



Bristol Cathedral Choir School

Cover Supervisor

PERSON SPECIFICATION

Short listing will be based on the criteria listed below in the Person Specification. Applicants should therefore show in their application how their skills and experience match those criteria.

Details of Person Specification	
Job Title: Cover Supervisor	Salary Scale: pay spine point 17 - 21

1. Skills and Abilities

No	Description	Method of Assessment
	Essential	
1.1	A commitment to making a positive contribution to the education of young people	Application form/interview
1.2	Resilience and patience to deal with occasional difficult situations and behaviours	Application form/interview
1.3	To follow the school's safeguarding guidelines.	Application form/interview
1.4	Flexibility and self awareness to realise when alternative strategies and approaches are required for different students	Application form/interview
1.5	Good personal organisation skills	Application form/interview
1.6	Self confidence and firmness to establish a positive working atmosphere in classes	Application form/interview
1.7	Ability to work on own initiative and not require constant supervision	Application form/interview
1.8	Ability to work as part of a team	Application form/interview
1.9	Able to communicate effectively with staff and students at all levels and establish positive working relationships with young people	Application form/interview
1.10		
1.11	Able to maintain absolute confidentiality regarding students' personal details.	Application form/interview

	Ability to take day-to-day decisions within agreed parameters.	Application form/interview
	Desirable The ability to support games teaching and contribute to the co-curricular sporting programme would be highly desirable.	Application form/interview

2. Knowledge/Qualifications

No	Description	Method of Assessment
	Essential	
2.1	An education standard equating to GCSE grade C in English and Mathematics	Application form, certificates & interview
2.2	Background knowledge of the National Curriculum	Application form/interview
2.3	Knowledge of pupils' individual targets. Where appropriate, more specialised knowledge in specific curriculum areas may be required.	Application form/interview
2.4	Knowledge of legislation and regulations applicable to the support and care of pupils.	Application form/interview
2.5	To be numerate and literate,	Application form/interview
	Desirable	
2.6	A qualification relevant to supporting the learning process in schools.	Application form/interview
2.7	Knowledge of school systems and procedures	Application form/interview
2.8	Understanding of Secondary education sector and the issues facing schools over the coming years.	Application form/interview

3. Experience

No	Description	Method of Assessment
	Essential	
3.1	Experience of working with children in an educational setting.	Application form/interview
	Desirable	
3.2	Experience in a similar role or a role requiring similar skills, abilities and knowledge.	Application form /interview

4. Other Requirements

No	Description	Method of Assessment
4.1	Essential A willingness to attend courses as required, in order to enhance your knowledge, understanding and skills and to improve the level and quality of support given to pupils and teachers.	Interview
4.2	Commitment to excellence and desire for continual improvement	Interview
4.3	Good sense of humour and a willingness to work co-operatively as part of a team.	Interview
4.4	Desirable A knowledge and interest in the education environment	Interview