

Cover Supervisor - Person Specification

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

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

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