

# St Mary's CE High School

## Cover Supervisor

### PERSON SPECIFICATION

Ideally, Cover Supervisors should have experience of working with young people, or at least a passion to work with young people. They could have backgrounds in teaching, counselling, youth work, careers work, social services, the Services or related professions, or be considering a career working in one of these services in the longer term. (E=essential; D=Desirable)

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children and young people (D)(E)</li> <li>• Experience of planning, monitoring and evaluating (D)</li> <li>•</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Sound working knowledge of Microsoft Office/databases (E)</li> <li>• Knowledge of secondary school organisation and procedures (D)</li> <li>• Knowledge and understanding of the issues which affect the engagement, motivation and achievement of young people (E)</li> <li>• Knowledge and understanding of equality issues within a learning environment (E)</li> <li>• Knowledge of a range of strategies that encourage participation and engagement of young people (E)</li> </ul>
<b>Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to learn use of a range of software packages accurately (E)</li> <li>• Ability to use initiative to effectively solve problems (E)</li> <li>• Ability to identify potential barriers to students' learning and to develop strategies to overcome these barriers (E)</li> <li>• Ability to work autonomously and as a member of a team (E)</li> <li>• Ability to relate positively to people across a wide age and ability range, and diverse cultural, linguistic and ethnic backgrounds (E)</li> <li>• Ability to exercise initiative and accept responsibility and accountability (E)</li> <li>• Ability to plan over a prolonged period, while being organised and paying attention to detail (E)</li> <li>• Ability to build effective working partnerships with, and gain the confidence of students, families and professionals from agencies who support the school</li> <li>• Ability to communicate effectively, orally and in writing (E)</li> <li>• Ability to establish and maintain systems for record keeping (E)</li> <li>• Ability to interpret and use effectively a range of student data (D)</li> <li>• Commitment and willingness to engage in ongoing personal learning and professional development (E)</li> <li>• Support and promote the Christian ethos and values of the school in all aspects of the role (E)</li> </ul>

	<ul style="list-style-type: none"><li>• To work closely with the Staff to ensure that student needs are met (E)</li><li>• To ensure that appropriate records are kept, relating to attendance, behaviour for learning and the welfare of students (E)</li><li>• To keep up to date with the use of ICT to facilitate student support (E)</li></ul>
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• In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to the safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people (E)
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people (E)
- Emotional resilience in working with challenging behaviours (E)
- Attitudes to the use of authority and maintaining discipline (E)

If the candidate is short listed, any relevant issues arising from references will be taken up at interview.

November 2022