**THE McAULEY CATHOLIC HIGH SCHOOL**

**Specialist College for The Performing Arts**

# **PERSON SPECIFICATION/SELECTION CRITERIA**

**COVER SUPERVISOR**

**[A] QUALIFICATIONS & TRAINING**

|  |  |  |  |
| --- | --- | --- | --- |
| **[A]**  **[A] [A** | **Essentia**l | Desirable | Source A-Application  I-Interview  R-Reference |
| Good standard of education including English & Mathematics at GCSE Grade C or above | ✓ |  | A |
| Evidence of personal professional development |  | ✓ | A |

**[B] KNOWLEDGE & EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential | Desirable |  |
| Successful working with young people | ✓ |  | A,R,I |
| Experience of delivering group work | ✓ |  | A, I |
| Experience of working in an education setting |  | ✓ | A, I |
| Knowledge of a range of strategies and techniques to support students | ✓ |  |  |
| Understanding of school structures, relationships and accountabilities | ✓ |  | A,I, |
| Knowledge of the curriculum and developments in education |  | ✓ | A,I, |
| Basic knowledge of first aid |  | ✓ | A |

**[C] PERSONAL SKILLS AND ABILITIES**

Applicants should be able to provide evidence that they have the necessary personal skills and abilities required by the post:

|  |  |  |  |
| --- | --- | --- | --- |
| Eg | Essential | Desirable |  |
| Good literacy and numeracy skills | ✓ |  |  |
| Ability to work successfully in a team | ✓ |  | A,I, R |
| Good written and verbal communication skills; able to communicate effectively with a range of people | ✓ |  | A, I, R |
| Good organisational skills | ✓ |  | A, I, R |
| Competent in the use of ICT | ✓ |  | A, I |
| Able to exercise judgment | ✓ |  | A, I |
| Able to work on own initiative | ✓ |  |  |
| Ability to form an maintain appropriate relationship and personal boundaries with children and young people | ✓ |  | A, I |
| Ability to work under pressure | ✓ |  | A, I |
| Good interpersonal skills | ✓ |  | A,I |
| Able to demonstrate flexibility within the working environment | ✓ |  |  |
| Enthusiastic, committed and motivated approach to duties | ✓ |  | A, I, R |

**[D] OTHER REQUIREMENTS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential | Desirable | Source A-Application  I-Interview  R-Reference |
| A commitment to safeguarding and promoting the welfare of children & young people | ✓ |  |  |
| A commitment to and ability to implement the principles of equal opportunities and inclusion | ✓ |  |  |
| An understanding of the distinctive nature of Catholic Education and a willingness to lead and support our school ethos. | ✓ |  |  |

You will be requested to understand, accept and sign a staff code of conduct for working in the school.