



## ST BEDES CATHOLIC SCHOOL & BYRON SIXTH FORM COLLEGE PERSONAL SPECIFICATION



### POST TITLE: COVER SUPERVISOR

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



Bishop Chadwick  
Catholic Education Trust

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