



*Saint*GREGORY'S  
*Bath*

*Outstanding  
Catholic education for all*

Application pack for the post of:


## *Cover Supervisor*

Contract type: 32.5 hours per week, term time only plus all INSETS,  
Permanent

Closing date: Midnight on Sunday 16 December 2018

Interviews: Thursday 20 December 2018

*"In Christ we flourish"*



*“Saint Gregory’s is simply the best school in every possible way. My children have gone from strength to strength due to excellent teaching and pastoral care. They are confident, capable, well-rounded and above all, happy.”*

Parent



*Saint* GREGORY'S  
*Bath*

## *Mission Statement*

As a Catholic school, our inspiration is Jesus Christ. We therefore promote the dignity and well-being of every child and ensure that they flourish with us in a safe, happy and enriching environment.

We believe that everyone is gifted and called by God to fulfil some definite service for the greater good of society. We will help our students to discover their vocation in life, to achieve their full potential and to use their gifts for the greater glory of God.

## *Student Creed*

At St. Greg's, we are a family.  
We walk together in the footsteps of Jesus.  
We are all equal in the sight of God  
So everybody deserves dignity and respect.  
We believe that we are all blessed with gifts  
And called by God  
So let's do something special,  
Let's work together for a better future.

In Christ we flourish.



*Saint***GREGORY'S**  
*Bath*

## *Welcome to Saint Gregory's*

Dear Prospective Applicant,

Thank you for your enquiry regarding the post of Cover Supervisor at Saint Gregory's Catholic College, Bath to start January 2019.

Saint Gregory's is an over-subscribed high achieving school with a national reputation for excellence. Our last Ofsted and Diocesan inspections rated us as outstanding and we are committed to maintaining and developing that high standard.

At Saint Gregory's we inspire and encourage our students to fulfil their potential and flourish. We are recruiting for an ambitious and talented Cover Supervisor who has a commitment to academic excellence and who will inspire our students to reach their potential. If you are successful you will be joining an established, successful and highly skilled team.

As a Catholic school we provide our students with a moral compass based on Catholic Social Teaching that supports their growth and development. It is essential that our students are encouraged to have enquiring minds, ask questions and form their own opinions. At Saint Gregory's, we aim to ensure that our students grow into well-rounded, reflective, caring and thoughtful young people, ready to take their place in society.

We are an inclusive school that places the student at the heart of everything we do. As a Catholic school our values are explicitly Christian, however you do not have to be of the Catholic faith to apply for this post.

There is a warm, welcoming family atmosphere at Saint Gregory's that underpins our culture as a school. Teamwork is at the heart of everything we do and by working together we aim to provide the very best opportunities for all our students and staff.

If you would like to apply for this post, please submit your application by midnight on **Sunday 16 December 2018**. Interviews will be held on **Thursday 20 December 2018**. If you have any further questions, or would like to arrange a visit, please do not hesitate to contact the HR Manager, Mrs Jae Crowley, on 01225 832873 or by email at [hr@st-gregorys.org.uk](mailto:hr@st-gregorys.org.uk).

Yours faithfully

Ms A Cusack  
**Headmistress**

*"In Christ we flourish"*



*"This is an outstanding school."*

Ofsted, July 2013



*Saint* GREGORY'S  
*Bath*

## *About this role*

|                       |  |
|-----------------------|--|
| <b>Post:</b>          | <b>Cover Supervisor</b>  |
| <b>Contract type:</b> | 32.5 hours per week, Term Time Only (including all INSET days)<br>Permanent<br>Monday to Friday 8.30am – 3.20pm<br>(to include a 20 minute unpaid lunch break) |
| <b>Salary:</b>        | Grade O SCP 17-19 £14,028 - £14,612 (actual)   |
| <b>Closing date:</b>  | Sunday 16 December 2018, midnight  |
| <b>Interviews:</b>    | Thursday 20 December 2018  |

**We are recruiting for a talented and enthusiastic Cover Supervisor to join our supportive and friendly team from January 2019.**

The successful candidate will work as a Cover Supervisor and take charge of whole classes during the short-term absence of teachers. When not required to provide cover the post-holder will also be part of our Student Support provision offering learning support to our students and administration support to colleagues.

