



Aspire not to have more but to be more

St Oscar Romero

PERSON SPECIFICATION

ALL HALLOWS CATHOLIC COLLEGE

JOB TITLE: Cover Supervisor

The following list is indicative of the kind of person we are looking for but not all of these criteria are essential. However, please do try to give evidence of how you fulfil the majority of these requirements in your application.

Requirements	Criteria		Assessment	
	Essential	Desirable	Application	Interview / Task
Training, Qualifications & Skills				
Good standard of literacy and numeracy / English and Maths GCSE at Grade C or equivalent	✓		✓	
Good ICT skills	✓			✓
Excellent communication and interpersonal skills	✓			✓
Able to formulate plans	✓			✓
Able to negotiate with others	✓			✓
Able to relate effectively to young people and influence their behaviour	✓			✓
Able to identify potential barriers to learning and jointly engage in strategies / interventions to overcome these barriers	✓		✓	✓
Able to engage in joint goal setting with an individual student as part of the learning action planning process	✓		✓	✓
Able to work effectively with colleagues and form positive relationships	✓		✓	✓
Able to be a good role model to young people – demonstrate and promote positive values, attitudes and behaviour	✓			✓
Experience				
Experience of working with young people	✓		✓	
Working and supporting learners in an educational environment (preferably secondary phase)		✓	✓	
Experience of effective delivery of specific areas of the curriculum to individuals and in small groups		✓	✓	
Evidence of continued professional and or personal development	✓		✓	
Professional Knowledge				
Knowledge of relevant regulatory or legislative framework e.g. school safeguarding regulations		✓	✓	✓

Good understanding of school curriculum, age related expectations of learners, teaching methods and testing/assessment arrangements		✓	✓	✓
Knowledge of the key factors affecting the way young people learn		✓	✓	✓
Knowledge of a range of strategies to establish purposeful learning and promote good behaviour		✓	✓	✓
Understanding of aims, content, teaching strategies and intended outcomes in lessons		✓	✓	✓
Good working knowledge of school systems such as SIMs		✓	✓	✓
Personal skills and qualities				
Professional in manner, actions and appearance	✓			✓
Approachability	✓			✓
Flexibility	✓			✓
Ability to work confidentially and with discretion	✓			✓
Commitment to the College and the students we serve	✓			✓
Resilience	✓			✓
Sense of humour	✓			✓
A desire to develop & inspire others	✓			✓

+ Honourable Purpose + Respect + Compassion + Cooperation + Stewardship +