Person Specification: Cover Supervisor

St Bede's Grade 8

ESSENTIAL (Must 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.

DESIRABLE (Should have)

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