

### **Cover Supervisor - Person Specification**

<b>General Heading</b>	<b>Essential Requirements</b>	<b>Desirable Requirements</b>
Qualifications	<ul style="list-style-type: none"><li>• 5 GCSEs at grades 9 to 4 (A* to C) or equivalent, including English Mathematics</li></ul>	<ul style="list-style-type: none"><li>• A knowledge and understanding of learners' needs in a specialist area. 2 A-levels or equivalent</li></ul>
Knowledge/Experience	<ul style="list-style-type: none"><li>• Experience of supervising secondary school aged children in a classroom environment</li><li>• Knowledge of the key factors affecting the way young people learn</li><li>• Experience of managing classroom behaviour</li><li>• Knowledge of how the needs of SEND students can be met in the mainstream classroom.</li></ul>	<ul style="list-style-type: none"><li>• Use of Google platforms</li><li>• Use of SIMs</li></ul>
Skills/Abilities	<ul style="list-style-type: none"><li>• Use of ICT to advance both your own and students' learning</li><li>• Ability to organise, prioritise and work on own initiative.</li><li>• Written ability to record basic information and undertake written tasks as required.</li><li>• Verbal – experience of exchanging information clearly in person and by telephone.</li><li>• Ability to deal with situations in a sensitive manner both in person and by telephone.</li><li>• Ability to</li></ul>	

	<p>communicate effectively and sensitively with staff, professionals and parents/carers.</p> <ul style="list-style-type: none"> <li>• Relationships – experience of forming appropriate and productive relationships with students, staff and parents.</li> <li>• Teamwork – proven experience of effective team and independent working.</li> <li>• Ability to work collaboratively and flexibly within a team and contribute to team development.</li> <li>• Confidentiality – comprehensive understanding of confidentiality issues within a school environment.</li> <li>• Creativity – ability to work on own initiative.</li> </ul>	
Personal Characteristics	<ul style="list-style-type: none"> <li>• Ability to listen and interpret instructions effectively so that learning is maximised for students during the absence of their teacher.</li> <li>• Flexibility and willingness to help out with other duties if required.</li> <li>• Committed to improving the life chances of young people.</li> </ul>	
Special Requirements	<ul style="list-style-type: none"> <li>• Commitment to the Catholic Ethos of the College and to develop students'</li> </ul>	

	<p>character as they live out the College's HEART values</p> <ul style="list-style-type: none"> <li>• Health &amp; Safety – an understanding of Health and Safety in the workplace and how this applies.</li> <li>• Continuous Professional Development – commitment to increasing own learning and development.</li> <li>• Commitment to raising educational achievement, positive values, attitudes and behaviour.</li> <li>• Commitment to building and maintaining successful relationships with students.</li> <li>• An understanding of Equal Opportunities and the issues affecting social, moral, spiritual and cultural values.</li> </ul>	
--	---	--