



BISHOP HOGARTH
Catholic Education Trust

We are **HIRING!**

APPLICANT INFORMATION PACK



COVER SUPERVISOR

Christ at the Centre, Children at the Heart



Proud to be a part of the

DIOCESE OF **Hexham & Newcastle**

JOB DESCRIPTION

Post Title: Cover Supervisor

Reporting to: Headteacher and Senior Leaders

Job Purpose: To provide short-term cover for absent teaching staff, allocating pre-prepared work, keeping pupils on task and managing the behaviour of pupils during class. When cover is not required, other activities commensurate with the grade of the post will be carried out.

Please note that successful applicants will be required to comply with all Trust policies.

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure before an offer of appointment is confirmed. Following appointment the employee will be subject to re-checking as required from time to time by the Trust.

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

JOB DESCRIPTION

1. Supervise pre-prepared activities and self-directed learning in the absence of the Teacher to enable continuity of learning.
2. Provide support and encouragement to pupils, and manage classroom organisation during the cover lesson.
3. Manage the behaviour of pupils through the implementation of the school behaviour policy and practices and encourage pupils to take responsibility for their own behaviour.
4. Collect any completed work after the lesson and return it to the appropriate member of staff.
5. Report using agreed procedures the behaviour of pupils during the class and any emerging issues.
6. Prepare the classroom and resources for lessons, ensuring that resources are cleared away.
7. Supervise pupils and provide access arrangements for pupils sitting internal and external examinations.
8. Promote inclusion and acceptance of all pupils.
9. Provide feedback to teachers and other professionals as required.
10. Establish rapport and good relationships with pupils ensuring effective communication.
11. Supervise pupils on educational visits and out of school activities as required.
12. Attend meetings and liaise with colleagues, parents, outside agencies and other bodies when required.
13. As and when required undertake duties in connection with personal hygiene and welfare of pupils.
14. Be an effective role model for the standards and behaviours expected of pupils.
15. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with and adhere to all specified policies and procedures.
16. Any other duties of a similar nature related to the post which may be required from time to time.
17. To carry out your duties with full regard to the Trust Equality Policy.
18. Comply with Health and Safety policies and procedures, including reporting any incidents, hazards or accidents and take a pro-active approach to health and safety matters in order to protect both yourself and others.
19. To maintain the Catholic ethos that is inclusive and applies Catholic values and attitudes in all aspects across the school and Trust.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
QUALIFICATIONS & EDUCATION	E1	GCSE A* – C in Mathematics and English or Level 2 Basic Skills (Numeracy and Literacy) or equivalent	AF,C
EXPERIENCE & KNOWLEDGE	E2	Experience of working with children of relevant age	AF,R,I
	E3	Managing student behaviour	AF,R,I
SKILLS	E4	Ability to work in a team and independently	I,R
	E5	Ability to communicate with wide range of audiences, i.e. parents, teachers, pupils, other professionals	I,R
	E6	Ability to use computers and educational software packages	AF,R,I
PERSONAL ATTRIBUTES	E7	Ability to promote fairness and a positive role model to pupils	I,R
	E8	Ability to form and maintain appropriate relationships and personal boundaries with children	AF,R,I
	E9	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	AF,R,I
SPECIAL REQUIREMENTS	E10	To comply with the School's No smoking at Work policy, Alcohol at work and Health and Safety Policies	I
	E11	Motivation to work with children	AF,R,I
	E12	Ability to form and maintain appropriate relationships and personal boundaries with children	AF,R,I
	E13	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	AF,R,I
	E14	Suitability to work with children	D
	E15	An ability to fulfil all spoken aspects of the role with confidence	I

PERSON SPECIFICATION

DESIRABLE CRITERIA

DESIRABLE CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
QUALIFICATIONS & EDUCATION	D1	Childcare or supporting learning qualification at Level 2 or equivalent.	AF,C
EXPERIENCE & KNOWLEDGE	D2	Good understanding of children's development and learning processes.	AF, R, I
	D3	Trained First Aider	AF, R, I, C
	D4	Understanding of classroom roles and responsibilities	AF, R, I
	D5	Knowledge of behaviour management techniques	AF, R, I
SKILLS	D6	Demonstrable ICT skills and ability to use them as part of the learning process	AF, R, I

Issues arising from references will be taken up at interview. All appointments are subject to satisfactory references.

Key – Stage identified

AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
L	Lesson
D	Disclosure and Barring Check



BISHOP HOGARTH

We are
BISHOP HOGARTH
Catholic Education Trust

Thank you for your interest in our vacancy



www.bhcet.org.uk



Christ at the Centre, Children at the Heart



Proud to be a part of the

DIOCESE OF **Hexham & Newcastle**