



# St Ursula's Convent School

## A Humanities College and Teaching School

### **Cover Assistant**

<b>Accountable to</b>	Deputy Head Teacher / SENCo
<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>	£22,377 - £23,607 pro rata
<b>Start</b>	September 2020

### **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 process 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 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 regular 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 of 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 of using SIMs or similar data management system</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>