St Ralph Sherwin
Catholic Multi Academy Trust

St Philip Howard Catholic Voluntary Academy
Sunlaws Street, Glossop, Derbyshire SK13 8DR

Tel: 01457 853611
www.**http://www.sph.academy/**







Application Pack

Cover Supervisor
St Philip Howard Catholic Voluntary Academy
Glossop

Welcome

St Ralph Sherwin
Catholic Multi Academy Trust

Dear Applicant,

Thank you for expressing an interest in applying to work within the St Ralph Sherwin Catholic Multi-Academy Trust (CMAT). As CEO, I want to provide you with an introduction to our Trust and to give you a flavour of what working within our Trust would be like.

Firstly, you do not need to be a Catholic to work in our Trust. There are certain reserved positions, which require someone to be Catholic, i.e. CEO, Headteacher, Deputy Headteacher, Subject Leader/Head of RE and Lay Chaplain but other than that a respect for our ethos and a willingness to participate in what we do is all that is required.

Everybody who works within our Trust, in a school or central offices is in some way a teacher. Whether you are the headteacher, a classroom teacher, receptionist, cook, cleaner, caretaker, HR or Finance manager/assistant you have an impact on the children we serve. We are a family and building a community which supports and upholds our gospel values of tolerance, respect, compassion and love are central to our success going forward.

This is a hugely important time in the life of our Trust. As of 1st September 2018, we have brought together 25 schools from Derby City, Derbyshire, Staffordshire, Stockport and Nottinghamshire (of which 20 are primary and 5 are secondary) to work within the Trust.

As CEO of the Trust I understand the huge responsibility I have to ensure that every child and young person benefits from the establishment of this new Trust.

The St Ralph Sherwin Catholic Multi-Academy Trust has been formed to preserve, maintain and develop Catholic education in the areas served by its academies. We are committed to providing the highest quality of education for every child and young person we serve.

We have a vision for our Trust that goes beyond our individual academies and that changes our perceptions from *my* academy to *our* academy. Working together through the Trust, each academy will benefit educationally from the expertise within the Trust as a whole and practically from the services procured and provided centrally. By formalizing the links between secondary and primary schools we will provide a stable, challenging and consistent education through the phases to those pupils and families we serve. Our Trust will be a dynamic entity, which will grow and adapt with those who are working and learning within it. It will respond to the needs of its community while adhering to the Catholic principles upon which its member academies are founded.

We have been given a wonderful opportunity to shape the future of Catholic education for around 8,000 young people who attend our schools across the Trust.

Schools are special places where we get the chance to improve the lives of young people in a unique way. The best schools are places where we develop young minds; we must focus on growth not just in the brain but the growth of character, the development of the whole person.

I hope you are excited by this vision of what we want to achieve and if you feel you want to be part of this, I would encourage you to apply for this position within our Trust.

Yours sincerely

Sean McClafferty

CEO, Saint Ralph Sherwin Catholic Multi-Academy Trust

About St Philip Howard

St Philip Howard

Catholic Voluntary Academy

Part of St Ralph Sherwin Catholic Multi Academy Trust

Sunlaws Street, Glossop, Derbyshire SK13 8DR

Tel: 01457 853611
Email: info@sph.academy

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St Philip Howard Catholic Voluntary Academy, part of the St Ralph Sherwin Catholic Multi-Academy Trust are seeking to appoint an experienced Cover Supervisor to join our busy, hardworking team.

We are seeking to appoint a committed Class and Pupil Manager who will work as part of a very effective and well supported team of cover teachers.

The position requires the delivery of pre-prepared lessons to pupils in class across a range of subjects during the short-term absence of their normal class teacher, work under the guidance of teachers and/or members of the school Leadership Team and within an agreed system of supervision.

You will be expected to support individuals and groups of pupils to enable access to learning, which could include those requiring detailed and specialist knowledge in particular areas, and act as an examination invigilator, when required. To provide administrative support for the school when not required for cover invigilation.

