

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.	

<b>Post Title</b>	Cover Supervisor
<b>School</b>	St. Peter's Catholic School
<b>Salary Band/Range</b>	Band C (£16,491 - £21,268 pro-rata)
<b>Responsible to</b>	Cover Manager

	Essential Criteria	Desirable Criteria	Measured By
<b>Education &amp; Qualifications</b>	Maths & English GCSE Grade C or above or equivalent. Level 3 Qualification.	Degree or equivalent	Application Form (AF) and Certificates (C)

<b>Skills &amp; Abilities</b>	Reliable and dependable.	Able to manage a class of students.	AF/I
	Able to work well with young people.		AF/I
	Excellent interpersonal and communication skills [written and oral] at appropriate level for interaction with a variety of service users		AF/I
	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

<b>Experience &amp; Knowledge</b>	Clear understanding of the role.	Learning Support Assistant qualifications.	AF/I
	Good general level of education – to be able to support students across a range of subjects with the set work.	Teaching qualifications.	AF/I

<b>Core Qualities</b>	Personal Effectiveness: makes things happen; operates with resilience, flexibility and integrity.		AF/I
	Communication: shares and listens to information, opinions and ideas, using a range of effective approaches.		AF/I
	Self-Awareness: learns continuously and effectively adapts behaviour in response to feedback.		AF/I
	Service Delivery: understands customer needs and responds appropriately.		AF/I

<b>Other Requirements</b>	Tactful and courteous		AF/I
	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		

<b>Compiled/Reviewed by:</b>	S Simmons	Date: (06/10/2017)
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