



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

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.** *We are totally committed to safeguarding the welfare of young people and expect all staff to share this commitment. If successful you will be expected to undertake a Disclosure and Barring Service (DBS) check.*

JOB TITLE: Cover Supervisor

REFERENCE: AAAE5080

GRADE: 5

<u>CRITERIA</u>	<u>DESIRABLE</u>	<u>ESSENTIAL</u>	<u>METHOD OF ASSESSMENT</u>
Qualifications		5 GCSEs A-C, or equivalent	Application
Experience	Knowledge and experience of working in an educational environment.		Application and interview
Job Related Knowledge	Classroom supervision and pupil behaviour management skills and techniques. Understanding of individual pupil requirements. Understanding of the practical application of school procedures which impact on pupil supervision and behaviour management.		Application and interview
Skills and Aptitudes		Enthusiasm, commitment, flexibility. IT skills – Word, PowerPoint & Internet	Application and interview

Note: Bishop Heber High School is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.