

Ursuline College

Part of the Kent Catholic Schools' Partnership



Staff Application Pack

Cover Supervisor

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:	Senior Assistant Headteacher
Grade:	Kent Scheme C
Hours per week:	31.25
Weeks per year:	39 - Term time only plus 5 inset days

Ursuline College is situated in beautiful grounds; within easy reach of both Canterbury and Dover, with a fast train service to London. Any enquiries are welcome.

Ursuline College All Staff 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
- To 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

Job Description

Specific Duties and Responsibilities:

- Act as cover supervisor in class for pupils engaged in learning activities to ensure that the learning objectives set by the teacher are achieved, ensuring inclusion of all pupils within the classroom in order to promote equal opportunities.
- To action instructions and requests of classroom teachers whose classes are being covered, including collecting in work and setting homework.
- To manage student behaviour to ensure a safe and constructive working environment
- Keep appropriate records as agreed with the teacher, to enable objective and accurate feedback to the teacher on all aspects of the covered lesson, including behaviour and quality of work produced by students.
- To deputise for Cover Manager/Co-ordinator in their absence, arranging and managing appropriate cover, with support from Lead Vice Principal
- To deal with any immediate problems or emergencies according to school policies and procedures
- Act as a role model to students and set high expectations of conduct to ensure that good behaviour is maintained.
- Support the use of ICT and other equipment and materials to enable pupils to achieve the learning outcomes set by the teacher.
- To participate in training and other learning activities as required and attend relevant meetings to ensure own continuing professional development
- When in Sixth Form Study, to ensure an environment that is conducive to quiet study and support students and the Head of Sixth Form accordingly
- To assist with invigilation when required.

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Other Tasks

- To undertake the provision of general administrative and organisational services as needed: typing, filing, photocopying, post, archiving etc.
- To undertake the provision of administrative and other support for school events and activities including but not limited to PSHE, academic review evenings, school open evenings, carol concerts, activity week, school nurse, school photo's, bus passes etc.
- To input student records and retrieve information relating to pupils on school management information systems (e.g. SIMS) to ensure up-to-date and accurate records for staff and pupils. To ensure the utmost confidentiality in relation to such records.
- To man main reception to welcome visitors and attend to their needs in a professional manner
- Receive and prioritise incoming telephone calls and deal with them appropriately including recording and distributing messages as required.
- Provide hospitality to visitors and for various meetings within the school.
- Develop positive relations with students, parents and staff.
- Administer First Aid as and when required and ensure that accurate and complete records are maintained.
- Maintain Parlour and meeting room booking diaries
- Student mentoring.
- To maintain high personal professional standards of attendance, punctuality, appearance, conduct and develop positive relations with students, parents and staff.
- Any further duties that the Headteacher may designate, which are commensurate with the grade of the post.

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PERSON SPECIFICATION COVER CO-ORDINATOR/SUPERVISOR

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 Tuesday 6th January 2026

Interviews to be held on: To be advised

Start date: As soon as possible

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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Ursuline College

Headteacher: Miss D Lancefield

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CEO: Mrs Annemarie Whittle