You must possess as minimum qualifications GCSE grade C or above, or equivalent English and Mathematics and have experience of working with young people aged 11-19 years.

St Philip Howard Catholic Voluntary Academy is a mixed, comprehensive, Roman Catholic secondary school situated in the thriving town of Glossop, Derbyshire. It is part of the newly formed Catholic Multi Academy Trust; St Ralph Sherwin.

A smaller than average secondary school, St Philip Howard currently has 480 pupils on roll and is growing rapidly. St Philip Howard is on a journey to outstanding and since the Academy opened in September 2015 has gone from strength to strength. The recent Inspections which took place in 2018 have confirmed this.

Ofsted inspected the Academy in January 2018. Inspectors acknowledged the hard work and commitment of the Senior Leadership Team, Staff and Governors.

Visits to the school are encouraged and appointments can be made by calling Vicky on 01457 653611.

Closing date: 12th November 2018
Interviews: Week Commencing 12th November2018

The St Ralph Sherwin Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

You do not need to be a Catholic to work in our Trust. There are certain reserved positions, which require someone to be Catholic, i.e. CEO, Headteacher, Deputy Headteacher, Subject Leader/Head of RE and Lay Chaplain but other than that a respect for our ethos and a willingness to participate in what we do is all that is required.

Ref: SRSSPHCOVER1018

Job Description

Reports to: Associate Assistant Headteacher

Accountable to: Associate Assistant Headteacher & Deputy Headteacher

This job descriptionwill be reviewed annually and may, after negotiation and consultation, be changed according to the needs of the school

ii. lies within the framework of current APT&C Conditions of Service

was reviewed in June 2005.

Job Purpose

To work under the guidance of teachers and/or members of the school Leadership Team and within an agreed system of supervision.

To support individuals and groups of pupils to enable access to learning. This could include those requiring detailed and specialist knowledge in particular areas.

To supervise whole classes during the short-term absence of the teacher. The main focus of such cover will be to respond to questions, assist pupils to undertake set activities and stay on task and maintain order.

To act as an examination invigilator, when required. To provide administrative support for the school when not required for cover invigilation.

Support for pupils when supervising classes in the absence of the teacher

- To invigilate internal and external examinations when required.
- To register and record student attendance.
- To instruct students regarding the work left by their teacher.
- To provide students with the necessary resources for their learning.
- To enable orderly entrance and exit of classrooms.
- To promote the inclusion and acceptance of all pupils within the classroom.
- To create a calm and purposeful environment in which pupils can complete work set by the classroom teacher and engender high expectations.
- To follow school systems and procedures on behaviour management.

To report back as appropriate using the school's referral procedures on the behaviour of pupils during the class and any issues arising.

To manage resources effectively and ensure classrooms are left tidy and ready for the next lesson.

Job Description

Support for the School

- Support for the Curriculum when supervising classes in the absence of a teacher.

To collate a bank of supervision work in liaison with the relevant members of the teaching staff.

- Be aware of and comply with policies and procedures relating to inclusion, child protection, assertive discipline, health, safety and security, equal opportunities and SEN, confidentially and data protection, reporting all concerns to an appropriate person.

- Contribute to the overall ethos/work/aims of the school.

Establish purposeful relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress for pupils.

- Attend and participate in regular meetings, including staff meetings.

Participate in training and other learning activities and an annual performance review as required.

Recognise own strengths and areas of expertise and use these to advise and support others.

- Provide appropriate guidance and supervision and assist in the training and development of other support staff as appropriate.

- Undertake planned supervision of pupils' out-of-school-hours learning activities.

Assist with the supervision of pupils out of lesson time, including before and after school and at breaktimes.

- Supervise pupils on visits, trips and out-of-school activities as required.

