



Person Specification for the post of Cover Supervisor

Date: October 2021

		Essential	Desirable
1. Qualifications	<ul style="list-style-type: none"> • Minimum of 5 A* - C GCSE's (or equivalent) including English and Maths (A, R) • Qualification in supporting Teaching and Learning (A,R) 	✓	✓
2. Faith Commitment	<ul style="list-style-type: none"> • Sympathetic to the ethos of a Catholic School (A,R) • Practicing Catholic 	✓	✓
3. Experience	<ul style="list-style-type: none"> • Experience of working within an educational or care setting with adults or young people (A,I,R) • Experience of working with 11-16 year old young people (A,I,R) • Experience of working with students with learning difficulties or disabilities (A,I,R) 	✓ ✓	✓ ✓
4. Professional Skills	<ul style="list-style-type: none"> • Ability to communicate effectively both orally and in writing (A,I,R) • Good planning and organisation skills (A,I,R,T) • ICT literate (A,I,R,T) • Team Skills (A,I,R) • Ability to deal with challenging behaviour (A,I,R,T) • Ability to act on own initiative (A,I,R,T) • Ability to motivate and encourage students (A,I,R,T) • Ability to observe and monitor progress and maintain records (A,I,R) 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
5. Personal Qualities	<ul style="list-style-type: none"> • Personal presence, enthusiasm and self-confidence (I,R) • Ability to find solutions (I,R) • Good attendance (I,R) • Integrity and sense of fair play(I,R) • Clear thinker • Good sense of humour • Smart appearance 	✓ ✓ ✓ ✓ ✓ ✓ ✓	

A = APPLICATION

I = INTERVIEW

R = REFERENCE

T = TEST