



November 2019

Dear Candidate

Thank you for your interest in the post of **Cover Supervisor** at St Katherine's School.

St Katherine's is an exciting and rewarding place to work where staff work hard to give students rich opportunities to learn, both inside and outside the classroom. We have a positive attitude to what we can achieve and we work with a can-do approach. You will find that our values run deep and represented throughout our work with our young people - see our [website](#). We work tirelessly to educate young people for academic success and for life.

If you apply for this post, you will be joining a team that is deeply committed to young people, that believes there are no limits to what a young person can achieve. You join a team who are engaged in their own learning and continually strive to develop their own practice and share with each other to improve our collective impact on young people.

St Katherine's School is part of Cathedral Schools Trust. We are situated on the edge of Bristol in a beautiful rural environment. The majority of our students live in Bristol and due to the easy transport links, make a positive choice to travel out of the city each day to enjoy the wealth of opportunities that St Katherine's has to offer.

Further information about the school can be found on the school [website](#) Please include with your application a supporting letter explaining why you have chosen to apply for the post. This should highlight the skills, qualities and experience you would bring to the post and how these would benefit our school. (No more than two sides of A4 please).

The closing date for receipt of completed applications is **midnight 1 December 2019**. Interviews will be held during w/c 2 December 2019.

St Katherine's School is an equal opportunities employer in line with the 2010 Equality Act. We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to DBS Barred list and Enhanced Disclosure checks.

I look forward to reading your application.

Justin Humphreys
Headteacher



St Katherine's School

Cover Supervisor

32.5 hours per week, Term time including 5 INSET days.

Salary: £16367 - £18535 per annum

Required to work with a range of classes across the school when their timetabled teacher is absent. The work involves taking registers, explaining the work set clearly, managing student expectations and giving feedback on the lesson. Occasional invigilation of examinations, pupil academic mentoring and working with students 1:1 on individual pieces of work and participation in school trips is an integral part of the role.

The successful applicant will have excellent literacy and numeracy skills and be able to effectively support and motivate students in their learning. They will understand the needs and aspirations of young people along with the potential barriers to participation and achievement. Excellent communication skills and the ability to work flexibly within a team are essential.

Experience in a similar setting or a proven track record of working effectively with young people would be desirable.

St Katherine's is a vibrant, medium sized 11 – 19 mixed comprehensive school and part of Cathedral Schools Trust. We are situated on the edge of Bristol in a beautiful rural setting. The majority of our students live in Bristol and due to the easy transport links, make a positive choice to travel out of the city each day to enjoy the wealth of opportunities that St Katherine's has to offer. All at St Katherine's believe that there are no limits to what a young person can achieve. Through focusing on high quality learning and teaching we work tirelessly to educate young people for academic success and life.

Further information about the school and the post can be found on the school [website](#)

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Closing Date: Midnight 1 December 2019

Interview date: during w/c 2 December 2019



St Katherine's School Job Description

JOB TITLE:	Cover Supervisor
GRADE:	JG5
SCHOOL:	St Katherine's School
DIRECTED BY:	SIMS, Data, Cover and Timetabling Manager

1. JOB PURPOSE:

To supervise the learning of whole classes during the short-term absence of their class teacher as they undertake the work set for them, to invigilate tests and examinations, and to accompany staff and students on educational visits. To support the school in systematically managing staff absences, helping to relieve teachers' burden of cover.

2. RESPONSIBILITIES AND ACCOUNTABILITIES:

- i) Supervise the work of whole classes set by their class/subject teacher in accordance with school policy
- ii) Register and record student attendance in lessons.
- iii) Answer student queries about process and procedures relating to the lesson and the work set.
- iv) Manage the behaviour of students to ensure a constructive learning environment.
- v) Deal with any immediate problems or emergencies according to school policies and procedures.
- vi) Collect completed work after the lesson and return it to the appropriate teacher.
- vii) Report back, as appropriate, using the School's agreed referral procedures, about the behaviour of students during the class and any issues arising, to class teacher and/or other senior staff about the behaviour and conduct of students in class.
- viii) Help with briefing and supporting daily supply teachers with school procedures and systems on their arrival at school, as appropriate.
- ix) To support the pupil academic mentoring programme as appropriate.
- x) Assist with other activities relating to the supervision of students e.g. general supervision during break periods and with the support and delivery of learning e.g. supporting teachers in the classroom and some administrative duties.
- xi) To be aware of and understand the School's Equality and Diversity Policy and ensure at all times that the duties of the post are carried out in accordance with the Policy.

