



## Cover Supervisor /Curriculum Support Assistant

Criteria	Essential (E) or Desirable (D)
Education	
Educated at least to GCSE level	E
Excellent literacy and numeracy skills	E
Evidence of further training or professional development	D
Experience	
Successful experience of working with young people in a supportive and/or supervisory way, e.g. youth groups, sports' teams etc.	E
Experience of working in the education sector	D
Experience of working in a multi-cultural environment	D
Knowledge, Skills and Abilities	
Shows a clear and detailed understanding of what will be involved in addressing the key tasks in the job profile	E
Shows a clear understanding of the rôle of support staff in underpinning teaching and learning in a school situation	E

Ability to implement administrative systems and procedures	
Computer literacy with Microsoft Office Suite (particularly including Excel), E-mail and Internet.	E
Commitment to the use of Information and Communications Technology for teaching and administration purposes	E
Ability to respond appropriately to a range of people, including pupils, school staff, parents, and representatives of other agencies	E
Ability to deal with sensitive information in a confidential manner	E
Ability to organise and prioritise work commitments.	E
	D

Criteria	Essential (E) or Desirable (D)
<p>Deployment of Resources</p> <p>Experience of working within budget parameters</p>	D
<p>Personal Qualities</p> <p>Committed, practising Christian</p> <p>Awareness and appreciation of the Anglican tradition</p> <p>Committed to setting and maintaining high standards</p> <p>Committed to education principles which are inclusive of all pupils</p> <p>Ability to work with pupils, parents, staff and governors</p> <p>Excellent interpersonal and communication skills</p> <p>Flexible in working practice</p> <p>Ability to demonstrate initiative and a pro-active working ethic</p> <p>Enjoys being organised and paying attention to detail</p>	<p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>