

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

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