

Post Title: Cover Supervisor (Person Specification)

ATTRIBUTES	ESSENTIAL	DESIRABLE	ASSESSMENT
Catholic Ethos:	E1 To ensure that the work fully supports the school's distinctive ethos and mission.	D1 Practising Catholic	
Relevant Experience:	E2 Understanding of the principles of child development and learning processes.	D2 Experience of working with young people in an educational setting D3 Full working knowledge of school policies relating to safeguarding, health and safety, behaviour, attendance, equal opportunities, child protection	<ul style="list-style-type: none"> • Application • Interview
Qualifications and Training:	E3 Good GCSEs in English and Maths A*-C E4 Good A Levels or equivalent qualifications	D4 Degree or equivalent level of qualifications, training D5 Training in Safeguarding Level 1	<ul style="list-style-type: none"> • Application • Evidence of qualifications (e.g. certificates)
Practical Skills:	E5 Ability to maintain order and discipline in a classroom E6 Ability to assist students with their learning	D6 Ability to use ICT effectively to support learning.	<ul style="list-style-type: none"> • Interview • References
Skills, knowledge and Aptitude:	E7 Ability to stay calm under pressure. E8 Able to work effectively as part of a team, understanding classroom roles and own position within these. E9 Excellent communication and organisational skills E10 Willingness to take responsibility and to use own initiative E11 An excellent role model who is resilient E12 An appreciation of the value of learning and a desire to encourage all young people to succeed	D7 Willingness to participate in extra-curricular activities / wider life of the school	<ul style="list-style-type: none"> • Interview process • References
Additional Factors:	E13 Supportive and enthusiastic manner E14 Sensitivity to students' needs /self-esteem E15 Willingness to further develop professional skills		<ul style="list-style-type: none"> • Application • References • Interview

NB: In addition to the candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children. If you are shortlisted any relevant issues arising from your application and reference will be taken up at interview.

Cover Supervisor: Expectations and Responsibilities

<p>1. Knowledge Required:</p> <ul style="list-style-type: none"> • Literacy and numeracy skills, basic computer skills. • Knowledge of health and safety issues. • Knowledge of discipline procedures
<p>2. Mental Skills</p> <ul style="list-style-type: none"> • Daily: Deal with issues arising from behavioural problems. • Weekly: Resolve problems when insufficient materials are available for the class. Liaise with Head of Department/Assistant Head of Department if work is not left by class teacher.
<p>3. Interpersonal Skills</p> <ul style="list-style-type: none"> • Daily: Work with students. Work closely with teachers, other cover supervisors and learning support assistants. Motivate students to continue to work in class in the absence of their usual teacher.
<p>4. Initiative & Independence</p> <ul style="list-style-type: none"> • Daily: Take day to day decisions in the absence of the teacher. Refer other problems to teachers, Heads of Department or Assistant Heads of Department
<p>5. Responsibility for People</p> <ul style="list-style-type: none"> • Daily: Responsible for the care and welfare of students whilst in my supervision.
<p>6. Responsibility for Physical Resources</p> <ul style="list-style-type: none"> • Daily: Use of computer(s) Retrieve and input information into registers and Lesson Monitor. Handle books, materials and resources as appropriate • Weekly: Use photocopier, laminator as and when required.