

## Cardinal Heenan Catholic High School

### Cover Supervisor

#### Personal specification

	<b>Essential</b>	<b>Desirable</b>	<b>Methods of assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A minimum of 5 GCSE's (or equivalent) to include English &amp; Maths at Grade C.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of further education such as A Levels.</li> <li>A teaching qualification.</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of supporting individual/groups of children.</li> <li>Experience of the use of ICT to enhance students learning.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a learning environment such as a learning centre or school/college.</li> <li>Experience of delivering First Aid.</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>References</li> <li>Interview</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of Behaviour Management strategies.</li> </ul>	<ul style="list-style-type: none"> <li>ICT competency, such as the use of Interactive Whiteboards, knowledge of Word, PowerPoint.</li> <li>Knowledge of SEN Code of Practice.</li> <li>Knowledge of policies and procedures relating to child protection and health &amp; safety, equal opportunities, confidentiality, data protection and safeguarding children.</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>References</li> <li>Interview</li> <li>Observation</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>The ability to supervise students and establish a constructive, safe and ordered atmosphere in the classroom.</li> <li>Ability to orally communicate effectively with a range of audiences.</li> <li>Ability to engage and motivate pupils.</li> <li>Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils'</li> </ul>	<ul style="list-style-type: none"> <li>Ability to cover a variety of subjects.</li> <li>Effective time management skills which allow students to complete set activities at an appropriate pace.</li> <li>Good organisation and an ability to work to deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>References</li> <li>Interview</li> <li>Observations</li> </ul>

	<p>needs, encouraging the pupils to stay on task.</p> <ul style="list-style-type: none"> <li>• Ability to consistently and effectively implement agreed behaviour management strategies.</li> <li>• A high level of organisational and planning skills.</li> <li>• An ability to work as a member of a team.</li> <li>• Initiative and an ability to work independently.</li> <li>• Accurate and fluent written communication skills.</li> </ul>		
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• Commitment to inclusion and the Catholic ethos of the school.</li> <li>• Running and supporting school clubs.</li> <li>• To undergo an Enhanced DBS clearance.</li> <li>• Self-motivational, flexibility and a positive approach.</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to school events.</li> <li>• Running and supporting school clubs.</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Observation</li> <li>• References</li> </ul>