

Ursuline College

Part of the Kent Catholic Schools' Partnership



Staff Application Pack

Cover Lead

Resilience. Integrity. Respect. Serviam. Aspiration.

Getting better never stops

Staff Application Pack

Letter from the Headteacher

Dear Applicant

Thank you for your interest in this exciting role within our secondary school, which forms part of the Southeast Kent Cluster of Kent Catholic Schools' Partnership.

We have a long tradition of providing Catholic education to those in the local community and educating each student who passes through our doors to achieve their personal best. Student well-being and learning are at the heart of everything we do.

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

Danielle Lancefield
Headteacher



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The Post

Operational Line Manager:	Assistant Headteacher
Grade:	Kent Range 7
Hours per week:	28.75 (Monday to Friday 7am – 1.15pm)
Weeks per year:	38 - Term time only

Main Purpose of Job:

To coordinate and manage daily staff absence cover across the school, ensuring effective lesson supervision and minimal disruption to learning. The Cover Lead will supervise classes as required and oversee the cover process, including liaising with supply agencies, assigning internal cover, recording absences in SIMS, and reporting to SLT and HR.

General Responsibilities:

- To be committed to safeguarding and promoting the welfare of children and young people within the school.
- To act in a loyal and professional manner around school and to contribute to the overall ethos/work/aims of the school.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- To attend and support appropriate meetings/courses and to undertake any training as deemed necessary, in order to keep abreast of development.

Cover Administration and Coordination Duties and Responsibilities:

- Coordinate daily staff absence cover, ensuring lessons are appropriately covered in the absence of teaching staff.
- Begin work promptly at 7:00am to manage and assign cover responsibilities efficiently before the start of the school day.
- Liaise with external supply agencies to arrange for temporary cover staff as required.
- Accurately record staff absences and all cover arrangements using the SIMS
- Monitor and check supply agency invoices for accuracy, reporting any discrepancies to the agency.
- Accurately record and report staff absences to both the HR department and Senior Leadership Team (SLT) in a timely manner.
- Maintain effective communication with staff and external providers to ensure smooth operational cover arrangements.

Staff Application Pack

Cover Supervisor Duties and Responsibilities

- Supervise pupils in the classroom during teacher absence, ensuring that learning objectives set by the class teacher are followed and that all students are engaged and included in learning activities.
- Follow instructions and requests left by teaching staff, including distributing and collecting work, supporting set tasks, and assigning homework where directed.
- Manage student behaviour effectively, maintaining a calm, safe, and constructive learning environment in line with school behaviour policies.
- Maintain accurate and objective records of each cover lesson, including student behaviour and the quality of work completed, to support teacher follow-up and continuity of learning.
- Respond promptly to any immediate issues or emergencies, following the school's safeguarding and emergency procedures.
- Act as a positive role model, consistently upholding high expectations for behaviour, conduct, and attitude to learning.
- Support the appropriate use of ICT, classroom resources, and materials to enable students to meet the intended learning outcomes.
- Participate in relevant training, CPD opportunities, and school meetings to support professional growth and ensure good practice.
- Provide support with exam invigilation as required.
- Access and input student information using the school's management information system (e.g. SIMS), maintaining confidentiality and ensuring accurate, up-to-date records.
- Foster positive working relationships with students and staff, promoting a collaborative and respectful school environment.
- Undertake any other duties reasonably assigned by the Headteacher / Assistant Headteacher.

Staff Application Pack

PERSON SPECIFICATION

Criteria		Essential / Desirable	
Skills, Knowledge & Abilities	Excellent communication skills with ability to influence at senior level within the organisation	✓	
	Ability to organise, manage and prioritise workload effectively	✓	
	Ability to work using own initiative	✓	
	Ability to work as part of a team	✓	
	Ability to adapt to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/ situations	✓	
	Suitable to work with children and relate to them, in particular 11-19 yrs age group.	✓	
	Working knowledge of Data Protection Act	✓	
	Working knowledge of Rarely Cover	✓	
Previous Experience	Recent experience of working with young people in a school environment	✓	
	Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment	✓	
	Experience of using SIMS software		✓
Qualification/ Training	A good general standard of education, especially with regards to numeracy and literacy skills.	✓	
	First Aid qualification		✓
	Willingness to undertake further training as required.	✓	
Other	Flexible approach to working hours to meet the needs of the organisation	✓	

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Safeguarding and Safer Recruitment

Application Process

You are welcome to contact HR at HR@ursuline.kent.sch.uk if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly from Kent Teach.

Should you be shortlisted for interview, additional information may be requested at that time.

Closing date for applications: 9am Monday 30th June 2025

Interviews to be held on: w/c 7th July 2025.

Start date: September 2025

All applicants need to have the Right to Work in the UK to be considered for this role. This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly.

Safer Recruitment

Ursuline College are committed to safeguarding and promoting the welfare of children and require all staff to share this commitment. Offers of employment are subject to an enhanced disclosure and barring service check. We are an equal opportunities employer.

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Headteacher: Miss D Lancefield

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