



ST BENET BISCOP  
CATHOLIC ACADEMY

## Person Specification for a Cover Supervisor

The Governors are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

### Knowledge and Qualifications

Essential	Desirable
<ul style="list-style-type: none"><li>• Good academic standard of general education to GCSE/A Level standard/NVQ L3 or equivalent or equivalent proven work experience at these levels</li><li>• Very good numeracy and literacy skills</li><li>• Excellent communication and interpersonal skills, able to relate well to children, parents/carers, colleagues and other professionals</li><li>• Effective administrative and ICT skills and experience of using ICT in a learning environment</li></ul>	<ul style="list-style-type: none"><li>• First Aid Qualification</li><li>• Participated in training related to various national strategies e.g. literacy and numeracy</li><li>• NVQ 3 for Teaching Assistants or equivalent qualifications and practical experience in a TA role.</li><li>• Experience of being able to hold the attention of a class of children.</li></ul>

### Experience

Essential	Desirable
<ul style="list-style-type: none"><li>• Experience of using ICT to support learning</li></ul>	<ul style="list-style-type: none"><li>• Working with children of the relevant age</li><li>• Clerical duties</li><li>• Report Writing</li><li>• Working with children with additional needs</li></ul>

### Skills and Competencies

Essential	Desirable
<ul style="list-style-type: none"><li>• Good understanding of the principles of child development and the learning process</li><li>• Can actively self- evaluate learning needs and seek out learning opportunities</li><li>• Can work as a member of a team, understanding their role in the classroom and associated responsibilities.</li><li>• Ability to relate to children and adults</li><li>• Ability to work independently and as a member of a team</li><li>• Have a positive approach and outlook</li></ul>	<ul style="list-style-type: none"><li>• Working knowledge of relevant policies/procedures/codes of practice and awareness of relevant legislation eg safeguarding</li></ul>



ST BENET BISCOP  
CATHOLIC ACADEMY

**Physical, mental and emotional demands**

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"><li>• Concentrated periods of mental attention and the ability to work to deadlines, whilst being exposed to conflicting demands</li><li>• Normal lifting activities will be required</li><li>• Willingness to participate in training and development</li></ul>	