Provide clerical/admin support, eg, photocopying, typing, filing, collecting money etc

Education/Qualification/Knowledge

1.1 No specific formal qualification required but expected NVQ Level 3 or equivalent as a minimum

1.2 Excellent numeracy/literacy skills

1.3 Understanding of principles of child development and learning processes

1.4 Knowledge of, and ability to use a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs

Person Specification

	Essential	**Desirable**
Education and Qualifications.	a) GCSE or equivalent including Maths and English at Grade C or above. b) GCE Advanced level or equivalent Qualification.	a) Higher Level Teaching Assistant Qualification b) Education related degree
2. Relevant experience	a) Experience of working with young people aged 11-19 years b) Proven experience of dealing effectively with change c) Experience of thinking on your feet	a) Experience of working in a secondary school b) Proven experience of presenting information to a variety of audiences. c) Experience of working with young people in out of school activities d) Proven experience of working with different types children including those with behavioural problems and gifted children.
3. Specialist knowledge	a) Ability or potential to use and interpret data. b) Ability to find solutions to complex problems.	

Information for Applicants

How to apply
A job description and person specification are available for download.

If you wish to apply, please down load, complete and email your application form and associated forms to vacancies@srscmat.co.uk by the closing date.

Please ensure that your application contains the following:

- A clear indication of the post for which you are applying
- Email addresses for all your referees
  NB Should you be shortlisted, references will be taken up prior to interview
- The completed separate Rehabilitation of Offenders Disclosure Form
- The completed separate Recruitment Monitoring Form

All CVs must be accompanied by a fully completed application form.

Closing Date
Please ensure your application arrives before the closing date of **12th November 2018.** We are now monitoring our recruitment advertising and would be grateful if you could fill in this question on page two of the application form, stating where you first learned of this vacancy.

Interview
Interviews for the posts will take place as soon as possible after the closing date (scheduled for week commencing 14 October. Please assume that if you have not heard from me within two weeks of the closing date, that unfortunately on this occasion your application has not been successful.

School Visit
The school warmly encourages applicants to visit their school. Please contact the school office to arrange an appointment.

The Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. Should you be shortlisted, references will be taken up prior to interview. The appointment will be made subject to an enhanced DBS check and other pre-employment checks.

Information for Applicants

Saint Ralph Sherwin Catholic Multi-Academy Trust

On 1st September 2018, the Saint Ralph Sherwin Catholic Multi-Academy Trust brought all of the 25 Catholic schools located in Derby City, Derbyshire, Staffordshire and Stockport together in a partnership, to ensure the very best spiritual, social and academic experiences and outcomes for the young people in our schools. We will achieve this through working together to share what we do well and identify the areas where we can learn from each other. As a Catholic MAT, we will place the life, teachings and person of Jesus Christ at the centre of everything we do.

The Schools of the Saint Ralph Sherwin CMAT:

Primary Schools

St John Fisher Catholic Voluntary Academy, Derby
St Alban's Catholic Voluntary Academy, Derby
St George's Catholic Voluntary Academy, Derby
St Joseph's Catholic Primary School, Derby
St Mary's Catholic Primary School, Derby
Christ the King Catholic Voluntary Academy, Alfreton
St Elizabeth's Catholic Voluntary Academy , Belper
St Anne's Catholic Voluntary Academy, Buxton
All Saints & Saint Margaret's Catholic Voluntary Academies, Glossop
St Mary's Catholic Voluntary Academy, Glossop
St Charles's Catholic Voluntary Academy, Hadfield
St Thomas Catholic Voluntary Academy, Ilkeston
English Martyrs' Catholic Voluntary Academy, Long Eaton
St Joseph's Catholic Voluntary Academy, Matlock
St Mary's Catholic Voluntary Academy, New Mills
St Edward's Catholic Voluntary Academy, Swadlincote
The Priory Catholic Voluntary Academy, Eastwood
Holy Rosary Catholic Voluntary Academy, Burton

Secondary Schools

St Benedict Catholic Voluntary Academy
St Thomas More Catholic School
St Philip Howard Catholic School
St John Houghton Catholic Voluntary Academy
Blessed Robert Sutton Catholic Sports College



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