- xii) To ensure compliance with all Health and Safety legislation and associated codes of practice and authority policies.
- xiii) Any other duties commensurate with the grade of the post.

Support for the school:

- (i) *Develop and maintain working relationships with other professionals*
Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school. Provide effective support for all other members of the school staff by sharing own knowledge and expertise in a professional and constructive manner

Take an active role in supporting and developing a culture of team working for the benefit of students, both individually and collectively.

Participate in staff, team and planning meetings.
- (ii) *Contributing to the Management of student behaviour and security*
Contribute to the development and maintenance of school policies which encourage positive student behaviour and implement agreed behaviour management procedures in the classroom. Have an awareness of child protection issues and safeguarding policies and procedure.

Be aware of and understand the School's Equality and Diversity Policy and ensure at all times that the duties of the post are carried out in accordance with the Policy.

Ensure compliance with all Health and Safety legislation and associated codes of practice and authority policies.
- (iii) *Review and Develop own professional practice*
Develop and maintain effectiveness as a member of the school staff by taking responsibility for own continuing professional development. Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.

Other Duties

- To follow child protection and safeguarding policy and procedures
- Administrative tasks as directed by the line manager
- Attend relevant training
- Engage with the school's appraisal system

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes

General Accountabilities

So far as reasonably practicable, the post holder must promote safe working practices by employees and visitors in premises/work areas in which the post holder is located, to maintain a safe working environment for employees and service users. These practices are defined in the school's Health, Safety and Welfare policy, Departmental policies and codes of practice.

Work in compliance with the Codes of Conduct, Regulations and policies of the school and the Trust, and its commitment to equal opportunities.

The post holder is subject to the provisions of all child protection/safeguarding legislation, and Trust policies governing staff who work with children and vulnerable adults. Ensure that output and quality of work is of a high standard and complies with current legislation / standards.

This job description is current at the date shown but following consultation with you may be changed by management to reflect or anticipate changes in the role which are commensurate with the grade and post title.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

St Katherine's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to DBS Barred list and Enhanced Disclosure checks.

Person Specification

Area	Essential	Desirable
Education	<p>Maths and English GCSE grade A* - C or Numeracy and Literacy Level 2 on the NQF or equivalent.</p> <p>NVQ/VRQ Level 2 Teaching Assistant Qualification.</p>	<p>Working towards TA Level 3 qualification.</p> <p>ITQ level 2</p>
Experience	<p>Previous experience working as a learning support assistant at level 2 in a Secondary school across the school year.</p>	<p>Several years experience working as a learning support assistant at level 2 in a secondary school/similar setting.</p> <p>Behaviour for Learning training to support classroom practice</p>
IT skills	<p>Competent ICT skills.</p>	<p>Knowledge of subject specific software.</p>
Other skills	<p>Excellent and effective communication skills.</p> <p>Sound knowledge and understanding of:</p> <ul style="list-style-type: none"> ▪ Every Child Matters Child Protection procedures <ul style="list-style-type: none"> ▪ AEN code of practice ▪ A specific area of curriculum/pastoral expertise which they are prepared to further develop within the post. <p>Motivating and Encouraging – getting the students to accept and adopt new ways of overcoming barriers to their learning. Provide highly effective supervision, support and motivation.</p>	<p>Working with students of secondary age within other appropriate contexts.</p> <p>Specific skills relating to the job description.</p>

Qualities	<ul style="list-style-type: none"> ▪ Ability to work flexibly within a team and motivate students. Demonstrate a professional attitude ▪ Ability to work effectively with a wide range of people across the school and from outside <p>Attendance at directed times as contract.</p> <p>Ability to work in a way that promotes the safety and well being of children and young people.</p>	Attendance at events beyond school hours, by agreement.
Other	Satisfactory enhanced DBS Disclosure and barred list checks (relevant applications and checks will be carried out before any job offer is confirmed)	

St Katherine's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Enhanced DBS and Barred list checks are required for this role.

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