SAINT CECILIA’S CHURCH OF ENGLAND SCHOOL

**Post of Cover Supervisor/Curriculum Support Assistant**

# Person Specification

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| Criteria | **Essential (E)****or****Desirable (D)** |
| EducationEducated at least to GCSE levelExcellent literacy and numeracy skillsEvidence of further training or professional development | EED |
| ExperienceSuccessful experience of working with young people in a supportive and/or supervisory way, e.g. youth groups, sports’ teams etc.Experience of working in the education sectorExperience of working in a multi-cultural environment | EDD |
| Knowledge, Skills and AbilitiesShows a clear and detailed understanding of what will be involved in addressing the key tasks in the job profileShows a clear understanding of the role of support staff in underpinning teaching and learning in a school situationAbility to implement administrative systems and proceduresComputer literacy with Microsoft Office Suite (particularly including Excel), E-mail and Internet.Commitment to the use of Information and Communications Technology for teaching and administration purposesAbility to respond appropriately to a range of people, including pupils, school staff, parents, and representatives of other agenciesAbility to deal with sensitive information in a confidential mannerAbility to organise and prioritise work commitments. | EEEEEEED |

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| Criteria | **Essential (E)****or****Desirable (D)** |
| Deployment of ResourcesExperience of working within budget parameters | D |
| Personal QualitiesCommitted, practising ChristianAwareness and appreciation of the Anglican traditionCommitted to setting and maintaining high standardsCommitted to education principles which are inclusive of all pupilsAbility to work with pupils, parents, staff and governorsExcellent interpersonal and communication skillsFlexible in working practiceAbility to demonstrate initiative and a pro-active working ethicEnjoys being organised and paying attention to detail | DDEEEEEEE |