**THE McAULEY CATHOLIC HIGH SCHOOL**

**and Sixth Form**

# **PERSON SPECIFICATION/SELECTION CRITERIA**

**COVER SUPERVISOR**

**[A] QUALIFICATIONS & TRAINING**

|  |  |  |  |
| --- | --- | --- | --- |
|   **[A]** **[A] [A** | **Essentia**l | Desirable | SourceA-ApplicationI-InterviewR-Reference |
| Good standard of education including English & Mathematics at GCSE Grade C or above | ✓ |  | A |
| Evidence of personal professional development |  | ✓ | A |

**[B] KNOWLEDGE & EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential | Desirable |  |
| Successful working with young people | ✓ |  | A,R,I |
| Experience of delivering group work | ✓ |  | A, I |
| Experience of working in an education setting |  | ✓ | A, I |
| Knowledge of a range of strategies and techniques to support students | ✓ |  |  |
| Understanding of school structures, relationships and accountabilities | ✓ |  | A,I, |
| Knowledge of the curriculum and developments in education |  | ✓ | A,I, |
| Basic knowledge of first aid |  | ✓ | A |

**[C] PERSONAL SKILLS AND ABILITIES**

Applicants should be able to provide evidence that they have the necessary personal skills and abilities required by the post:

|  |  |  |  |
| --- | --- | --- | --- |
| Eg | Essential | Desirable |  |
| Good literacy and numeracy skills | ✓ |  |  |
| Ability to work successfully in a team | ✓ |  | A,I, R |
| Good written and verbal communication skills; able to communicate effectively with a range of people | ✓ |  | A, I, R |
| Good organisational skills | ✓ |  | A, I, R |
| Competent in the use of ICT | ✓ |  | A, I |
| Able to exercise judgment | ✓ |  | A, I |
| Able to work on own initiative | ✓ |  |  |
| Ability to form an maintain appropriate relationship and personal boundaries with children and young people | ✓ |  | A, I |
| Ability to work under pressure | ✓ |  | A, I |
| Good interpersonal skills | ✓ |  | A,I |
| Able to demonstrate flexibility within the working environment | ✓ |  |  |
| Enthusiastic, committed and motivated approach to duties | ✓ |  | A, I, R |

**[D] OTHER REQUIREMENTS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential | Desirable | SourceA-ApplicationI-InterviewR-Reference |
| A commitment to safeguarding and promoting the welfare of children & young people | ✓ |  |  |
| A commitment to and ability to implement the principles of equal opportunities and inclusion | ✓ |  |  |
| An understanding of the distinctive nature of Catholic Education and a willingness to lead and support our school ethos. | ✓ |  |  |

You will be requested to understand, accept and sign a staff code of conduct for working in the school.

At The McAuley Catholic High School we are absolutely committed to keeping our young people safe by working together to safeguard and promote the welfare of children. Recruitment processes in our school comply with ‘Keeping Children Safe in Education’ and we would expect the successful candidate to share our commitment protect children.  All newly appointed colleagues will undergo an enhanced DBS as well as strict recruitment and employment checks.