Applicants must possess a minimum of five GCSE passes at Grade C or equivalent including literacy and numeracy and have the ability to safely manage classroom activities and the physical learning space. It is essential that applicants have experience of individual work or group work with children and young people, ideally within a school setting.

Applications are invited from individuals who are currently either working as a Cover Supervisor or an exceptional and aspiring education professional who is ready to take the next step in their career.

**The successful candidate must demonstrate:**

- Experience of individual work or group work with children, young people and families;
- An understanding of child and family dynamics and child development;
- Knowledge of national curriculum and other learning programmes;
- A flexible and engaging approach, inspiring students to achieve their very best;
- Ability to manage safely classroom activities and the physical learning space.

**In return, the successful candidates can expect:**

- Outstanding professional support;
- A vibrant and dynamic student body that deserves the very best in teaching and support;
- Free on-site parking;
- Childcare Voucher Scheme;
- Access to the Local Government Pension Scheme;
- Employee Assistance Programme.

If you would like to be a part of this successful and thriving school, we would like to hear from you. For an open conversation about the role and/or to arrange a visit prior to application, please contact the HR Manager, Mrs Jae Crowley on **01225 832873** or email [hr@st-gregorys.org.uk](mailto:hr@st-gregorys.org.uk) to arrange a suitable time.

We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children. We follow safer recruitment practices and appointments are subject to an enhanced DBS check. Details of our Child Protection Policy can be found on our website at [www.st-gregorys.org.uk/useful-information/key-documents](http://www.st-gregorys.org.uk/useful-information/key-documents).



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## *About Saint Gregory's*

Saint Gregory's is a Catholic voluntary aided secondary school which was established by the Diocese of Clifton. It primarily serves designated Catholic parishes in Bath and North East Somerset, North West Wiltshire and the north of the County of Somerset and admits students of 11-18 years. It is a medium-sized popular co-educational school, founded on Catholic Christian values and with a strong family and community ethos. These values envelop the learning of students, providing them with an academic start to life that is supportive, nurturing and inspiring. Saint Gregory's has a well-deserved reputation for academic excellence, outstanding pastoral care and an excellent enrichment programme.

The New Sixth is an exciting collaboration between Saint Gregory's Catholic College and St Mark's Church of England School. The New Sixth provides a unique post-16 experience in the state sector in Bath and North East Somerset: a high-quality sixth form education with outstanding pastoral support and a wide range of enrichment activities, inspired by Christian values.

Saint Gregory's has maintained its Outstanding judgement in its most recent Ofsted and Diocesan inspections.

*"In Christ we flourish"*



*“Students’ achievement is outstanding. All groups, including higher ability students, those who speak English as an additional language and those who have special needs, make rapid progress in relation to their starting point and abilities.”*

Ofsted, July 2013



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*Bath*

## *Our Location*

We are located at the southern gateway to the World Heritage City of Bath with beautiful views towards the Severn Estuary and over Bath. Access to the school is easy as it is on main bus routes and next to the Odd Down Bath Park and Ride terminus.

The World Heritage City of Bath itself needs little introduction. Over four million tourists a year come to visit its many attractions, such as its Georgian architecture, its festivals, theatres, museums, restaurants and shops. It boasts excellent schools, rugby and football teams and Olympic standard training facilities at the University of Bath.

In 2017, Bath was named as the safest place to live in the UK. It is also a regular feature of the Sunday Times and Telegraph lists for best places to live in the UK, offering a very high quality of life. Earlier this year, it was named as the best UK city to raise a family by MoneySuperMarket.

Bath is served by many attractive towns and villages, and our staff and students come from diverse locations.

*“In Christ we flourish”*

*“Students make an outstanding contribution to the Catholic life of the school and benefit enormously from it. The school ethos is demonstrated by the exemplary behaviour of its pupils, their respect and care for one another, as well as their outreach to others outside the school.”*

Clifton Diocese Inspection Report, October 2013





*Saint*GREGORY'S  
*Bath*

## *Job Description*

This job description should be read in conjunction with the professional duties set out in the governors' Pay Policy and Performance Management Policy.

