

**Person Specification: Cover Supervisor  
St Bede's Grade 8**

ESSENTIAL (Must have)	DESIRABLE (Should have)
<p><b>Knowledge &amp; Experience</b></p> <p>At least 2 years experience of working effectively in a learning / child care setting</p> <p>Hold GCSE Grade C or above (or equivalent) in English &amp; Maths, plus at least three other academic subjects or NVQ 3 in a relevant field</p> <p>Skills of empathy, listening, communication and responding with appropriate language to build rapport with children and carers from a variety of ages, abilities and backgrounds.</p> <p>An understanding of Health and Safety, Safeguarding and Child Welfare and Protection</p> <p><b>Abilities &amp; Aptitudes</b></p> <p>Aptitude to achieve NVQ level 3 in an associated field.</p> <p>Flexible, adaptable and positive attitude to working with young people in a structured environment</p> <p>Communication skills to promote and develop effective working with children, colleagues and agencies at an appropriate level to achieve understanding and constructive response</p> <p>St Bede's is committed to safeguarding the welfare of children and expect all staff to share this commitment.</p> <p>Ability to show and command the respect for/of young people. A presence that will enable a culture of industry within a classroom.</p> <p>A Disclosure and Barring Service check is required for this postholder.</p>	<p><b>Knowledge &amp; Experience</b></p> <p>Degree or equivalent or HLTA status would be an advantage</p> <p>Understanding of how different children develop and learn and the experience to identify and apply appropriate processes to achieve progression</p> <p>Understanding of the role of the class teacher, the parent and external agencies in developing and maintaining an effective learning environment</p> <p>Current first aid certificate</p> <p>Previous, varied experience of working with children in a range of educational settings (eg. Care, Development or School).</p> <p>Experience of effective supervision of the work of colleagues to achieve defined outcomes</p> <p><b>Abilities &amp; Aptitudes</b></p> <p>The ability to contribute effectively to the workload, planning, supervision and responsibilities of a team</p> <p>Ability to work on own initiative, including recognition of the appropriate level at which to refer issues elsewhere for effective resolution</p> <p>Proven communication and inter-personal skills evidenced by dealing with a diverse range of contacts about potentially complicated and/or sensitive issues.</p> <p>Ability to plan, review and carry out duties without supervision</p>