



**De La Salle School**

## **INFORMATION FOR APPLICANTS**

**COVER SUPERVISOR  
Scale 5 (range 9-12)**





## De La Salle School

Dear Candidate

Welcome to De La Salle School.

De La Salle School, Basildon, was founded by the De La Salle Brothers in 1972. Known then as St Anselm's RC Comprehensive, the school served families of Basildon until 1996 when it changed its name to De La Salle School.



St Jean-Baptiste De La Salle founded his first schools in the seventeenth century and his core Catholic principles run through all the work we do today.

These Lasallian values make De La Salle School the perfect choice for all families in Basildon and the wider community.

We have the highest expectation of every student entrusted to us. Preparing individuals for the many challenges the modern world has in store for them is central to the work we do. While developing their academic excellence, we support and nurture every individual to become the person God intended them to be.

We are enormously proud of the achievements of our students. When they reach the end of their time with us, we aim for each young person to leave the school confident, happy and fully prepared for the future, whether that is further education, employment or training, we fully support our students at every milestone.

As a former student of De La Salle School, I am immensely proud of all that the school stands for. I know how impressed you will be by our students, who are equally proud to be a part of this community. Their enjoyment and passion for learning is infectious and makes for a learning environment that gives the potential for each and every individual to succeed.

If you feel you want to be part of our journey and have a genuine desire to make a difference to children's outcomes, then please apply for this post. We firmly believe that visiting a school is key to deciding whether you should apply for this role, so please wherever possible contact the school to make an appointment to look around.

Yours sincerely

Paul Norris  
**Headteacher**



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### INFORMATION FOR APPLICANTS

#### COVER SUPERVISOR

**Pay Scale: Scale 5, (Range 9-12)**

**Position Start Date:** On appointment

**Contract Term:** Permanent

**Hours:** Part-time, 32.5hrs per week, Monday to Friday, term time only

**Pay Scale:** Scale 5 (range 9-12)

**Salary:** £25,808 FTE inclusive of outer fringe allowance - actual pro rata approx. £19,434

#### INFORMATION ABOUT THIS VACANCY

De La Salle School is a caring and thriving oversubscribed fully comprehensive and inclusive 11-16 school with a committed and dedicated staff. The Governors are seeking to appoint a Cover Supervisor with an immediate start available, subject to completion of pre-employment checks.

You will supervise whole classes during the short-term absence of teachers. Cover Supervisors will give instructions for the lesson as provided by a teacher and the primary focus of the role will be to maintain good order and to keep pupils on task.

The successful candidate should have excellent communication skills and be reliable, punctual and confident in working with young people.

De La Salle School is a Christian Community. It is inspired by the vision and example of St. John Baptist De La Salle. Each person is invited to become the person God intends him or her to be. They are expected to live a life of faith and love, following the example of Jesus Christ.

All members of this community are encouraged to grow in awareness of their own unique worth. They are encouraged to use their gifts in responsible and friendly co-operation with others. Within this environment, De La Salle offers a curriculum for children of all abilities.

Whilst the successful candidate is not required to be Catholic, you would be expected to support and follow the Catholic ethos of the school.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The post will be subject to an enhanced DBS check, medical check and references.



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### HOW TO APPLY

**Closing Date for Applications: Friday 3<sup>rd</sup> May, midday**

**Interview Date: TBC with individual candidates**

**Please note, interviews will be conducted on a rolling basis on receipt of suitable applications. An application is therefore encouraged.**

We encourage prospective candidates to visit the school before making an application.

If you would like to arrange a visit, please contact Sarah Wilkinson, PA to Headteacher (01268 281234) to make an appointment.

Please submit your Application Form together with your supporting statement, outlining your reasons for applying for this post, to [swilkinson@dlsbasildon.org](mailto:swilkinson@dlsbasildon.org)

In your letter please make reference to information in the recruitment pack, particularly the person specification, and explain why you would be an ideal candidate for De La Salle School and what qualities you will bring to the Team.

If you have any questions, please contact Sarah Wilkinson, PA to Headteacher on 01268 281234.



