



St. Joseph's Catholic High School

Business & Enterprise College

Living, Loving & Learning Through Christ

Cover Supervisor

Information Booklet

August 2018

Harrington Road, Workington CA14 3EE

01900 873290

www.sjchs.uk

COVER SUPERVISOR

- Salary:** £18,319 - £18,671 pro rata [*£9.50 - £9.68 per hour*]
- Grade:** Cumbria County Council PDC5 Points 16 - 17
- Hours:** Part Time up to 4 days per week 8:30am – 3:30pm.
Term Time only. Permanent Contract

We are looking to appoint an excellent Cover Supervisor to work under the guidance of subject leaders and supervise classes during short term absence of teaching staff. The role provides a great opportunity to gain experience and develop effective teaching skills.

To be considered for this opportunity, you will have:

- a positive, flexible approach, calm and resilient under pressure
- energy, enthusiasm and a confident approach to behaviour management
- strong verbal and written communication skills
- achieved GCSE Maths and English at grade C or above

This job is an ideal post for someone wanting to gain experience in a secondary school prior to taking up teaching as a career as it will give you excellent experience with classroom management and in developing relationships with students. It is essential that you enjoy working with young people. It can be a demanding role and you need to be able to communicate well both with staff and students and be flexible to adapt to any situation. Past experience of working in a school would be an advantage.

The successful candidate will be responsible for covering lessons for short term absences due to illness and training. Long term absence is covered by qualified teachers. The role provides consistent and high-quality cover for all departments. Work for the lesson being covered will be provided and may include specific work related to the subject which is being covered or project work which may be completed by a year group over a period of time. When you are not covering lessons, you may work in the English or Maths department, with Heads of Department or the Senior Management Team in the development of the resources and contribute with new ideas and ways of making improvements. The role also provides lunchtime and breaktime supervision on a rota basis.

It is anticipated that candidates may have staff development needs around classroom management and there will be initial in-house training offered through a full induction programme. This will include gaining a good understanding of the school policy and procedures related to behaviour and discipline matters; reporting arrangements; professional conduct; sharing best practice with some of our excellent teachers; working with members of the Learning Support Department and observing a series of lessons.

Closing Date: Noon on 24th August 2018

Interviews: Week commencing 10th September 2018

To apply, please return the completed application form to Julie.Gaffney@sjchs.uk by the closing date above.

For an informal discussion or if you have any questions, please contact Julie Gaffney or Zoe Brentnall on 01900 873290.

St Joseph's Catholic High School is committed to safeguarding and promoting the welfare of children and young people. Appointments will be subject to references and enhanced DBS check.

Job Description



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|----------------------|--|
| Post: | Cover Supervisor |
| Salary Scale: | Cumbria County Council PCD5 Points 16 – 17 |
| Reporting to: | Deputy Headteacher |
| Hours: | 8:30am – 3:30pm Term Time plus Training Days |

Main Purpose:

To cover short term absence of teaching staff, responsible for supervising students and ensuring they continue to learn while their teacher is away.

To work with Heads of Department in the development of resources and project work to be used in cover lessons.

To undertake other supervisory duties, including 30 minute daily lunchtime duty and break duties when required.

To work with individual pupils when required.

Duties

- To supervise classes and administer the work as provided by work colleagues/project based work or other pre planned work. To return the completed work to the member of staff concerned.
- To assist students with coursework and revision days.
- To contribute towards the planning and maintenance of activities with Heads of Department and staff.
- To contribute to the maintenance of a healthy, safe and productive work environment.
- To liaise with the Cover Manager each morning to determine the daily timetable and collect appropriate work/files.
- Work to establish a good relationship with pupils and colleagues working within the Catholic ethos of the school.
- To foster a positive atmosphere in class ensuring good order and following agreed school policies.
- To undertake professional development when required.
- To undertake a performance review on an annual basis.
- To attend staff training and meetings, as required.

- To work with individual pupils when required.
- To cover for examination invigilation if necessary.
- To assist in any project based activity.
- To assist with educational trips.
- Any other duty as deemed necessary by the Headteacher

Person Specification



Post: Cover Supervisor

Salary Scale: Cumbria County Council PCD5 Points 16 – 17

| Criteria | Essential | Desirable |
|---|--|--|
| Qualifications / Training / Competencies | Relevant NVQ 3 or equivalent 5 or more A - C GCSE or equivalent including English language and Maths | Additional specialist qualification in education |
| Relevant Knowledge / Awareness | Knowledge and understanding of practices and procedures within education relating to the welfare, safety and education of children | Experience as teaching assistant. Experience in another service to young people. Knowledge of administrative and financial procedures. Knowledge of SIMS package. |
| Skills / Abilities | Able to identify and work towards specific goals with children and colleagues. Well-developed communication and interpersonal skills. Able to maintain good relationships with children and adults. High level of motivation and the ability to prioritise tasks and work on own initiative. Ability to work as part of a team and be flexible. Adaptable to change. Able to motivate and encourage children to develop their full potential. | ICT Skills First Aid Qualification |
| Other | Willingness to learn new skills as the post develops. | |

Conditions of Service

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

These duties may be amended as necessary at the discretion of the Headteacher in light of the future development of the school.

The creation of a truly Christian environment in which the Gospel is lived and experienced by all members of its community, is the central aim of St Joseph's. All applicants are expected to be supportive of this central aim.

Our School Mission Statement



AT ST. JOSEPH'S CATHOLIC HIGH SCHOOL
WE WILL CHALLENGE YOU TO AIM HIGH, WE EXPECT YOU TO SUCCEED

LIVING

LOVING

LEARNING

All members of the school community – pupils, staff, governors and parents – will be united in sharing a common purpose: to achieve their personal best, to pursue lifelong learning, to develop and model respect for themselves and others and lay a significant role in the life of the local community; and they will be able to articulate this common purpose and support each other to achieve these goals.

LIVING

LOVING

LEARNING

Our School will be characterised by positive, appropriate, productive and warm relationships all of which are at the heart of our faith. We will encourage all members of the community to reflect on and develop their relationships with each other to promote tolerance and understanding.

LIVING

LOVING

LEARNING

All members of the school community will strive to achieve excellence – their personal best in all areas of school life; academically, in extra-curricular activities and through their embodiment of positive attitudes and qualities.

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