



ST RICHARD REYNOLDS CATHOLIC COLLEGE

ST RICHARD REYNOLDS CATHOLIC PRIMARY SCHOOL
ST RICHARD REYNOLDS CATHOLIC HIGH SCHOOL

Cover Supervisor

We seek to appoint an experienced and enthusiastic Cover Supervisor for College based in Twickenham.

Start Date: September 2017

Working Hours: 5 days a week, 8am – 4pm, 40 weeks per year. Part time applicants may be considered, e.g. 4 days a week

Salary: NJC scale 4

We are looking to appoint a Cover Supervisor to provide support to the whole school (Primary and High School).

The successful candidate will provide non-teaching supervision for absent teachers and take on General administrative tasks at other times. It is essential that the candidate demonstrate an ability to work with a range of people at all levels including young people.

The position will involve, amongst other things:

- Assisting the part-time Cover Administrator with the daily allocation of cover resources within the school on a daily basis, including preparing cover work and liaising with agency staff
- Managing any late changes to cover in the afternoon when the Cover Administrator is not at work
- Collating feedback from agency staff at the end of the day, ensuring merit and behaviour points have been entered on SIMS with communication to appropriate staff
- Supervising pupils in cover lessons, maintain good order and safety and ensuring high quality learning
- Providing feedback to Department Heads on the lesson as appropriate
- Management of the inclusions process, including supervising pupils, setting their objectives and work for the day and reviewing the impact of the inclusion at the end of the day
- Providing office administrative support when not covering lessons or inclusions
- Accompanying pupils on school trips
- Undertaking any other duties as requested, which are commensurate with the grading and responsibilities of the post



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www.strichardreynolds.org.uk • @stRRCCCollege

Principal: Richard Burke BSc M.A.
Diocese of Westminster

You will have:

- An empathy with, and be fully supportive of, our Catholic identity and mission, if not a practising and committed Catholic
- A love for working with and supporting young people
- A positive and pro-active attitude to life and work
- Good organisational skills, with the ability to prioritise tasks, and manage your own workload
- Excellent communication skills, being able to competently deal with all of our stakeholders
- Resilience and enthusiasm
- A friendly, approachable demeanour with an adaptable and flexible outlook
- Excellent time-keeping and a responsible, reliable and mature attitude towards work
- A willingness to learn and develop
- At least 5 GCSE grades A* - C, including English and Maths
- Experience working as a teacher or in a similar role with young people. This role would suit someone that has taught previously or has an interest in teaching as a future career

What we can offer:

- Training relating to the role, systems and behaviour management
- Support for the role
- Opportunities in this growing college
- Staff incentives

Closing date for applications: **Friday 14th July 2017**

Interviews: **w.c. 17th July 2017**

If you would like to become part of our team and would like further information, please see our website www.strichardreynolds.org.uk for further details, and then apply by application form with the names of two referees and a supporting letter addressing the person specification above. Please contact Claudine Richardson at recruitment@srrcc.org.uk for further information.

St Richard Reynolds Catholic College is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants will undergo appropriate child protection screening including checks with past employers and the Criminal Records Bureau.