## De La Salle School

### JOB DESCRIPTION COVER SUPERVISOR

|                                   |  |
|-----------------------------------|--|
| <b>Job Title</b>                  | Cover Supervisor   |
| <b>Grade</b>                      | Scale 5  |
| <b>Reports to</b>                 | Deputy Headteacher   |
| <b>Liaison with</b>               | Teaching staff, support staff, Headteacher, pupils.  |
| <b>Job Purpose</b>                | <p>To supervise whole classes during the short-term absence of teachers. Cover Supervisors will give instructions for the lesson as provided by a teacher and the primary focus of the role will be to maintain good order and to keep pupils on task.</p> <p>Cover Supervisors will respond to general questions and provide general feedback to teachers but will not be required to undertake 'specified work' (planning, preparation, delivery, assessment, recording and reporting of achievement, progress and development).</p> <p>Cover Supervisors will not therefore be subject to a 'system of supervision' other than the general supervision applicable to all staff and will act under the professional direction of teachers.</p> |
| <b>Principal Accountabilities</b> | <p>Supervise pupils engaged in learning activities</p> <p>Provide objective and accurate feedback to the teacher on the conduct of the lesson</p>  |
| <b>Duties</b>                     | <p><i>SUPPORT FOR PUPILS</i></p> <ul style="list-style-type: none"><li>• Act as a role model and set high expectations of conduct and behaviour</li><li>• Promote the inclusion and acceptance of all pupils within the classroom</li><li>• Keep pupils on task and respond to general queries</li></ul> <p><i>SUPPORT FOR TEACHERS</i></p> <ul style="list-style-type: none"><li>• Keep appropriate records as agreed with the teacher</li><li>• Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour</li></ul>  |



## De La Salle School

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|                | <p><i>SUPPORT FOR THE CURRICULUM</i></p> <ul style="list-style-type: none"> <li>• Support the use of ICT where appropriate</li> <li>• Make appropriate use of equipment and resources</li> </ul> <p><b>SUPPORT FOR THE SCHOOL</b></p> <ul style="list-style-type: none"> <li>• Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.</li> <li>• Participate in training and other learning activities as required.</li> <li>• Attend relevant school meetings as required.</li> <li>• To respect confidentiality at all times.</li> </ul>  |
| <b>General</b> | <ul style="list-style-type: none"> <li>• Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person</li> <li>• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop</li> <li>• Participate in training and other learning activities as required</li> <li>• Attend relevant school meetings as required</li> <li>• To respect confidentiality at all times</li> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul> <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p> |



## De La Salle School

### PERSON SPECIFICATION COVER SUPERVISOR

| General heading                        | Detail  | Examples   |
|--|---|--|
| <b>Qualifications &amp; Experience</b> | Specific qualifications & experience          | Successful recent experience working with children in a school/early years environment<br><br>Educated to NVQ Level 3 in learning support/early years or equivalent qualification/experience<br><br>Completion of DCSF induction programme |
|  | Knowledge of relevant policies and procedures | Basic knowledge of First Aid and good understanding of the School  |
|  | Literacy                                      | Good reading and writing skills  |
|  | Numeracy                                      | Good numeracy skills   |
|  | Technology                                    | Good working knowledge of ICT to support learning  |
| <b>Communication</b>                   | Written                                       | Ability to write detailed reports, letters etc   |
|  | Verbal  | Ability to use clear language to communicate information unambiguously<br><br>Ability to listen effectively  |
|  | Languages                                     | Specialist language/communication skills if appropriate  |
|  | Negotiating                                   | Ability to negotiate effectively with adults and children  |
| <b>Working with children</b>           | Behaviour Management                          | Ability to demonstrate effective implementation of the school's behaviour management policy and strategies which contribute to a purposeful learning environment.  |



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|                            | SEN                   | Successful completion of training to support SEN if appropriate   |
|                            | Curriculum            | Detailed understanding of the school curriculum<br><br>Good working knowledge of specialist curriculum area(s) if appropriate   |
|                            | Child Development     | Detailed understanding of child development<br><br>Ability to assess progress and performance and recommend appropriate strategies to support development<br><br>Motivate, inspire and have high expectations of pupils |
|                            | Health & Well being   | Understand and support the importance of physical and emotional wellbeing   |
| <b>Working with others</b> | Working with partners | Ability to make a proactive contribution to the work of the team supporting children, their families and carers and contribute to group thinking, planning etc.   |
|                            | Relationships         | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults  |
|                            | Team work             | Ability to work effectively with a range of adults  |
|                            | Information           | Contribute to the development and implementation of effective systems to share information  |
| <b>Responsibilities</b>    | Organisational skills | Good organisational skills<br><br>Ability to remain calm under pressure<br><br>To be flexible<br><br>Follow instructions accurately   |





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|                | Line Management                 | Ability to manage and support the work of others  |
|                | Time Management                 | Ability to manage own time effectively<br>Ability to adapt quickly and effectively to changing circumstances/situations |
|                | Creativity                      | Demonstrate creativity and an ability to resolve problems independently   |
| <b>General</b> | Equalities                      | Awareness of and promotion of equality  |
|                | Health & Safety                 | Good understanding of Health & Safety   |
|                | Child Protection                | Good understanding and effective implementation of child protection procedures  |
|                | Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality   |
|                | CPD                             | Demonstrate a clear commitment to develop and learn in the role<br>Ability to critically evaluate own performance       |