**Cathedral Schools Trust**

**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.

Method of assessment: A (application form); I (interview); C (certificates);E (Essential); D (Desirable)

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| **Skills and Abilities** | | **Essential / Desirable**  **(E / D)** | **Method of Assessment**  **(A / I / C)** |
| A commitment to making a positive contribution to the education of young people  Resilience and patience to deal with occasional difficult situations and behaviours  To follow the school's safeguarding guidelines  Flexibility and self awareness to realise when alternative strategies and approaches are required for different students  Good personal organisation skills  Self confidence and firmness to establish a positive working atmosphere in classes  Ability to work on own initiative and not require constant supervision  Ability to work as part of a team  Able to communicate effectively with staff and students at all levels and establish positive working relationships with young people  Able to maintain absolute confidentiality regarding students’ personal details.  Ability to take day-to-day decisions within agreed parameters.  The ability to support games teaching and contribute to the co-curricular sporting programme would be highly desirable. Netball, hockey, rounders advantageous but not essential. | | E  E  E  E  E  E  E  E  E  E  E  D | A / I  A / I  A / I  A / I  A / I  A / I  A / I  A / I  A / I  A / I  A / I  A / I |
| **Knowledge/Qualifications:** | | **Essential / Desirable**  **(E / D)** | **Method of Assessment**  **(A / I / C)** |
| An education standard equating to GCSE grade C in English and Mathematics  Background knowledge of the National Curriculum Knowledge of pupils’ individual targets. Where appropriate, more specialised knowledge in specific curriculum areas may be required.  Knowledge of legislation and regulations applicable to the support and care of pupils.  To be numerate and literate  A qualification relevant to supporting the learning process in schools  Knowledge of school systems and procedures  Understanding of Secondary education sector and the issues facing schools over the coming years. | | E  E  E  E  D  D  D | A / I / C  A / I  A / I  A / I  A / I / C  A / I  A / I |
| **Experience:** | | **Essential / Desirable**  **(E / D)** | **Method of Assessment**  **(A / I / C)** |
| Experience of working with children in an educational setting.  Experience in a similar role or a role requiring similar skills, abilities and knowledge. | | E  D | A / I  A / I |
| **Other Requirements:** | | **Essential / Desirable**  **(E / D)** | **Method of Assessment**  **(A / I / C)** |
| 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.  Commitment to excellence and desire for continual improvement  Good sense of humour and a willingness to work cooperatively as part of a team.  A knowledge and interest in the education environment | | E  E  E  D | I  I  I  I |

*Cathedral Schools Trust recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. We welcome applications of all backgrounds but particularly welcome those from BAME backgrounds as we recognise that our staff team does not currently reflect the diversity of our student body.*

*As part of our commitment to equal opportunities, we ask that all applications are made using our application form and are accompanied by an equal opportunities form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.*