

# ELLESMERE PORT CATHOLIC HIGH SCHOOL

## PERSON SPECIFICATION

### IMPORTANT

#### THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Criminal Records Bureau. The level of check required for this job is Enhanced Disclosure.

**JOB TITLE:** Cover Supervisor (Secondary)      **GRADE:** 5      **JOB REF:** AAAE5080

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
<b>Qualifications</b>	NVQ Level 3 in Childcare or equivalent, with 1 year post qualification experience	GCSEs (or equivalent) with Maths and English at Grade C or above  Evidence of continuing professional development	Application Form
<b>Experience</b>	Experience of working with children with Special Educational Needs Ability to support the implementation of strategies suggested by external advisors. Experience in a Secondary School Classroom	Experience of working in a similar post	Application Form References Interview
<b>Job Related Knowledge</b>	Implementation of interventions for SEN pupils	Classroom supervision and pupil behaviour management skills and techniques.  Understand and interpret the teacher's lesson plans and requirements for set work.  An awareness of requirements across a variety of subject areas and educational key stage levels.  An understanding of individual pupil requirements, differentiated learning, medical conditions, individual education/behaviour plans, statemented and SEN pupil reports.	Application form References Interview
<b>Interpersonal Skills</b>	Ability to positively relate to pupils with challenging behaviour.  Ability to work with small groups of pupils under	Ability to work closely as a member of a team and able to adapt to the varying demands of differing pupils	Application form Interview

	supervision		
<b>Aptitude and Personal Qualities</b>	<p>Committed to providing the best for children.</p> <p>Flexibility to be able to deal with changing demands and situations.</p> <p>Understanding and appreciation of the needs of students with learning difficulties and associated impact of social and educational issues.</p>	<p>Motivated individual who demonstrates initiative and who aims for very high standards.</p> <p>A commitment to the Inclusion of all children.</p> <p>Good communication skills</p> <p>Reliable</p> <p>Flexible and adaptable approach</p> <p>Good organisational skills</p> <p>Computer literate</p>	Application form Interview