

St Bernard's Catholic High School

— Part of the Mater Christi Multi Academy Trust —

PERSON SPECIFICATION FOR COVER SUPERVISOR

NOTE: Candidates must address criteria assessed by application [A] in their letter. Candidates failing to meet any of the essential criteria will automatically be excluded.

E = Essential	A = Application Form
D = Desirable	I = Interview
	R = Reference

COVER SUPERVISOR

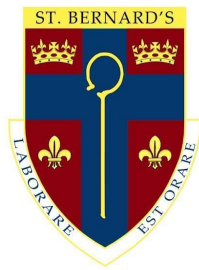
[A] Qualifications, Experience and Professional Development

	E/D	A/I/R
Experience:		
<input type="checkbox"/> Experience of working with children of relevant age in a learning environment	E	A/I
<input type="checkbox"/> Full working knowledge of school policies relating to health and safety, behaviour, attendance, equal opportunities, child protection	D	A/I
<input type="checkbox"/> Working knowledge and experience of implementing national curriculum and other learning programmes/strategies	D	A/I
<input type="checkbox"/> A good understanding of child development and learning processes	E	A/I
<input type="checkbox"/> Understanding of statutory frameworks relating to teaching.	D	A/I
Other Qualifications:		
<input type="checkbox"/> 5 GCSE's grade C or above (or equivalent) in both English and Maths	E	A
<input type="checkbox"/> Education to A Level	D	A
<input type="checkbox"/> NVQ Level 3 Supporting Teaching and Learning or equivalent qualification related to working with children and/or young people. With a minimum of 2 years working in post.	E	A/R
Professional Development:		
<input type="checkbox"/> Recent Professional Development	D	A/R
<input type="checkbox"/>		

[B] Personal Skills and Attributes

The ability to ...

<input type="checkbox"/> Use ICT to support learning	D	A
<input type="checkbox"/> Work constructively independently and as part of a team	E	I/R
<input type="checkbox"/> Relate well to children and adults	E	I
<input type="checkbox"/> Constantly improve own practice/knowledge through self-evaluation and learning from others	E	I/R



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<input type="checkbox"/> Have a good sense of discipline and a non-confrontational manner	E	I
<input type="checkbox"/> Prioritise and manage own workload	E	I
<input type="checkbox"/> Be able to respond quickly to requests from staff and pupils	E	I

[C] **Application Form and Supporting Statement**

The form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post, job description and person specification.

If written references are not received for the successful candidate no appointment will be made until satisfactory references are received.