

Cover Supervisor

Grade 4



Bishop Ullathorne
Catholic School



Cover Supervisor Grade 4

Job Description

Job purpose: Under the direction of the Cover Manager to provide cover supervision in the event of the short term absence of teaching staff, to lead in some P.E. lessons, as well as classroom and administration support.

Duties and Responsibilities

OUTLINE RESPONSIBILITIES AND TASKS

Cover Supervision

- Supervise whole classes undertaking work and activities set by teachers, in accordance with school policies and procedures, including introducing and concluding lessons.
- Lead some PE lessons and activities, where appropriate.
- Complete registers in accordance with school procedures.
- Manage student behaviour during cover lessons to ensure a positive and productive learning environment.
- Encourage students to interact and work cooperatively with others and to engage fully in learning activities.
- Respond appropriately to questions about processes and procedures relating to learning activities.
- Deal with any immediate problems, incidents, or emergencies in accordance with the school's policies and procedures.
- Collect completed work at the end of lessons and return it to the appropriate teacher.
- Maintain effective communication with teaching staff to ensure continuity of learning.
- When not required to provide cover supervision, undertake other duties as directed by the Headteacher or designated line manager..

Class Support

Assist with learning activities as directed by a teacher.

Activities will vary according to the subject and age of students and may include:

- Working with individual students or small groups.
- Escorting students to the Library Resource Centre.
- Assisting with the supervision of educational visits and off-site activities.
- Supporting students to engage effectively in learning.

First Aid

To provide first aid when necessary. Training will be given.

Exam Invigilation

Assist as part of a team in invigilating examinations, either internal or external exams.

Administration

To complete administration work that may be required from time to time.

Any other duties and responsibilities within the range for the salary grade.

Particular Note: This job description reflects the duties and responsibilities of the post at the time it was prepared. The duties may be varied from time to time without changing the general character of the post or the level of responsibility attached to it.



Person Specification

Knowledge

- Knowledge of the full range of school policies and procedures, including health and safety, equality and diversity, and special educational needs.
- Knowledge of ICT equipment, software packages, and other relevant resources used to support learning.
- Knowledge of effective supervision and behaviour management techniques.
- Understanding of the needs, development, and characteristics of children and young people.
- Knowledge of safeguarding and child protection procedures.

Skills and Abilities

- Ability to relate well to children, young people, and adults.
- Strong communication skills, with the ability to supervise and manage whole classes effectively.
- Ability to explain tasks clearly and concisely.
- Good organisational skills to coordinate and monitor set work.
- Ability to use ICT and other relevant equipment and technology effectively to support learning.
- Ability to motivate and encourage students to work cooperatively and engage positively in learning activities.
- Ability to remain calm and respond appropriately in emergencies or challenging situations.
- Ability to liaise effectively with colleagues and refer issues to appropriate staff when necessary.

- Ability to work constructively as part of a team, understanding classroom roles, responsibilities, and own position within these.
- Confidence in using school management systems and educational technology.

Experience

- Experience of working with children or young people of a relevant age, preferably within a school, educational, or sporting environment.
- Experience of managing behaviour effectively and promoting positive conduct.
- Experience of working independently with groups of children or young people.
- Experience of resolving problems and dealing with emergencies or challenging situations.
- Experience of working in a secondary school environment.

Educational

- Good literacy and numeracy skills, equivalent to NVQ Level 2 (or GCSE Grade C/4 or above) in English and Mathematics.
- NVQ Level 3 for Teaching Assistants, or an equivalent qualification, training, or relevant experience.
- Relevant training in educational strategies, for example literacy, numeracy, behaviour management, or specific curriculum areas such as ICT or Mathematics.

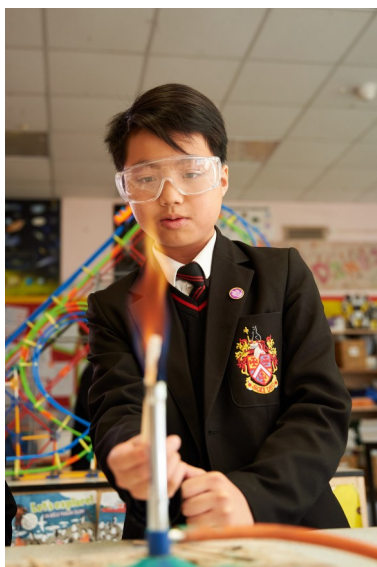


Our School

Bishop Ullathorne Catholic School is situated in a pleasant residential area and extensive grounds about three miles south of the city centre, on the border of Coventry and Kenilworth.

The school was established in 1953, initially as three separate schools. Bishop Ullathorne Catholic School was eventually merged into one comprehensive school with the motto *Soli Deo – For God Alone*.

The school is named after Bishop William Bernard Ullathorne who became the first Roman Catholic Bishop of the Diocese of Birmingham in 1842. During his nearly four decades of tenure, 67 new churches, 32 convents and nearly 200 mission schools were built, including the nearby parish of St Osburg. In 1888 he retired and received from Pope Leo XIII the honorary title of Archbishop of Cabasa. Our school is committed to Bishop Ullathorne's legacy of placing the education of the whole child and the development of our spiritual self at the heart of all that we do.



Bishop Ullathorne serves a wide area of Coventry including the most advantaged and disadvantaged in the city. This helps to create our vibrant and diverse community. We believe that happy and secure children are best placed to meet their full potential; we therefore place warm, friendly relationships, alongside excellent teaching, at the centre of our ethos.

Our mission statement is to be an active Christian community of service and love. It is by placing our thoughts and prayers into actions that we are able to demonstrate our vocation and support our children in striving to be the very best they can be.

Our school became part of the Holy Cross Catholic Multi Academy Company on 1 September 2019, along with Cardinal Newman Catholic Secondary School and Christ the King, St Augustine's, St

Thomas More, St Elizabeth's and St John Vianney Catholic Primary Schools, which are all located in Coventry.



Our Academy Moto is "Achieving together in Faith". This is an exciting time to join our school as our school communities unite to provide an outstanding catholic education for all of our students.



Where next for Bishop Ullathorne Catholic School?

We are committed to a process of ongoing improvement and discovery. We are determined to provide the very best Catholic education for all of our young people.

Our vision of education is of educating the whole person to the fullness of life. Our school mission embodies diversity, but goes further in identifying three key themes that crystallise our Catholic education:

- our sense of calling
- living life to the full
- love and service.

We are dedicated to school improvement. Our current strategies for excellence have placed a focus on challenge, collaboration, memory and problem solving. Our ongoing dedication to these areas will see them embedded in all our work inside and outside the classroom and is reflected in our set of values through which we all strive to live and grow:

- to be faith-filled and prophetic
- be grateful
- be attentive
- be compassionate
- be wise and curious
- be eloquent.

In December 2022, Bishop Ullathorne Catholic School was announced to be part of the Department for Education's new school building programme.



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Why work at Bishop Ullathorne?

Ofsted 2019

“There is a sense of compassion around the school and everyone is valued as part of the family.”



Senior Teacher



“Staff and students have a good relationship with each other. We are all working together towards being an outstanding school. I have been here for many years and had the opportunity to change my responsibilities. It has given me different experiences and challenges.”



Teacher

“Our school is a community in which we all smile and support each other; we all nurture potential; we all have a voice and we take the opportunity to be our true self.”



Year 8 Student

“I like Bishop Ullathorne because I feel valued. I know that there is always someone I can go to if I have a problem.”



“ There is a sense of compassion around the school and everyone is valued as part of the family”

Ofsted 2019

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