



Harlesden Road, Willesden , London,NW10 3RN

Introduction

Newman Catholic College is a diverse and dynamic learning community in North West London. We are an inclusive school of faith where our emphasis is on the development of the whole person.

We are an "Outstanding" Catholic School (CSI Section 48) and have been consistently rated a "Good" school by Ofsted, most recently in May 2022. Newman Catholic College is an inclusive school that has the highest of expectations for all its students. We believe that the motto, "*Everyone Counts, Everyone Contributes, Everyone Succeeds*" best encapsulates the ethos and values of the community we have established.

JOB DESCRIPTION

Cover Supervisor

Salary – UQT 1 (£24,254) to UQT 6 (£35,081) (based on experience)

MAIN PURPOSES OF THE POST:

1. To make a positive contribution to pupils' learning throughout the school by providing cover supervision for the short term absence of teachers
2. To provide other general supervisory cover as required
3. To provide additional support to class teachers as required
4. To assist with general administrative tasks as required

At all times the post holder will be expected to uphold the school's reputation, standards and ethos and work within the school's policies and procedures, particularly those regarding health & safety, confidentiality, equal opportunities, special educational needs and child protection.

RESPONSIBLE TO:

MAIN AREAS OF RESPONSIBILITY:

- to supervise work that has been set for pupils whose teacher is absent (short term) from the classroom
- to communicate the work set by the class teacher to the pupils and to follow all instructions as directed by the class teacher
- to manage the behaviour of pupils whilst they are undertaking this work and ensure a positive learning environment within the classroom
- to respond to any questions from pupils about processes and procedures
- to deal with any immediate problems or emergencies according to the school's policies and procedures to collect any completed work after the lesson and return it to the appropriate teacher to report back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the lesson and any issues arising
- to assist in the administration and supervision of tests and examinations
- to assist in the supervision of pupils on trips / visits
- to assist in the supervision of pupil detentions
- to carry out administrative tasks (both within and outside the classroom) as required
- to attend staff training / meetings as appropriate

Application process

Visits to the school are welcome and encouraged. Please get in touch if you would like to arrange this: We would be more than happy to show you around, and answer any questions you may have in advance of the interview.

Newman Catholic College is committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community. We are committed to the protection of children and vulnerable adults.

Appointment is subject to a clear, enhanced DBS check.

Application forms must be completed and are available from the school website or by phoning the school office on 020 8965 3947. Please note that CVs will not be accepted.

Completed forms should be returned directly to Newman Catholic College at the above address or via email to trohan@ncc.brent.sch.uk.

Closing date: 06th October 2023

Interviews: 11th October 2023

