

St Paul's Catholic School



"Let your light shine before others" Mt5

Cover Supervisor

Job description: Cover Supervisor

Job details

Salary: Band 4 point 11-17 FTE £22,129 to £24,920 (Actual Salary £15,195 - £17,112)

Hours: 29.58 – Monday to Friday 8.45am to 3.10pm

Contract type: Term-time permanent 39 weeks

Reporting to: Line Manager in Leadership Team.

Main purpose

- The successful candidate will need to work with classes in the absence of teaching staff. We are looking for a confident, flexible and enthusiastic individual with strong communication skills and an ability to work alongside a wide range of colleagues in school.
- Work will include the supervision of whole classes during short-term absences of class teachers under the guidance of teaching staff, delivery of pre-prepared exercises, managing student behavior and assisting students in relevant activities in line with school policies and procedures.
- This post would be ideal for anyone who is interested in moving into teaching as a career.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Cover Supervisor will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person specification

CRITERIA	QUALITIES
Qualifications and training	➤ GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths (Essential)
Experience	➤ Experience working in a school environment or other educational setting (Desirable) ➤ Experience working with children / young people (Desirable) ➤ Experience planning and delivering learning activities (Desirable)

Skills and knowledge	<ul style="list-style-type: none"> ➤ Good literacy and numeracy skills ➤ Good organisational skills ➤ Ability to build effective working relationships with pupils and adults ➤ Skills and expertise in understanding the needs of all pupils ➤ Knowledge of how to help adapt and deliver support to meet individual needs ➤ Excellent verbal communication skills ➤ Active listening skills ➤ The ability to remain calm in stressful situations ➤ Knowledge of guidance and requirements around safeguarding children ➤ Good ICT skills, particularly using ICT to support learning ➤ Understanding of roles and responsibilities within the classroom and whole school context
Personal qualities	<ul style="list-style-type: none"> ➤ Enjoyment of working with children ➤ Sensitivity and understanding, to help build good relationships with pupils ➤ A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding pupil's wellbeing and equality ➤ Resilient, positive, forward looking and enthusiastic about making a difference ➤ Capacity to inspire, motivate and challenge children and young people