



## St Ursula's Convent School

### A Humanities College and Teaching School

#### **Cover Supervisor**

<b>Accountable to</b>	SLT
<b>Grade</b>	Scale 4
<b>Hours</b>	5 days per week (35 hours per week)
<b>Weeks</b>	39 weeks per year (term time + INSET)
<b>Salary</b>	£27,855-£29,139 pro rata
<b>Start</b>	Immediately

#### **Responsibilities**

- To supervise classes during the short-term absence of the assigned teacher.
- Supervise students in learning; ensure they complete work that has been set by a teacher.
- Support students with their learning where possible, to ensure progress is made.
- Manage the behaviour of students whilst they are undertaking this work to ensure a constructive environment.
- Respond to any questions from students about processes and procedures.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Collect completed work after the lesson and pass it to the appropriate teacher.
- To provide appropriate feedback regarding the quality of student learning to teachers whose lessons have been covered.
- Report, as appropriate, using the school's agreed referral procedures, on the behaviour of students during the class and on any problems arising.
- Provide support to pupils as directed by the SENco - delivering 1:1, paired and small group teaching, and learner sessions using a behavioural approach.
- Supervise and support community-based learning and educational visits.
- Help to plan lessons by preparing materials and resources.
- Work with key pupils to help develop their personal plans and aspirations.
- Supporting pupils to develop crucial life skills to help them thrive.
- To support the Catholic ethos of the school

To undertake any other responsibilities which the Headteacher may reasonably require in line with the grade of this post.

ST URSULA'S CONVENT SCHOOL PERSON SPECIFICATION COVER SUPERVISOR		
	Essential	Desirable
Qualifications / Training	<ul style="list-style-type: none"> <li>• Good general standard of education</li> <li>• Good numeracy/literacy / ICT skills (GCSE grade C or above or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree standard.</li> <li>• Safeguard training</li> <li>• Experience in supporting SEN pupils.</li> <li>• First Aid trained.</li> </ul>
Specific Skills, Experience and Knowledge	<ul style="list-style-type: none"> <li>• Previous experience of working with children / young people within an educational setting</li> <li>• Skills to manage classroom activities and the physical learning spaces safely.</li> <li>• Have the ability to work calmly under pressure and adapt quickly and effectively to changing circumstances/situations.</li> <li>• An ability to use own initiative, work independently, motivate, and inspire with a creative approach to problem-solving.</li> <li>• Organise and keep effective records.</li> <li>• Understand and be able to use a range of strategies and resources for classroom learning.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in using SIMs or similar data management systems.</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Excellent record of punctuality and attendance</li> <li>• Excellent written and verbal communication skills</li> <li>• Good interpersonal skills with children and adults.</li> <li>• Motivated, enthusiastic, and flexible</li> <li>• Effective time management skills</li> <li>• Ability to prioritise own workload.</li> <li>• Work constructively as a part of a team</li> <li>• Awareness and commitment to equality and diversity, health and safety and safeguarding.</li> <li>• Supportive of the School's Catholic Ethos</li> </ul>	<ul style="list-style-type: none"> <li>• Desire and potential to progress to further promotion.</li> </ul>