



ST. MARY'S  
MENSTON

## PERSON SPECIFICATION: Cover Supervisor

	<b>ESSENTIAL</b>	<b>DESIRABLE/HELPFUL</b>
QUALIFICATIONS	<ul style="list-style-type: none"> <li>GCSE in Maths and English (A-C)</li> </ul>	<ul style="list-style-type: none"> <li>NVQ Level 3 in relevant discipline or equivalent/higher qualification or experience</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>Evidence of working with pupils of relevant age, assisting in their development</li> <li>Excellent communication skills</li> <li>Good ICT skills</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working as a Cover Supervisor</li> <li>Experience of providing administration support</li> <li>Experience as teaching assistant or behaviour management</li> </ul>
KNOWLEDGE / SKILLS / ABILITIES	<ul style="list-style-type: none"> <li>Excellent communication skills</li> <li>Organised, calm and able to plan and prioritise</li> <li>Knowledge of a range of strategies to promote good behaviour in order to maintain a calm working environment</li> <li>Ability to contribute effectively to the planning and preparation of learning activities</li> <li>Confidence to manage classes of pupils across all age ranges</li> <li>Ability to work on own initiative with minimum supervision</li> <li>Professional manner at all times</li> <li>Able to relate well to students, be an effective role model and motivate students to achieve success</li> <li>Awareness of policies and procedures relating to child protection, health and safety, confidentiality, data protection, safeguarding children</li> </ul>	<ul style="list-style-type: none"> <li>Ability to use ICT effectively to support learning</li> <li>Ability to plan and deliver programmes and interventions to meet specific needs</li> </ul>
MOTIVATION & SOCIAL SKILLS	<ul style="list-style-type: none"> <li>Supportive of the aims and ethos of St. Mary's</li> </ul>	<ul style="list-style-type: none"> <li>Practising Catholic</li> <li>Willingness to train for First Aid certificate</li> </ul>

ST MARY'S MENSTON  
A CATHOLIC VOLUNTARY ACADEMY

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