

PERSON SPECIFICATION

Cover Supervisor

The Selection Panel will be looking for evidence that the candidate has demonstrated their ability to fulfil the following criteria:

	Essential or desirable* on appointment	Assessment method <ul style="list-style-type: none"> • Application form • Interview • Tasks
QUALIFICATIONS AND EXPERIENCE		
Recognised competence in literacy and/or numeracy	E	A/I
Experience of working with young people in an educational setting (e.g., classroom, youth work, coaching)	E	A/I/T
Experience of managing pupil behaviour or contributing to a positive classroom environment	E	A/I
Experience of providing administrative support or working in a school environment	D	A/I
A teaching qualification or other relevant educational qualification (advantageous but not required)	D	A
Experience supporting extracurricular activities, clubs or enrichment programmes (aligned with the St Aidan's Offer)	D	A/I
KNOWLEDGE		
Understanding of behaviour management techniques and strategies for maintaining a calm and purposeful classroom environment	E	A/I
Understanding of school policies, procedures and safeguarding expectations	E	A/I
Knowledge of the Cover Supervisor role and awareness of supervising pre-set learning across different subjects and year groups	E	A/I
Understanding of the importance of professionalism, confidentiality and appropriate boundaries in a school setting	E	A/I

Understanding of and willingness to support the Christian ethos and values of St Aidan's CE High School and the Yorkshire Causeway Schools Trust	E	A/I
SKILLS AND ABILITIES		
Strong verbal communication skills and the ability to give clear instructions to students	E	A/I/T
Ability to listen carefully, absorb information quickly and respond effectively to questions or issues raised by students	E	A/I
Ability to remain calm, patient and consistent when supervising students, including in potentially challenging situations	E	A/I
Ability to work independently, use initiative and manage a classroom without direct teacher supervision	E	A/I/T
Strong organisational skills, including managing materials/work set, collecting work and reporting back to staff	E	A/I
Ability to build rapport with students and contribute to the positive profile of the Cover Supervisor team within the school community	E	A/I
Flexibility and adaptability to manage a changing routine and support multiple year groups and subject areas	E	A/I
Ability to follow safeguarding processes, particularly when listening to student concerns or disclosures	E	A/I
PERSONAL QUALITIES		
Professional, positive and non-judgemental attitude when working with young people and colleagues	E	A/I
Resilience, reliability and ability to remain composed in a busy and dynamic school environment	E	A/I
Enjoyment of working with young people and supporting their academic and personal development	E	A/I
Commitment to safeguarding and promoting the welfare of children and young people, in line with school and Trust expectations	E	A/I
Willingness to contribute to extracurricular activities and the wider St Aidan's Offer programme	D	A/I