



PERSON SPECIFICATION

Cover Supervisor

	Essential Criteria
Qualifications	<ul style="list-style-type: none"> • A very good standard of education, particularly in English and mathematics (Grade C/4, at least in both)
Experience	<ul style="list-style-type: none"> • Experience of working with young people. • Experience of using Information Technology.
Knowledge	<ul style="list-style-type: none"> • Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.
Skills and Abilities	<ul style="list-style-type: none"> • Ability to provide classroom cover, within agreed parameters, in the absence of the class teacher. • Ability to consistently and effectively implement agreed behaviour management strategies. • Ability to use language and other communication skills that pupils can understand and relate to. • Ability to establish positive relationships with pupils and empathise with their needs. • Ability to demonstrate active listening skills. • Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupils to stay on task. • Ability to monitor the pupils' response to the learning activities as agreed with the teacher to achieve the intended learning outcomes. • Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills. • Ability to assist in the recording of lessons and assessment as required by the teacher. • Ability to offer constructive feedback to pupils to reinforce self-esteem. • Ability to work effectively and supportively as a member of the college team. • Ability to work within and apply all college policies eg. behaviour management, safeguarding and child protection, Health and Safety, Equal Opportunities, etc.
Personal Qualities	<ul style="list-style-type: none"> • Willingness to participate in further training and developmental opportunities offered by the college and County, to increase knowledge. • Willingness to maintain confidentiality on all college matters. • A confident communicator with strong inter-personal skills. • Integrity, good humoured and a caring and positive outlook. • Supportive of the Catholic ethos of the college.