



## ST WILFRID'S RC COLLEGE

### PERSON SPECIFICATION

**POST TITLE:** Cover Supervisor

**GRADE:** Band 4

	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 policies/codes of practice and awareness of relevant legislation</li> <li>General understanding of national/foundation</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>

	<p>stage curriculum and other basic learning programmes/strategies</p> <ul style="list-style-type: none"> <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> <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>		