

St Mary's CE High School

Cover Supervisor Person Specification

Ideally, Cover Supervisors should have experience of working with young people, or at least a passion to work with young people. They could have backgrounds in teaching, counselling, youth work, careers work, social services, the Services or related professions, or be considering a career working in one of these services in the longer term. (E=essential; D=Desirable)

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| Experience | <p>Experience of working with children and young people (D)(E)</p> <p>Experience of planning, monitoring and evaluating (D)</p> |
| Knowledge | <p>Sound working knowledge of Microsoft Office/databases (E)</p> <p>Knowledge of secondary school organisation and procedures (D)</p> <p>Knowledge and understanding of the issues which affect the engagement, motivation and achievement of young people (E)</p> <p>Knowledge and understanding of equality issues within a learning environment (E)</p> <p>Knowledge of a range of strategies that encourage participation and engagement of young people (E)</p> |
| Abilities | <p>Ability to learn use of a range of software packages accurately (E)</p> <p>Ability to use initiative to effectively solve problems (E)</p> <p>Ability to identify potential barriers to students' learning and to develop strategies to overcome these barriers (E)</p> <p>Ability to work autonomously and as a member of a team (E)</p> <p>Ability to relate positively to people across a wide age and ability range, and from diverse cultural, linguistic and ethnic backgrounds (E)</p> <p>Ability to exercise initiative and accept responsibility and accountability (E)</p> <p>Ability to plan over a prolonged period, while being organised and paying attention to detail (E)</p> |

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| | <p>Ability to build effective working partnerships with, and gain the confidence of, students, families and professionals from agencies who support the school (E)</p> <p>Ability to communicate effectively, orally and in writing (E)</p> <p>Ability to establish and maintain systems for record keeping (E)</p> <p>Ability to interpret and use effectively a range of student data (D)</p> <p>Commitment and willingness to engage in ongoing personal learning and professional development (E)</p> <p>Support and promote the Christian ethos and values of the school in all aspects of the role (E)</p> <p>To work closely with the Staff to ensure that student needs are met (E)</p> <p>To ensure that appropriate records are kept, relating to attendance, behaviour for learning and the welfare of students (E)</p> <p>To keep up to date with the use of ICT to facilitate student support (E)</p> |
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In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to the safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people (E)
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people (E)
- Emotional resilience in working with challenging behaviours (E)
- Attitudes to the use of authority and maintaining discipline (E)

If the candidate is short listed, any relevant issues arising from references will be taken up at interview.