



# St Ursula's Convent School

## A Humanities College and Teaching School

### COVER SUPERVISOR

<b>Grade</b>	Scale 4
<b>Hours</b>	35 hours per week
<b>Weeks</b>	39 weeks per year (term time + INSET)
<b>Salary</b>	£25,629-£26,913 pro rata
<b>Start</b>	ASAP
<b>Contract</b>	Permanent

We are seeking to appoint a Cover Supervisor to provide class cover for short term absence of the class teacher.

The successful applicant will:

- Deliver effective, engaging lessons to students based on lesson plans and materials provided by absent classroom teachers.
- Contribute to the behavioural philosophy of the school, cultivating a safe and respectful learning environment.
- Provide assistance in the administration of lesson cover
- Proven experience of working successfully with young people is essential.
- Assist in the support of SEN pupils

**What we can offer you:**

- Constant feedback outlines that the school is welcoming, friendly and supportive.
- Opportunities and encouragement to develop both personally and professionally.
- You can ensure that your well-being is a high priority.

**St Ursula's Convent School is an outstanding school where:**

- Students are ambitious and aspire to be the very best
- All staff have exceptionally high standards and expectations
- Senior Leaders and all teachers are passionate about making a difference
- Governors are strongly supportive of the school.

St Ursula's is an outstanding, highly oversubscribed Catholic girl's school with a reputation for excellence. (Ofsted 2015, 2010 & 2007). As a Teaching School, we are strongly committed to the ongoing professional development of all staff. We are committed to safeguarding and protecting the wellbeing of children and young people and expect all staff to share this commitment. An enhanced DBS is required for all successful applicants.

Full details including the **support staff application** form can be found on the school website [www.stursulas.com](http://www.stursulas.com)  
Completed application and / or any enquires should be sent to Diane Williams, School Business Manager  
[dwilliams@stursulas.com](mailto:dwilliams@stursulas.com)

Please note that we are only able to accept fully completed school application forms, stand-alone CVs will not be considered.

The deadline for applications is 12 noon on 30th March 2023. Suitable candidates may be interviewed before the closing date and the school reserves the right to withdraw the position if an early appointment is made. Applicants are therefore encouraged to apply early.

