**Person Specification**

This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Post Title** | |  |  | Cover Manager |  |  |  |  |  |  |  |
|  | **School** | |  |  | St. Benedict’s Catholic High School | | |  |  |  |  |  |
|  | **Salary Band/Range** | | | | Band F (£15,512- £17,065 pro-rata) | | |  |  |  |  |  |
|  | **Responsible to** | |  |  | SLT |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | **Essential Criteria** |  | **Desirable Criteria** |  |  | **Measured By** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Education &** |  |  | Maths & English GCSE Grade C or | |  | Degree or equivalent |  | Application | | |  |
|  |  |  |  |  | Form (AF) and | | |  |
|  | **Qualifications** |  |  | above or equivalent. | |  |  |  |  |
|  |  |  |  |  |  | Certificates (C) | | |  |
|  |  |  |  | Level 3 Qualification. | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Skills &** |  |  | Reliable and dependable. | |  | Able to manage a |  |  |  |  |  |
|  |  |  |  | class of students. |  |  | AF/I | |  |
|  | **Abilities** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | Able to work well with young people. | |  |  |  |  | AF/I | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | Excellent interpersonal and | |  |  |  |  |  |  |  |
|  |  |  |  | communication skills [written and oral] | |  |  |  |  | AF/I | |  |
|  |  |  |  | at appropriate level for interaction with | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | a variety of service users | |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | Able to display emotional resilience | |  |  |  |  |  |  |  |
|  |  |  |  | and work calmly, reliably and | |  |  |  |  |  |  |  |
|  |  |  |  | accurately under pressure, to | |  |  |  |  |  |  |  |
|  |  |  |  | timescales | |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | Able to work unsupervised yet as part | |  |  |  |  |  |  |  |
|  |  |  |  | of a wider team | |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | Good sense of humour. | |  |  |  |  | AF/I | |  |
|  |  |  |  |  |  |  | |  |  |  |  |  |
|  |  |  |  |  |  |  | |  |  |  |  |  |
|  | **Experience &** | |  | Clear understanding of the role. | | Learning Support | | AF/I | | |  |  |
|  |  |  |  | Assistant | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **Knowledge** | |  |  |  | qualifications. | |  |  |  |  |  |
|  |  |  |  | Good general level of education – to | |  |  | AF/I | | |  |  |
|  |  |  |  | be able to support students across a | | Teaching | |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  | range of subjects with the set work. | | qualifications. | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |  |  | |  |
|  | **Core Qualities** | |  | Personal Effectiveness: makes things | |  |  |  |  | AF/I |  |  |
|  |  |  |  | happen; operates with resilience, | |  |  |  |  |  |  |  |
|  |  |  |  | flexibility and integrity. | |  |  |  |  |  |  |  |
|  |  |  |  | Communication: shares and listens to | |  |  |  |  | AF/I |  |  |
|  |  |  |  | information, opinions and ideas, using | |  |  |  |  |  |  |  |
|  |  |  |  | a range of effective approaches. | |  |  |  |  |  |  |  |
|  |  |  |  | Self-Awareness: learns continuously | |  |  |  |  | AF/I |  |  |
|  |  |  |  | and effectively adapts behaviour in | |  |  |  |  |  |  |  |
|  |  |  |  | response to feedback. | |  |  |  |  |  |  |  |
|  |  |  |  | Service Delivery: understands | |  |  |  |  | AF/I |  |  |
|  |  |  |  | customer needs and responds | |  |  |  |  |  |  |  |
|  |  |  |  | appropriately. | |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **Other** |  | Tactful and courteous |  | AF/I |
|  |  | **Requirements** |  | Open, willing and flexible manner |  |  |
|  |  |  |  | Customer focused attitude |  |  |
|  |  |  |  | An enthusiasm for involvement with |  |  |
|  |  |  |  | students, staff, governors and the |  |  |
|  |  |  |  | school community and can contribute |  |  |
|  |  |  |  | positively to the ethos of the school |  |  |