



Person Specification

Role: Cover Supervisor

Area	Essential	Desirable
Qualifications/ Training	<p>Appropriate qualification to demonstrate good literacy and numeracy skills;</p> <p>GCSE or equivalent in English and Mathematics at Grade C or above</p>	<p>A-Levels; Higher and/or Further Education qualification</p> <p>HLTA (Higher Level Teaching Assistant) or other relevant higher level qualification</p>
Experience	<p>Experience in working in an educational or public service environment</p> <p>Experience in working in an education environment in a classroom support or advisory/guidance role</p>	<p>Experience in working as a cover supervisor</p>
Skills & Abilities	<p>Ability to communicate effectively both verbally and in writing</p> <p>Good interpersonal skills with both students and adults</p> <p>Ability to provide advice and guidance to students and staff</p> <p>Ability and skills to provide cover lesson in a supervisory role</p> <p>Good Classroom/behaviour management skills</p> <p>Ability and willingness to learn to develop expertise in the designated subject areas</p> <p>Ability to work effectively to a high standard, on occasion under pressure</p> <p>Good skills to enable database maintenance, record keeping and the use of email and internet</p>	<p>Advanced classroom management/supervisory skills</p> <p>Intermediate to advanced ICT skills to support the development of a wide range of IT based learning resources</p>

<p>Attitudes & Approaches</p>	<p>Have a methodical approach to work and good organisational skills</p> <p>Ability to work to tight deadlines and at times under pressure</p> <p>Flexible and positive approach to work and committed team player</p> <p>Enthusiasm for education and working in a school community</p> <p>Have the desire to learn and develop new knowledge and skills</p> <p>A friendly and supportive attitude towards students, staff and other members of the College and wider community</p> <p>Patience with students, staff and parents and the ability to remain calm in difficult situations</p> <p>Work in sympathy with the ethos and aims of Christ the King College</p> <p>Have a sense of humour</p>	<p>Ambition to pursue qualification to Higher Level Teaching Assistant and/or a teaching or training career</p>
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