



West View Primary School

Cover Assistant (Band 7)

Person Specification



	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none">✓ NVQ Level three (or equivalent) teaching assistant qualification (A)✓ GCSE or equivalent in English and maths at grade C or above (A)	<ul style="list-style-type: none">✓ Emergency First Aid qualification (A)
Experience	<ul style="list-style-type: none">✓ A minimum of 2 years' experience of working as a classroom or teaching assistant within a primary school environment (A, I)✓ Experience of supervising classes during the short-term absence of teachers, providing continuity of learning and ensuring that active learning is taking place (A, I)✓ Experience of working successfully and collaboratively with class teachers to plan and deliver programmes of teaching and learning activities for classes (A, I)✓ Team Teach experience (A)	<ul style="list-style-type: none">✓ Experience in more than one key stage (A, I)
Knowledge/Skills	<ul style="list-style-type: none">✓ Demonstrate excellent IT skills, and ability to use them as part of the learning process (A, I)✓ Demonstrate excellent organisation skills (A, I)✓ Demonstrate the ability to work as part of a team, demonstrating flexibility and adaptability (A, I)✓ Demonstrate the ability to use own initiative (A, I)✓ Demonstrate excellent communication skills both verbal and	<ul style="list-style-type: none">✓ Demonstrate a knowledge of current educational issues (A, I)



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	<p>in writing, to a range of audiences (A, I)</p> <ul style="list-style-type: none">✓ Ability to communicate with a range of people including children (A, I)✓ Ability to plan time effectively (A, I)✓ Demonstrate knowledge of the structure, delivery and content of the curriculum for primary schools (A, I)✓ Demonstrate a good understanding of a child's development and learning processes (A ,I)	
Additional	<ul style="list-style-type: none">✓ Enhanced safeguarding checks	

A – Application Form

I – Interview