



**Blessed
Christopher Wharton**
CATHOLIC ACADEMY TRUST



Cover Supervisor

Age Range: 4 - 11

Pay Scale: SCP 7 - 11

Term Time Only

Monday - Friday 08:45 - 15:30 = 31.25 hours per week

The Governors at St. Matthew's Catholic Primary School are looking for an enthusiastic Cover Supervisor to join our wonderful school as soon as possible.

The right candidate will be committed to providing the best possible outcomes for our children.

As a Cover Supervisor, you will have the opportunity to make a significant difference to the lives of our children and the community we serve.

Please note, we can only accept applications completed on the CES Application form which is available on the BCWCAT website and from our school office by contacting us on 01274 541737 or office@stm.bcwcatt.co.uk

**Closing date for applications: 9am Friday
18th September
Interviews: Wednesday 23rd Sept**



The school is committed to a rigorous implementation of our safeguarding policy. All successful applicants will be subject to pre-employment checks and an enhanced DBS check, prior to a formal offer of employment being made. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exception Order 1975, 2013 and 2020

The Role



Effort Demands:

- Will maintain good discipline in the classroom, ensuring pupils remain engaged and behave appropriately, following school behaviour policies.
- Will be expected to use good common sense, develop creative solutions and use initiative in all matters relating to the conduct and behaviour of individual pupils, groups of pupils and whole classes, the safety, mobility (if required), hygiene and well being of the pupils; making decisions both within and often outside established working practices and procedures.
- Will make decisions relating to classroom management, pupil behaviour and safety, referring more serious issues to senior staff as appropriate.
- Will recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with the relevant school policy and procedures.
- Will deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary e.g. dealing with a sick, injured or distressed child.
- Acting as a role model, will use specialist skills and training experience to establish productive and constructive working relationships with pupils, setting high expectations, motivating and interacting with them, being aware of their individual needs, supporting difference and ensuring all pupils have equal access to opportunities to learn and develop whilst responding appropriately.
- Will have the ability to cope with the requirements of the post, which may include working with pupils who have emotional/behavioural/physical difficulties.

The Role

- Will use specialist learning skills/training/experience to support pupils.
- Use own initiative and organise own workload, pay attention to detail, work to deadlines and manage conflicting priorities whilst making decisions where appropriate within established and non established working practices.
- Will contribute to the overall ethos/work/aims of the school.
- Will support the school's ethos, aims, and values and contribute to the overall life and work of the school.
- Will appreciate and support the role of other professionals.
- Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the designated officer in line with school policy and procedure.

Person Specification

Qualifications/ Training	Essential or Desirable
Level 3 qualification in a relevant field (e.g. Supporting Teaching and Learning)	D
GCSE English and Maths (Grade A–C / 9–4) or equivalent	E
First Aid qualification	D
Willingness to undertake further professional development	E

Experience	Essential or Desirable
Experience of working with or supervising children in a school or similar environment	E
Extensive experience of working with pupils who have complex and special needs	D
Experience of managing classroom behaviour and maintaining order	E
Experience of working as part of a team	E
Experience of providing feedback to teaching staff	E
Provide evidence of having previously spoken fluently to customers at an Advanced Threshold Level	E

Person Specification

Knowledge/Skills	Essential or Desirable
Understanding of classroom roles, responsibilities and teaching strategies	E
Good literacy, numeracy and IT Skills	E
Understanding of safeguarding and child protection principles	E
Ability to work independently and use initiative	E
Ability to manage behaviour and maintain a positive learning environment	E
Ability to build positive relationships with pupils and staff	E
Understanding of equality, diversity and inclusion in an educational context	E
Understanding of basic health and safety requirements	E

Personal Attributes	Essential or Desirable
Reliable, flexible and adaptable	E
Calm under pressure	E
Good communication and interpersonal skills	E
Commitment to promoting the aims and values of the school	E



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Unlocking Opportunities: Our Offer to You



Employee Assistance Programme

Telephone counselling and mental health support is available through our EAP app with Sonder.



24/7 GP Service

Instant and 24/7 medical advice from registered nurses and access to virtual GP appointments and prescriptions



Excellent Professional Development Opportunities:

Grow your skills and advance your career with our commitment to providing outstanding professional development opportunities.



Vivup Lifestyle Benefits:

Enjoy a range of high street discounts through Vivup.



Excellent Pension Scheme:

Secure your future with our excellent pension scheme, ensuring financial stability in the long term.



Regular Learning Days:

Networking with peers off site with a range of inspirational, external speakers on a termly basis.



Positive Work Environment:

Experience a positive work culture that values your contributions and fosters a sense of belonging and fulfilment.



Opportunity to Make a Difference:

Be part of something meaningful by contributing to projects and initiatives that have a positive impact on our community and beyond.



Staff Awards

Annual Staff Awards where outstanding performance is acknowledged and rewarded.