**PERSON SPECIFICATION FOR COVER SUPERVISOR**

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|  | Essential | **Desirable** |
| Qualifications | GCSE Level C pass in both English and Maths. | A higher qualification, eg ‘A’ Level or beyond. |
| **Skills and Experience** | Experience working with children of secondary school age  Good organisation and ICT skills to effectively support learning  Full working knowledge of relevant policies/codes or practice and awareness of relevant legislation  Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these | Experience within an education environment. |
| **Curriculum** | Working knowledge of curriculum and other relevant learning programmes/strategies  Knowledge and understanding of a range of curriculum areas. Level 2 or higher ability in English Literacy and Numeracy.  Understanding principles of child development and learning processes | Evidence of the production of differentiated learning resources  Level 3 or higher ability in English Literacy and Numeracy. |
| **Management** | Ability to work collaboratively with teachers and support staff | Evidence of team leadership skills |
| **Students** | Understanding of the importance of supportive student/teaching assistant/teacher relationships  Ability to communicate effectively with young people and to maintain high expectations | Evidence of effective relationships with young people and a positive approach to managing students’ behaviour |
| **Parents and the**  **Community** | Ability to communicate effectively with parents and outside agencies | Evidence of effective and supportive communication with parents |
| **Personal Qualities** | Ability to develop good relationships with staff/students/parents  Good communication skills  High level of commitment to the school  Ability to follow instructions, to work independently as required and to support and instruct colleagues  Record of good attendance and punctuality rates  Ability to self-evaluate learning needs and actively seek learning opportunities | Evidence of good working relations with a range of people.  Evidence of a willingness to work hard and to be flexible.  Be able to demonstrate that he/she can work as part of a team and is able to meet deadlines and achieve targets |
| **Professional Development** | Willingness to undertake appropriate professional development. | A positive approach to personal development and training |
| **Other Aptitudes** | Commitment to equal opportunities, positive relationships and continuous improvement  Commitment and empathy with the distinctive Catholic ethos of our school  Ability to work under pressure | Evidence of a contribution to a Catholic Community |