



St Ursula's Convent School

A Humanities College and Teaching School

Cover Assistant

Accountable to	Deputy Head Teacher / SENCo
Grade	Scale 4
Hours	35 hours per week
Weeks	39 weeks per year (term time + INSET)
Salary	£22,377 - £23,607 pro rata
Start	September 2020
Contract	One year

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