



# St Gregory's Catholic School

Kent Catholic Schools' Partnership



## Assistant Cover Manager

### Application Pack



## St Gregory's Catholic School

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**St Gregory's Catholic School**  
Kent Catholic Schools' Partnership



**Letter from the Executive Principal**

Dear Candidate,

Thank you for your interest in this exciting role within in our ambitious partnership of two secondary schools in the West Kent Cluster of Kent Catholic Schools' Partnership.

We are a collaborative partnership of proudly Catholic, world class schools connected by our ambitious extended curriculum and passion to nurture the young people in our care into confident, well-rounded individuals who make the world a better place.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

If you are passionate about making a better world through the power of education and have the skills to help us showcase the work we do, we would love to hear from you.

Kind regards

**Mike Wilson**

**Executive Principal**

**St Gregory's Catholic School & St Simon Stock Catholic School**



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### Role Description

We wish to appoint an Assistant Cover Manager. The successful applicant will cover classes during teacher absence and assist in other areas in the School as directed. We are looking for a proactive, confident and reliable candidate with excellent organisational and communication skills.

#### **The Role:**

- To cover lessons and be responsible for the whole class in the absence of the regular class teachers – this will involve delivering the set work, monitoring the class and making sure students are kept on task and behaving appropriately
- To be visible on the corridor at times of lesson changes and to secure good behaviour
- When not covering lessons, to support whole school administration as directed by the office manager
- On a daily basis, cover supervision is likely to include:
  - Supervising work that has been set in accordance with the school policy
  - Managing the behaviour of students whilst they are undertaking this work to ensure a constructive environment
  - Responding to any questions from students about process and procedures
  - Dealing with any immediate problems or emergencies according to the school's policies and procedures
  - Collecting any completed work after the lesson and returning it to the appropriate teacher
  - Reporting back as appropriate using the school's agreed referral procedures on the behaviour of students during the class, and any issues arising

St Gregory's is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. We are an equal opportunities employer.

**Our Offer:** We create an environment where our staff can thrive and enjoy the work that they do which enables our young people to flourish, gain confidence, achieve and be happy. We have a reputation for being a very caring environment and we have a great record for investing in staff training and development.

### Application Process

Please contact the school at [HR@sgschool.org.uk](mailto:HR@sgschool.org.uk) to obtain an application form or download it from our website [here](#).

Application Deadline: 16<sup>th</sup> May 2022

Interviews: Week of 23rd May 2022

If you wish to visit the school before applying or require any support with your application, please contact [HR@sgschool.org.uk](mailto:HR@sgschool.org.uk)

### Safer Recruitment

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## Job Description & Person Specification

Job Title:	Assistant Cover Manager
Salary Grade:	Kent Range 6, £20,997 (pro rata) term time

**Hours:** Monday – Friday 8.05am – 4.00pm (35 hours p.w.). Salary will be on Kent Range 6, £20,997 (**£17,083.92 pro rata**), term time only plus 5 non-pupil days. Your contract would be for 44 weeks per year, which includes 5 weeks paid holiday.

### Experience

Working with or caring for children of relevant age

### Qualifications

- Good numeracy/literacy skills
- Good communication skills
- Knowledge/Skills
- Use basic technology – computer, IWB, photocopier
- Ability to relate well to students and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- To be confident with behaviour management skills and be able to keep groups of students on task

### General

- Applicants should also note that, given the nature of the work, it is highly likely that a criminal record check (enhanced disclosure) from the Criminal Records Bureau would be required, to ensure their suitability for working with children
- In general terms, those undertaking cover supervision should:
- Be familiar with the full range of school policies, particularly those regarding health and safety, behaviour, equal opportunity issues, special education needs (SEN) safeguarding and the staff code of conduct
- Have the necessary skills to manage safely classroom activities, the physical learning space and resources for which they are responsible
- Understand and be able to use a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Subject Leader	Date	Post Holder	Date
	Click or tap to enter a date.		Click or tap to enter a date.



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## Person Specification

	Criteria	Essential / Desirable
Faith Commitment	Understanding of the distinctive nature of a faith school	D
	A practising Catholic	D
Qualifications	Good level of education to at least GCSE standard or equivalent, including Maths and English at least Grade C / 4	E
	Education beyond 16 and a higher education qualification e.g. degree	D
Knowledge & Experience	Ability to organise and prioritise workload and work on own initiative	E
	The ability to work constructively as part of a team, understanding School roles and responsibilities and the post holder's position within these	E
	Ability to communicate well in writing and face to face to all stakeholders	E
	Demonstrable experience of improving successful student outcomes in the last three years	E
	Producing high quality experiences and outcomes for students	E
	Experience as Tutor and/ or pastoral work	E
Skills, Qualities & Abilities	Empathy with pupils	E
	Ability to use ICT effectively	E
	A commitment and understanding of the use of ICT within the curriculum	E
	Excellent communication skills	E
	Excellent interpersonal skills	E
	Excellent organisation skills	E
	Dedication	E
	Ability to remain positive and enthusiastic when working under pressure	E
	Ability to organise work, prioritise tasks, make decisions and manage time effectively	E
	Assembly, disassembly and cleaning of equipment	E