

**COVER SUPERVISOR
PERSON SPECIFICATION**

QUALIFICATIONS, SKILLS, QUALITIES AND ABILITIES	ESSENTIAL	DESIRABLE
NVQ level 3 or qualification or experience in relevant discipline	•	
Excellent numeracy/literacy (i.e. minimum GCSE Maths and English A*- C / 9-4)	•	
Educated to degree level	•	
Effective use of specialist ICT packages including Microsoft Word and Excel	•	
Experience of Bromcom packages		•
Experience of setting cover on Bromcom		•
Working knowledge of national curriculum and other relevant learning programmes / strategies		•
Experience of working with young people in a learning environment		•
A good understanding of child development and learning styles		•
Experience of encouraging and motivating students to achieve / progress		•
The ability to relate well to children and adults	•	
The ability to manage behaviour constructively and effectively	•	
Initiative and drive and able to claim responsibility for students learning and behaviour in a classroom environment	•	
Excellent written and oral communication skills	•	
The ability to prioritise own workload	•	
The ability to work to tight schedules within contracted hours	•	
To attend training courses and continue personal development in your relevant area	•	
Flexible and highly motivated	•	
Have a strong commitment to Safeguarding and the welfare of children	•	
To support the Catholic Ethos of the school	•	

Saint Augustine's Catholic High School is committed to the safeguarding and welfare of students.