

Cover Supervisor – Person Specification



	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • GCSE or equivalent Maths and English grade 4 or above (or equivalent level) • Excellent communication skills • Good ICT skills 	<ul style="list-style-type: none"> • NVQ Level 3 in relevant discipline or equivalent/higher qualification or experience • Evidence of working with students of relevant age, assisting in their development • Experience of working as a Cover Supervisor • Experience of providing administration support • Experience as teaching assistant or behaviour management
Knowledge and Skills	<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 students 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 – especially Word, Excel and Outlook • Ability to plan and deliver programmes and interventions to meet specific needs
Motivation & Social Skills	<ul style="list-style-type: none"> • Supportive of the Catholic ethos of the Trust 	<ul style="list-style-type: none"> • Practising Catholic • Willingness to train for First Aid certificate