

# Cover Supervisor



Bishop Ullathorne  
Catholic School



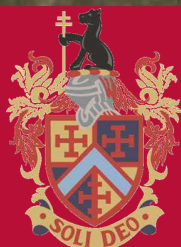
**Role:** Cover Supervisor

**Closing date:** Monday 5 July 2021 at 9am

**Applications Forms to:** [s.green@bishopullathorne.co.uk](mailto:s.green@bishopullathorne.co.uk)

**Notes:**

1. Please use the CES Form for your application and complete the supporting statement, which should take account of the job description. To help us, please give an outline of the key elements of your professional experience and qualities that prepare you for this particular post.
2. Although an emailed application will be accepted on the closing date, a signed application must either follow in the post or be hand-delivered.
3. On receipt of your application form, we will be applying for references.
4. Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory enhanced DBS check.





## Cover Supervisor

The Governors wish to appoint a dedicated Cover Supervisor

- to provide cover supervision in the event of the short term absence of teaching staff
- to provide in-class support for other learning activities
- to complete administration work that will be required within the school from time to time.

The successful candidate will have proven experience of either supervising classes or working as a teaching assistant in a secondary school.

We can offer you a supportive school community in which you will be able to develop your career.

All our employees uphold the Catholic ethos of the school regardless of their own belief system, as we strive to provide the best education for our young people.

Best wishes

Mr C Billings  
Headteacher



# Cover Supervisor

## 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, as well as classroom and administration support.

### Duties and Responsibilities

#### OUTLINE RESPONSIBILITIES AND TASKS

##### Cover Supervision

- Supervise a whole class to undertake work/activities that have been set by teachers in accordance with the school policy, including introducing and closing the class.
- To be responsible for a tutor group.
- Take the register in accordance with school procedures.
- Manage the behaviour of students whilst undertaking cover supervision to ensure a constructive environment.
- Encourage students to interact and work co-operatively with others and engage all students in activities.
- Respond appropriately about processes and procedures relating to a learning activity.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Collect any completed work after the lesson, returning it to the appropriate teacher.
- Ensure that communication links with the appropriate teacher are established to ensure continuity is maintained.
- When not required to cover absent teachers, other duties will be carried out by arrangement with the Headteacher.

##### Class Support

To assist with various learning activities as directed by a class teacher. Activities will vary according to the subject/age of students but could include working with individual students or small groups, escorting students to Library Resource Centre, assisting with the supervision of school visits.

##### 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 tasks appropriate at the time it was drawn up. Such duties may be varied from time to time without changing the general character of the post or the level of responsibility entailed.



## Person Specification

### Knowledge

- Full range of school policies including health and safety, equal opportunity issues and special educational needs.
- ICT equipment and software packages and other relevant equipment to support learning.
- Supervision and behaviour management techniques.
- Understanding of the needs and characteristics of children.

### Skills and Abilities

- Able to relate well to children and adults.
- Strong communication skills to supervise and manage the whole class.
- Able to explain tasks simply and clearly.
- Organisational skills to co-ordinate set work.
- Able to use ICT and other relevant equipment/technology effectively to support learning.
- Ability to motivate and encourage students to work co-operatively.
- Able to remain calm and handle emergencies.
- Liaise with other colleagues and refer issues as appropriate.
- Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.

### Experience

- Experience of working with children of relevant age in a school environment.
- Dealing with behaviour management effectively.
- Working with groups of school children on own.

- Resolving problems and handling emergencies or difficult situations.

### Educational

- Excellent literacy and numeracy skills equivalent to NVQ 2 in English and Maths.
- NVQ 3 for Teaching Assistants or equivalent qualification or experience.
- Training in relevant strategies e.g. literacy and/or in a particular curriculum/learning area e.g. ICT, Maths





# 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.



# 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

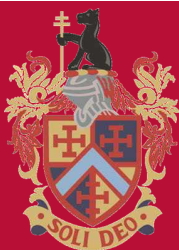
*“I like Bishop Ullathorne because I feel valued. I know that there is always someone I can go to if I have a problem.”*



