



**PERSON SPECIFICATION**

**Cover Supervisor**

	<b>Essential Criteria</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A very good standard of education, particularly in English and mathematics (Grade C/5, at least in both)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with young people.</li> <li>• Experience of using Information Technology.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to provide classroom cover, within agreed parameters, in the absence of the class teacher.</li> <li>• Ability to consistently and effectively implement agreed behaviour management strategies.</li> <li>• Ability to use language and other communication skills that pupils can understand and relate to.</li> <li>• Ability to establish positive relationships with pupils and empathise with their needs.</li> <li>• Ability to demonstrate active listening skills.</li> <li>• 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.</li> <li>• Ability to monitor the pupils' response to the learning activities as agreed with the teacher to achieve the intended learning outcomes.</li> <li>• Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills.</li> <li>• Ability to assist in the recording of lessons and assessment as required by the teacher.</li> <li>• Ability to offer constructive feedback to pupils to reinforce self-esteem.</li> <li>• Ability to work effectively and supportively as a member of the school team.</li> <li>• Ability to work within and apply all school policies eg. behaviour management, safeguarding and child protection, Health and Safety, Equal Opportunities, etc.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in further training and developmental opportunities offered by the college and County, to increase knowledge.</li> <li>• Willingness to maintain confidentiality on all college matters.</li> <li>• A confident communicator with strong inter-personal skills.</li> <li>• Integrity, good humoured and a caring and positive outlook.</li> <li>• Supportive of the Catholic ethos of the school. (You do not need to be a Catholic).</li> </ul>