### Key Areas of Responsibility

#### 1. Core Purpose

- 1.1 To actively support and promote the school's vision and values as outlined in the Mission Statement.
- 1.2 To supervise whole classes during the short-term absence of teachers, to maintain good order and to keep students on task.
- 1.3 To support the provision of student support to include working with the Director of Pastoral Care, Assistant Head (Pastoral), SEND Manager and Heads of Year in implementing and maintaining the School's Behaviour Policy.
- 1.4 To maintain a constructive learning environment.
- 1.5 To provide support to students when not required for cover, including in-class.
- 1.6 To provide admin support to colleagues in Student Support when not required for cover.
- 1.7 To act as a tutor if required.
- 1.8 To supervise students at other times of the day and to carry out lunch time duties as required.

#### 2. Monitoring, Evaluation and Planning

- 2.1 To register and record student attendance in lessons using SIMS.
- 2.2 To support students, where appropriate, offering advice and guidance to students of all ages and abilities in order that their work is of a high standard.

#### 3. Curriculum

- 3.1 To liaise with, and report back to, teachers setting work or the Cover Manager.
- 3.2 To develop an understanding of the specific needs of the students concerned.

#### 4. In the event that no lesson cover is required:

The Cover Supervisor will meet with the Data and Cover Manager to be briefed on the requirements for the day which will include, but are not exclusive to, the following:

- 4.1 To co-ordinate and maintain documentation relating to any student including maintaining data on the SIMS database.
- 4.2 To work closely with the Director of Pastoral Care, Heads of Year and in conjunction with the Behaviour Support Manager and SEND Manager in the drawing up and implementation of IEPs.
- 4.3 To work collaboratively with parents and staff and to attend any relevant meetings.
- 4.4 To work closely with the Director of Pastoral Care, Behaviour Support Manager, SEND Manager, Head of Year and other relevant personnel and the student to establish an appropriate Early Intervention Strategy.



## *Job Description*

- 4.5 To mentor disaffected students in danger of exclusion.
- 4.6 To work closely with the Director of Pastoral Care and Heads of Year, in conjunction with the Behaviour Support Manager, in the drawing up and implementation of PSPs. This work will involve close consultation with LA Behaviour Support, keeping parents informed of positive and negative outcomes.
- 4.7 To work with the Assistant Head (Pastoral) and Behaviour Support Manager in developing strategies to support the school's anti-bullying and no-smoking policies.
- 4.8 To offer in-class support to students as required.

### 5. Post Dimensions

- 5.1 Number of staff managed: None
- 5.2 Departmental budget: None
- 5.3 Section budget: None

### 6. Supervision Received

- 6.1 Supervision received from the Data and Cover Manager in relation to cover requirements and from the SEND Manager when not required for cover.

### 7. Contacts

- 7.1 Appropriate staff within the school; parents and carers; the Local Authority and outside agencies as and when necessary.

### 8. Professional Development

- 8.1 The postholder will be expected to undertake any appropriate training provided by the school to assist them in carrying out any of the above duties.

### 9. Resources

- 9.1 To be responsible for the implementation of the School Health and Safety Policy and for the safety and wellbeing of students in his/her classes.

### 10. Additional Responsibilities

- 10.1 This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.



## *Job Description*

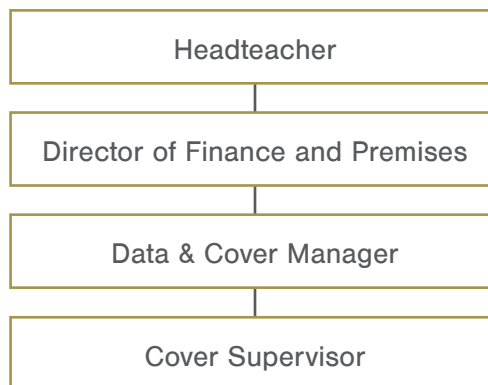
### 11. Safeguarding

- 11.1 The Governors of St Gregory's Catholic School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced certificate from the Disclosure and Barring Service is required for this post prior to commencement.


