

St Bernard's Catholic High School

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:		
➤ Experience of working with children of relevant age in a learning environment	E	A/I
➤ Full working knowledge of school policies relating to health and safety, behaviour, attendance, equal opportunities, child protection	D	A/I
➤ Working knowledge and experience of implementing national curriculum and other learning programmes/strategies	D	A/I
➤ A good understanding of child development and learning processes	E	A/I
➤ Understanding of statutory frameworks relating to teaching.	D	A/I
Other Qualifications:		
➤ 5 GCSE's grade C or above (or equivalent) in both English and Maths	E	A
➤ Education to A Level	D	A
➤ 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:		
➤ Recent Professional Development	D	A/R
➤		

[B] Personal Skills and Attributes

The ability to ...

➤ Use ICT to support learning	D	A
➤ Work constructively independently and as part of a team	E	I/R
➤ Relate well to children and adults	E	I
➤ Constantly improve own practice/knowledge through self-evaluation and learning from others	E	I/R
➤ Have a good sense of discipline and a non-confrontational manner	E	I
➤ Prioritise and manage own workload	E	I
➤ 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.