

J O B

O P P O R T U N I T Y

Cover Supervisor

Educating to truth, goodness and beauty.

Terling Road, Dagenham

RM8 1JT

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School Mission Statement

We are all one in Christ, our mission and our responsibility is to recognise all individuals in our community as part of the body of Christ and to value them accordingly in our treatment of them, thriving and progressing in a spirit of togetherness.

(1 Cor. 12-29)

Role	Cover Supervisor
Closing Date for Application	Monday 13 th May
Required For	September 2024
Term	Fixed term to Permanent
Salary	Scale 5
Responsible for:	Upholding the Health & Safety regulations of the School

All applicants must complete a CES application form for this post.

School Information

All Saints Catholic School is a large Catholic comprehensive school situated in the London Borough of Barking and Dagenham and within the Diocese of Brentwood, with good transport links to central London.

All Saints Catholic School has over 1400 students from year 7 to 13. The school achieves excellent exam results, with a Progress 8 score of 0.45 (well above average). We have received an Educational Outcomes award for being in the top 12 percent of schools in the country for progress. The school's educational values have been identified as a strength of the school, with our 2023 Ofsted report stating that: "Leaders are highly ambitious for all pupils. They have made sure the curriculum is of high quality across subjects".

Our core values of Respect, Understanding, Affection and Humour underpin all aspects of our pastoral and academic daily routines. Our 2023 Ofsted report reflects our excellent students: "Pupils behave exceptionally well in class and around the school and understand why this is important".

We have won a number of awards which reflect our inclusive approach to education, including being awarded the Inclusion Quality Mark, this is indicative of our "One in Christ" motto that we apply every day to everyone that is a part of the school community. Our learning is based on the transcendental values of truth, goodness and beauty. We encourage pupils to discover truth, develop a sense of goodness and appreciate beauty in the world around them.

Please watch our school videos available at: <http://allsaintsschool.co.uk/> to get a further insight into life at All Saints.

Job description

Purpose of cover supervisor role:

- To uphold the Mission Statement of the School.
- To positively contribute to raising expectations and standards within the community.
- To promote a positive image of the School.
- To supervise whole classes to cover short term absence of teachers and to allow teachers to carry out professional duties and training. Cover supervisors will give instructions for the lesson, as provided by the teacher, and keep pupils on task while maintaining good order.
- Cover supervisors can respond to general questions and provide general feedback to the teacher. The cover supervision role will normally include other activities, or be part of a wider role in the school, e.g. teaching assistant, technician or administrative roles

Responsibilities:

TO IMPLEMENT THE AIMS AND OBJECTIVES OF THE SCHOOL THROUGH:

Upholding the Health & Safety regulations of the School

Personal and professional conduct:

All staff have a responsibility to maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- having proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- having an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Responsibilities of cover supervisor:

- Support for pupils
- Supervise pupils while they are engaged in learning activities and deal with immediate problems and emergencies
- Manage pupils' behaviour within the ethos and behavioural policies of the school.
- Set high expectations of conduct whilst acting as a role model.
- Respond to pupil queries on procedures while keeping pupils on task
- Promote the inclusion and acceptance of all pupils within the classroom within the school's policies and procedures of equal opportunities.

Support for teachers

- Provide objective and accurate feedback to the teacher on the conduct of the lesson and the behaviour of pupils.
- Collect and pass on any completed work.
- Maintain and pass on any appropriate records as agreed beforehand with the teacher.
- Provide support and assistance to teaching staff in large examination or test groups

Support for the curriculum

- Support the use of ICT within the lesson as appropriate.
- Understand and ensure appropriate organisation/use of the classroom, equipment and resources.

Support for the school

- Accompany groups of pupils on school trips ensuring their health and safety (to be at discretion of lead teacher).
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Participate in training and other learning activities as required.
- Undertakes other similar duties and activities that fall within the grade and role of the post as decided by the Headteacher.

Examples are : Exam invigilation

Support in classroom

Administration support

Staff duty support

Tasks

- To support members of teaching & support staff if and when required.
- Responsible to a member of the Leadership Team or a Head of Department and works under the general direction of a class teacher when supervising lessons.
- Cover supervisors may work within particular departments on a long term basis so as to improve the continuity of education during teacher absence and increased understanding and familiarity with the curriculum and the pupils working within that department

General responsibilities:

- To be familiar with the content of and subsequently implement the whole school policies located in the staff handbook thus contributing to the realisation of a safe learning environment for all.
- To help implement and adhere to the school quality procedures and take part, as required, in the review, development and management of activities relating to the School Improvement Plan.
- To play a full part in the life of the school community supporting its distinctive mission and ethos and actively promoting its policies and practices.
- To comply with School routines e.g. attend staff briefings
- To attend meetings identified in the School Calendar.
- To undertake supervision duties according to the published rota.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- Contributing to the moral, spiritual, cultural and social development of each pupil.
- Making a positive contribution to the pastoral ethos, including specific pastoral duties.
- To promote and implement policies and practices that encourage mutual tolerance and respect for diversity, challenge discrimination and widen pupils' understanding of their contribution to society as outlined in the school Single Equality Duty.

Standards:

Effective performance of tasks will be evaluated in relation to:

- (a) A developing ability to manage time and resources effectively and efficiently.
- (b) Evidence of ongoing development in the range of skills identified with her Line Manager as being required for the post.
- (c) Evaluations of the efficiency and effectiveness of the tasks by the Line Manager.

Education and training:

In accordance with the professional development policies the assistant will;

- a) Review overall performance in the previous year in relation to training received and the changing needs of the job.
- b) Identify probable training and education needs for the following year through a training needs analysis in order to ensure confidence in carrying out required duties.
- c) Participate in the prescribed framework for Review and Development.

The above duties are either exclusive or exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post and the competence of the post holder.

This will be carried out within the framework of the school's Staff Development Policy current at the time.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore employees will be expected to comply with any reasonable request from a manager including undertaking work of a similar level that is not specified in the job description.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Experience and Qualifications:

- GCSE English and Mathematics or equivalent qualifications or skill level
- Experience of working with children aged 11 to 18 years
- Understanding of the principles of child development and learning processes and, in particular, barriers to learning

Skills and abilities:

- Ability to relate well to children and adults
- Ability to demonstrate and promote good practice in line with the ethos of the school
- Ability to work constructively as part of a team, to understand classroom roles and responsibilities and own position within these
- Flexible approach to work
- Ability to use own initiative and employ sound judgement
- Very good communication skills, both verbal and written
- Ability to take instruction and a passionate desire to learn new skills.
- Sound organisation skills
- Willingness to utilise the possibilities of ICT in the development of the post
- Good knowledge of Microsoft Office, in particular Word, email, databases and spreadsheets
- Ability to learn new ICT quickly
- Ability to proof read accurately and consistently ensuring accurate correction of spelling, grammar and a high standard of work in terms of presentation and layout
- Ability to compose routine correspondence appropriate to intended audience
- Good time management skills and the ability to prioritise work dealing effectively with conflicting priorities

Personal qualities:

- Ability to work under pressure and remain calm in difficult situations
- Open to change
- Effective interpersonal skills
- Ability and willingness to work to get the best from all students
- Ability to analyse and review objectively
- Flexibility and patience

- Commitment, enthusiasm and energy
- Commitment to own personal and professional development
- Willingness to be involved in the wider life of the school community

Additional factors:

- Presents professional and friendly disposition
- Able to maintain confidentiality

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children need to be demonstrated.

- Motivation to work with children and young people

Ability to form and maintain appropriate relationships and personal boundaries with children and young people.