# Benefits

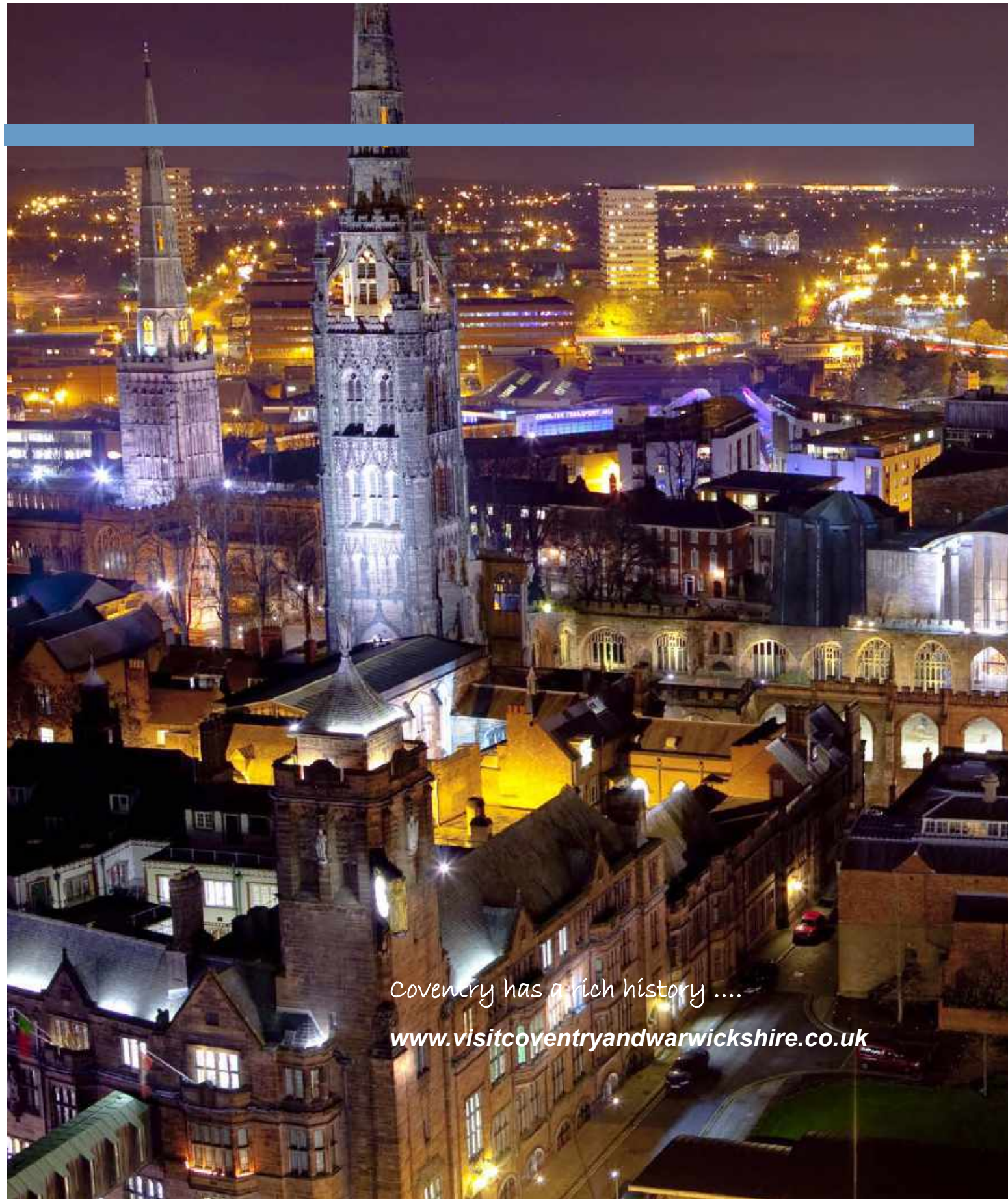
All staff are encouraged to develop professionally. Our Employee Benefits Scheme, Wider Wallet, provides a wide range of benefits as the cycle to work scheme and many discounts.

- New staff regularly meet with their direct line manager to ensure all queries and concerns are answered.
- NQTs are fully supported with a bespoke programme and have a subject mentor as well as a school NQT supervisor.
- All staff are included in a pension scheme. Teachers are automatically enrolled into the Teachers' Pension Scheme and non-teaching staff are enrolled in the West Midlands Pension Fund.
- All staff have access to a supportive Catholic community.



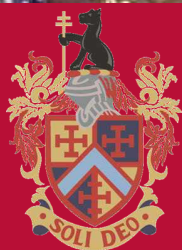






*Coventry has a rich history ....*

**[www.visitcoventryandwarwickshire.co.uk](http://www.visitcoventryandwarwickshire.co.uk)**





# Why work in Coventry

Coventry is an innovative city that boasts two cathedrals, old and new. It combines medieval architecture with vibrant regeneration which is rich in bars, restaurants and culture. Coventry is the City of Culture for 2021.

You will find both the Belgrade theatre and the Warwick Arts centre on the doorstep, along with open green spaces such as the War Memorial Park and Coombe Abbey. The Ricoh Arena hosts both football and rugby, along with Science concerts.

Road and rail links are exceptional. Birmingham and Leamington Spa are under 15 minutes by train and London just over an hour. Stratford upon Avon, Warwick and Solihull are also nearby. From Coventry it is only one rail stop to Birmingham International Airport and the National Exhibition Centre. In December, Birmingham was named host city for the 2022 Commonwealth Games, and local town, Leamington Spa, was named as one of the best places to live in the Midlands in 2017 by the Sunday Times.

The city hosts a variety of annual events such as the Coventry Half Marathon, the SkyRide and the Godiva Festival, which is the biggest free family festival in the UK.

Coventry also has two universities, Coventry University which has been awarded 'University of the Year for *Student Experience*' by The Times in 2019 and the University of Warwick, which is ranked joint 11th in the current University league tables. The University of Warwick is the highest ranking university in the West Midlands. Both universities have links with three of the city's biggest employers, Jaguar Land Rover, the NHS Trust and Coventry City Council.



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

Ofsted 2019

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