional training Safeguarding training	Attendance on courses related behaviour management, teaching and learning, delivery of interventions.	Application Form Interview Selection Process Production of Certificates
Experience	Experience with working within all age ranges of the primary phase Successful experience as a Teaching Assistant for a minimum of three years. Successful experience of working with more able or children of additional needs. Successful experience of working as a cover supervisor or in a similar role taking classes.	Experience of whole class teaching in a cover supervisor role.	Application Form References Interview Selection process
Knowledge/Skills	Proven effective teaching assistant who supports children in making good progress Uses initiative Ability to lead interventions under the direction of the class teacher Understanding of targeting and supporting children to raise standards. Aware of effective strategies to support behaviour management Child-centred ethos	Effective use of ICT to support learning Understanding of relevant policies/codes of practice Ability to self-evaluate learning needs and seek learning opportunities Knowledge and understanding of the Primary curriculum Excellent behaviour management	Application Form References Interview Selection process



St Bartholomew's CE Multi Academy Trust



FACTORS	ESSENTIAL	DESIRABLE	How Identified
Personal Qualities	Good communication skills Ability to work under the direction of the class teacher/SLT Ability to cover classes under the direction of SLT Well organised Child centred Enthusiastic team approach Ability to relate to a wide range of people – children and adults Ability to set targets, meet deadlines and to work under pressure Ability to promote the child centred ethos within the schools. Maintain Confidentiality Ability to use initiative	Positive outlook Sense of humour Ability to work on own initiative	Application Form Interview Selection Process Interview
Other Conditions	Compliance with no smoking policy Commitment to equal opportunities Ability to contribute to extra-curricular activities Interests other than education		Application and interview