

St Philip Howard

CATHOLIC SCHOOL



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COVER / ASSESSMENT SUPERVISOR
RECRUITMENT PACK



APPOINTMENT OF COVER / ASSESSMENT SUPERVISOR

37 hours per week, term-time only + inset days

Salary WSCC Grade 4 (£19,312 pro rata, per annum; £16,415.20 actual per annum)

The Governors are looking to appoint a proactive and enthusiastic Cover and Assessment Supervisor who, with support and training, is able to confidently cover lessons left by an absent teacher and supervise the administration of assessments. The behaviour of our students is outstanding which makes this role particularly rewarding. The ideal candidate should possess excellent communication and interpersonal skills. The role will provide a first-rate opportunity to join a strong and supportive staff who are making a real difference to the futures of our young people.

Your induction and on-going training in this role is really important to us so you will receive excellent support on this front. No prior experience of this particular role is therefore necessary. Just a great ability to form excellent relationships with the children entrusted to your care.

The school is an equal opportunity employer and supports the safeguarding and protection of children and individuals. This post is subject to a DBS Enhanced Disclosure.

HOW TO APPLY

Please also complete the CES application form and email to Jacqui Inglis at jinglis@sphcs.co.uk or send to the school address.

- **Closing date for applications:** 9am on 20 September 2021
- **Interviews:** 23 September 2021
- **Start date:** October 2021

School tours on request

JOB DESCRIPTION: COVER / ASSESSMENT SUPERVISOR

Responsible for:	Cover and assessment supervision duties as requested Exam invigilation duties as requested Other duties as defined
Consulting with:	Cover / Assessment Supervisor colleagues; Tutors; Teaching Staff
Reporting to:	Assistant Headteacher
Current hours per week:	37 term-time only (plus 5 Inset days)
Current salary:	Grade 4

SPECIFIC DUTIES OF THE POST

- Receive and register classes.
- Communicate the work set by the class teacher (much of this is silent assessment)
- Oversee the use of books and equipment needed for the lesson, and their return.
- Maintain good order in the classroom.
- Assist students where necessary, and seek further assistance as required for the students.
- Ensure that students leave the room tidy and in good order at the end of the lesson.
- Communicate with the class teacher as required to ensure they are aware of the point reached by the students, and any other necessary information, using the feedback form provided.
- Assist with exam invigilation and associated procedures as required.
- Assist in classrooms in support of teachers as required when not on Cover duties.
- Dress in a professional manner.
- Take part in the duty rota as required by Cover allocations.
- Assist the School Welfare Officer with first aid as required, supporting the first aid provision of the school and helping to cover in her absence. Full training for this will be provided.
- Assist with department admin and display preparation when not needed for Cover duties.
- Assist with general admin as requested.
- To undertake any other reasonable duties commensurate with the grade as and when required by SLT
- To support the school directly and/or indirectly in the fulfilment of its Catholic mission, and to identify with our Catholic/Christian ethos and behavioural standards.
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PERSON SPECIFICATION

	Essential / Desirable
Qualifications / Training <ul style="list-style-type: none"> • Good basic education to GCSE level (A-C) in literacy and numeracy, or the equivalent • High level of ICT skills 	<p>E</p> <p>E</p>
Knowledge and Experience <ul style="list-style-type: none"> • Experience of working with students in a formal setting without immediate supervision • Effective use of ICT and other specialist equipment/resources • Experience of SIMS (School Information Management System) • Knowledge of child protection and health and safety issues 	<p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>
Skills and Abilities <ul style="list-style-type: none"> • Ability to build a rapport with students • Ability to supervise students and establish a constructive, safe and ordered atmosphere in the classroom • Experience of working with children of all ages and ideally those of secondary age • Effective communication and negotiation at all levels • Ability to effectively manage student behaviour in accordance with the school's behaviour management policy and procedure • Ability to work as a member of a team, and to work under pressure and to target • Initiative and an ability to work independently • Ability to undertake routine tasks with care and accuracy 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Personal Qualities <ul style="list-style-type: none"> • Initiative, imagination, self-motivation • A willingness to learn new skills and knowledge • Flexibility and adaptability • Integrity and discretion • A commitment to continuing professional development • A willingness to promote the school's ethos • Uphold core values of the school • Acceptance of staff dress code 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

BOSCO CATHOLIC EDUCATION TRUST



St John Bosco, founded the Salesian Order in the 19th Century. He had a profound and compelling vision for education, reaching out to some of the most vulnerable, disaffected and uncared for children in Turin and surrounding areas. He provided them with faith, hope and love; giving them opportunities and a future that no one else had afforded them. Don Bosco spoke about the need for children to be 'known and loved'. The deanery schools chose Don Bosco as the patron of the multi-academy trust as it was felt he encapsulated all that we cherished in Catholic education, providing us with a model of leadership and education which would sustain and nourish us on the exciting journey ahead.

The Bosco Catholic Education Trust (BCET) opened in April 2017 with St Mary's and St Philip Howard Catholic School (SPH), Barnham. Annecy joined in February 2019 and St Joseph's in September 2020. SPH is an outstanding Catholic secondary school, a National Teaching School and has a proven track record of raising achievement through school to school partnerships. CEO of Bosco CET, Dave Carter, is a National Leader of Education and Headteacher of SPH.

As in other areas of the Diocese of Arundel & Brighton, Catholic schools are working collaboratively, cross-phase to develop an exciting vision for Catholic Education which is fit for the future. Within Sussex, there are 36 schools: 30 primary and 6 secondary. Over time it is anticipated that other schools within Sussex will join BCET, to help develop Catholic Education across the South Coast.