

ST BEDES CATHOLIC SCHOOL & BYRON SIXTH FORM COLLEGE PERSONAL SPECIFICATION



POST TITLE: COVER SUPERVISOR

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none"> NVQ 3 in education/ childcare or equivalent (e.g. NNEB) or experience in relevant discipline 	<ul style="list-style-type: none"> Evidence of further training/Development First Aid qualification 	<ul style="list-style-type: none"> Application form Certificates Interview
Work Experience	<ul style="list-style-type: none"> Experience in a school environment relevant to the post Experience of working as a Cover Supervisor/Teaching Assistant Experience of working with or caring for children of relevant age (secondary) 	<ul style="list-style-type: none"> Experience of working with children with Special Needs 	<ul style="list-style-type: none"> Application form Interview References
Knowledge/Skills/Aptitudes	<ul style="list-style-type: none"> Effective use of ICT to support learning Use of other technology equipment – PC, video, photocopier etc Understanding of relevant policies/codes of practice and awareness of relevant legislation General understanding of national/foundation stage curriculum and other basic learning programmes/strategies Basic understanding of child development and learning Ability to self-evaluate learning needs and actively seek learning opportunities Ability to relate well to children and adults 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Interview References



Bishop Chadwick
Catholic Education Trust

ST BEDES CATHOLIC SCHOOL & BYRON SIXTH FORM COLLEGE

PERSONAL SPECIFICATION



POST TITLE: COVER SUPERVISOR

	<ul style="list-style-type: none"> • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these • Good numeracy/literacy skills • Training in the relevant learning strategies e.g. literacy 		
Disposition	<ul style="list-style-type: none"> • Ability to relate well to children and adults • Committed to the principals of equality and diversity • Flexible approach to work 		<ul style="list-style-type: none"> • Interview • References
Circumstances	<ul style="list-style-type: none"> • Enhanced clearance from the Disclosure and Barring Service 		