### 12. Special Notes and Conditions

- 12.1 The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- 12.2 The postholder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- 12.3 All employees of Saint Gregory's Catholic College are expected to be supportive of the Christian ethos of the school, its aims and Mission Statement.

### 13. Organisational Management Chart



This job description will be reviewed annually or more frequently if necessary by the Headmistress in consultation with the post holder.

A young boy with dark, curly hair is the central focus, wearing a dark green school blazer over a white shirt and a green and yellow striped tie. He is smiling slightly and looking towards the camera. In the background, other students in similar uniforms are visible but out of focus. The lighting is bright, suggesting an outdoor setting.

*“Saint Gregory’s is a truly nurturing environment for children, allowing them to grow and flourish into wonderful human beings.”*

Parent



*Saint*GREGORY'S  
*Bath*

## *Person Specification*

| Cover Supervisor   | Essential | Desirable |
|--|-----------|-----------|
| Qualifications and professional development  |           |           |
| Minimum of five GCSE passes at Grade C or equivalent including literacy and numeracy                         | ✓         |           |
| Relevant professional qualification or equivalent  |           | ✓         |
| Experience/Knowledge   |           |           |
| Experience of individual work or group work with children, young people and families                         | ✓         |           |
| An understanding of child and family dynamics  | ✓         |           |
| Understanding of child development   | ✓         |           |
| Computer literate  | ✓         |           |
| Experience of working in a school setting  |           | ✓         |
| Experience of working with vulnerable children   |           | ✓         |
| Experience of using a range of learning strategies whilst working with children with various needs           |           | ✓         |
| General understanding of national curriculum and other learning programmes/ strategies/codes of practice     |           | ✓         |
| Ability to effectively use IT to support learning and use of other equipment technology i.e. computer, video |           | ✓         |
| Skills   |           |           |
| Ability to manage safely classroom activities and the physical learning space                                | ✓         |           |
| Ability to relate well to both children and adults   | ✓         |           |
| Able to work as part of a team   | ✓         |           |
| Able to prioritise own workload and self-motivate  | ✓         |           |
| Excellent communication skills   | ✓         |           |
| Child centred approach to working  | ✓         |           |
| Ability to self-evaluate learning needs and actively seek learning opportunities                             |           | ✓         |



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## *Person Specification*

| Cover Supervisor  | Essential | Desirable |
|---|-----------|-----------|
| Personal Attributes   |           |           |
| A positive role model for students and staff  | ✓         |           |
| Supportive of Christian ethos of school   | ✓         |           |
| Emotionally intelligent   | ✓         |           |
| Motivated   | ✓         |           |
| Enthusiastic and positive   | ✓         |           |
| Calm under pressure   | ✓         |           |
| Organised and punctual  | ✓         |           |
| Practising Catholic   |           | ✓         |
| Willing to contribute to wider life of school   |           | ✓         |
| Safeguarding children   |           |           |
| Ability to form and maintain appropriate relationships and personal boundaries with children and young people | ✓         |           |
| A clear understanding of child protection issues  | ✓         |           |
| Appropriate attitudes to the use of authority and maintaining discipline.                                     | ✓         |           |



*“Sporting, artistic and dramatic opportunities are outstanding and all students take full advantage of the range of opportunities to develop clear, personal values and to make an impact on school life.”*

Ofsted, July 2013



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## *How to apply*

Closing date for applications: Sunday 16 December 2018 at midnight  
Interviews will be held on: Thursday 20 December 2018

Applicants are asked to submit their application to:

Mrs J Crowley, HR Manager by email to: [hr@st-gregorys.org.uk](mailto:hr@st-gregorys.org.uk)

They may also be submitted via post to:

Mrs J Crowley, HR Manager  
Saint Gregory's Catholic College  
Combe Hay Lane  
Odd Down, Bath, BA2 8PA

Please note that no other material (such as resumés, testimonials or CVs) will be considered during the selection process.

To arrange a visit prior to application or to discuss the role further with the Headteacher, please contact the Headteacher's Personal Assistant, Mrs S Gormley, on 01225 838200 or email: [gormleys@st-gregorys.org.uk](mailto:gormleys@st-gregorys.org.uk).

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