

JOHN HENRY NEWMAN CATHOLIC COLLEGE

PERSON SPECIFICATION

POST TITLE:

Cover Supervisor

RESPONSIBLE TO: Strategic Director

SALARY GRADE: Grade D Point 21

SALARY RANGE: £20,138 pro rata for hours worked (£17,100pa)

SCP:

RESPONSIBLE FOR: n/a

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	Educated to level 2 minimum (GCSE or equivalent) English and Maths at GCSE/O level Grade C Recent experience of working in a secondary school environment. Recent experience of resolving problems and handling challenging situations. Recent experience of managing behaviour effectively.	.	
SKILLS AND ABILITIES	To communicate effectively. To motivate and encourage students to work	Flexibility and willingness to help out with other duties if	Test/interview.

	<p>co-operatively. To establish and maintain good professional relationships with adults and young people and to deal with difficult situations sensitively. To be a team player. To organise and co-ordinate classroom activities. To plan and deliver effective lessons that ensure clear learning objectives are met.</p>	required.	
KNOWLEDGE AND EXPERIENCE	<p>Of the needs and characteristics of young people. Of child protection. Of supervision and behaviour management techniques. Of the importance of positive role models for young people. Of strategies, including literacy, numeracy, ICT, independent learning, special educational needs and anti-racism to ensure effective learning.</p>		Application form/interview
OTHER REQUIREMENTS	<p>High expectations of personal performance and of pupils' success. Ability to adapt to</p>		

	<p>different situations and show initiative.</p> <p>Commitment to one's own professional development.</p> <p>A belief that schools can make a difference.</p>		
COMPILED BY:		Rachel Prince	Date: 14 September 2017