



## PERSON SPECIFICATION

### Cover Supervisor

|                             | Essential Criteria  |
|-----------------------------|---|
| <b>Qualifications</b>       | <ul style="list-style-type: none"> <li>A very good standard of education, particularly in English and mathematics (Grade C/4, 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 college team.</li> <li>Ability to work within and apply all college 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 college.</li> </ul>   |