



ST. MARY'S
MENSTON

PERSON SPECIFICATION: Cover Supervisor

	ESSENTIAL	DESIRABLE/HELPFUL
QUALIFICATIONS	<ul style="list-style-type: none"> GCSE in Maths and English (A-C / 9-4) 	<ul style="list-style-type: none"> NVQ Level 3 in relevant discipline or equivalent/higher qualification or experience
EXPERIENCE	<ul style="list-style-type: none"> Evidence of working with pupils of relevant age, assisting in their development Excellent communication skills Good ICT skills 	<ul style="list-style-type: none"> Experience of working as a Cover Supervisor Experience of providing administration support Experience as teaching assistant or behaviour management
KNOWLEDGE / SKILLS / ABILITIES	<ul style="list-style-type: none"> Excellent communication skills Organised, calm and able to plan and prioritise Knowledge of a range of strategies to promote good behaviour in order to maintain a calm working environment Ability to contribute effectively to the planning and preparation of learning activities Confidence to manage classes of pupils across all age ranges Ability to work on own initiative with minimum supervision Professional manner at all times Able to relate well to students, be an effective role model and motivate students to achieve success Awareness of policies and procedures relating to child protection, health and safety, confidentiality, data protection, safeguarding children 	<ul style="list-style-type: none"> Ability to use ICT effectively to support learning Ability to plan and deliver programmes and interventions to meet specific needs

ST MARY'S MENSTON A CATHOLIC VOLUNTARY ACADEMY	Bradford Road Menston West Yorkshire LS29 6AE	T: 01943 883000 E: admin@stmarysmenston.org	www.stmarysmenston.org Headteacher: Miss Margaret Hattersley
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MOTIVATION & SOCIAL SKILLS	<ul style="list-style-type: none">• Supportive of the aims and ethos of St. Mary's <p><i>To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required</i></p>	<ul style="list-style-type: none">• Practising Catholic• Willingness to train for First Aid certificate
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