

Lancashire County Council



Person specification form		
Job title: Cover Supervisor	Grade: 6	
Directorate: Children and Young People	Post number:	
Establishment or team: St Mary's Catholic High School		
Requirements (based on the job description)	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), test (T), reference (R) or other (give details)
Qualifications		
GCSE's Grade C or above in English and Maths	E	AF, I
NVQ Level 3 Teaching Assistant or Equivalent	E	AF, I
Other relevant qualifications specific to this post	D	AF, I
Qualified Teacher Status (QTS)	D	AF, I, R
Experience		
Working with children and young people in an educational setting	E	AF, I, R
Working in a relevant classroom/service environment	E	AF, I, R
Working as part of a team	E	AF, I, R
Administrative work	E	AF, I, R
Experience of using IT / Office 365 / email	E	AF, I, R
Experience of using Information Management Systems (SIMs/Arbor) and computerised systems in a workshop/ administrative environment	D	AF, I, R
Supporting pupils with challenging behaviour	D	AF, I, R
Knowledge, skills and abilities		
Relate well to young people and their families/carers from different backgrounds and ability to build positive relationships	E	AF, I, R
Demonstrate effective communication and have a sense of humour	E	AF, I, R
Knowledge of arranging cover daily on a day-to-day basis	D	AF, I, R
Ability to work successfully as a team member establishing effective relationships and flexible working practices	E	AF, I, R
Good communication skills	E	AF, I, R
Ability to work under pressure in a constantly changing and demanding environment	E	AF, I, R
Personal Characteristics		
Highly organised and dedicated	E	AF, I, R
High level of professional standards and expectations of self and others	E	AF, I, R

High level of personal motivation and the ability to inspire, lead and motivate others	E	AF, I, R
Strong communication, interpersonal and independent initiative	E	AF, I, R
Ability to both follow direction and work under own initiative	E	AF, I, R
Be willing to learn and update skills, knowledge and training	E	AF, I, R
Other (including special requirements)		
1. Commitment to safeguarding and protecting the welfare of children and young people	E	I
2. Commitment to equality and diversity	E	I
3. Commitment to health and safety	E	I
4. Commitment to sustaining regular attendance at work	E	R
Prepared by: Vicki Boe		Date: July 2025
Note: We will always consider your references before confirming a job offer in writing.		