



Durham
Cathedral
Schools
Foundation

Cover Supervisor

*January 2024
25hrs per week
Term Time Only*



Confidence for Life
Respect for All



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Traditionally Modern

Learning has been part of the life of Durham for a thousand years. The Durham Cathedral Schools Foundation was formed in 2021 as a result of the merger between Durham School and The Chorister School. Both schools have been at the heart of the city's education for most of that time; founded in the early fifteenth century as schools for "grammar and song" by Bishop Thomas Langley, Durham School was again refounded by Henry VIII in 1541. In a somewhat odd local tradition the Cathedral is often know as Abbey, especially by Dunelmians and Old Dunelmians.

Durham School moved from its mediaeval home on Palace Green to its current location in 1844; although the city centre is only five minutes' walk away, the School has a peaceful, rural atmosphere.



Today, the Foundation educates around 750 pupils. The Chorister School is our prep school, and is for girls and boys aged 3–11. Durham School is our senior school, and is for girls and boys aged 11–18. Boarding is available to pupils aged 8 and up, and 20% of our pupils board. Just over a third of our pupils are girls.

Our vibrant and successful Sixth Form prepares pupils for the next stage of their journey. Within a community shaped by moral integrity and kindness, we cultivate ambition and responsibility, giving all Dunelmians the foundations to be happy and make a positive mark in the world.

By embracing this ethos, our pupils not only learn to pass their examinations today, but also receive an education that gives them confidence for life and respect for all.

Durham Cathedral Schools Foundation has a long and ancient history. The secret to our longevity is our passionate teachers, who, using innovative approaches and new technologies, seek to kindle the intellectual curiosity of our pupils, preparing them to answer the questions of tomorrow.



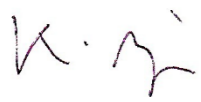
A Word from the Principal

In so many ways, all schools are similar and yet all schools claim to be different; so what is the unique quality that makes DCSF distinctive?

In short, we compete. In comparison to most schools, DCSF is small, but we do not let that stand in our way. Pupils here do lots of things that revolve around their education: sport, music, drama, outdoor pursuits, CCF, and so the list goes on. Pupils represent the school at county, national, and international levels, achieving impressive standards in all that they do and competing with the best of them.

Pupils dedicate time to these activities because they are fun and enhance CVs but, more importantly, because they develop the pupils as people; they learn to compete, they learn to win, and they learn what to do when they fail or lose. Balancing all this with academic work is never easy but pupils learn from the very beginning that examinations cannot get in the way of an education that will last a lifetime.

There are many tasks which might compete as the most important for any headteacher, but getting the right people on the bus is not only a privilege but also the guarantee that DCSF remains distinctive and all that it is. The teachers here dedicate themselves to their pupils, they inspire questioning and a love of learning, and contribute to a warm and lively community.



Kieran McLaughlin
Principal



A World Class Location

"I got off at Durham, intending to poke around the cathedral for an hour or so and fell in love with it instantly in a serious way. Why, it's wonderful – a perfect little city – and I kept thinking: 'Why did no-one tell me about this?' I knew, of course, that it had a fine Norman cathedral but had no idea that it was so splendid. I couldn't believe that not once in twenty years had anyone said to me, 'You've never been to Durham? Good God, man, you must go at once! Please – take my car.' I had read countless travel pieces in Sunday papers about weekends away at York, Canterbury, Norwich, even Lincoln, but I couldn't remember reading a single one about Durham, and when I asked friends about it, I found hardly anyone who had ever been there. So let me say it now: if you have never been to Durham, go at once. Take my car. It's wonderful."

Bill Bryson, Notes from a Small Island



M

MORAL INTEGRITY

We have the courage to say and do the right thing

We demonstrate a will to do the right thing

We can be relied upon to do the right thing

We act in private as we do in public

We stand firm for what is right

We challenge things we think wrong and are open to challenge from others

We are accountable for failure as well as success, and do not allocate blame

We demonstrate and promote honesty, and are true to ourselves



A

AMBITION

We achieve our goals by consistently working toward them

We go above and beyond the call of duty

We re ambitious when we set goals for ourselves

We seek help and support before giving up and identify lessons in setbacks

We encourage all to develop maximum potential and support others to achieve

We embrace opportunities, challenge, and seek to develop our skills and talents

We identify opportunities for School Development



R

RESPONSIBILITY

We do what we say we will

We are punctual and prompt in all that we do

We use our resources responsibly, developing and caring for our environment

We act before being asked and consistently deliver on expectations

We prepare thoroughly for all tasks

We are accountable for our actions

We encourage autonomy in all and seek leadership

We acknowledge and seek to resolve problems

We pioneer better ways of doing things



K

KINDNESS

We are open and approachable to all, no matter their gender, faith, race or background

We welcome and listen to the opinions of others and look to engage and involve a diverse range of views in the community

We attend to and include newcomers and those needing help, and actively build relationships

We support each other and stand up for fellow colleagues and pupils

We acknowledge individual needs within our diverse and inclusive community

We speak positively of the School community, and are positive in responding to questions



Our Values

For over 600 years, Durham Cathedral Schools Foundation has prepared the young of today to be the leaders of tomorrow in the lessons we teach both in and outside the classroom, but more importantly in the values we encourage in every aspect of our daily lives. Moral integrity, ambition, responsibility, and kindness are the MARK of a Durham Cathedral Schools Foundation education.



The Position

We are looking to appoint an enthusiastic, highly motivated Cover Supervisor to provide supervision of classes in the absence of teaching staff.

You will be delivering set work, managing behaviour, and liaising with teaching staff.

During non-cover periods the successful candidate will be expected to undertake duties including supervising Sixth Form study periods, supporting students in lessons, mentoring, exam invigilation, general administration and display work. Classroom experience and the ability to engage effectively with children is an important requirement.

This is a fantastic opportunity to join our Foundation. In turn, we are looking for a candidate committed to playing a part in transforming the lives of our young people.

Please note, you will be working 25 hours per week.

Monday to Friday 8.30am – 1.20pm during term time. You will also work an additional day at the start of each academic year for staff training.

The position is 0.67 FTE and is subject to a satisfactory probationary review. All staff at Durham Cathedral Schools Foundation are expected to contribute fully to the life of our busy and successful School

The Foundation is committed to promoting the safeguarding of children and expects all employees to share this commitment. Any job offer will be made subject to satisfactory checks, including an enhanced DBS disclosure.

Durham Cathedral Schools Foundation is an equal opportunities employer and welcomes applications regardless of age, gender, race, religion, disability, or sexual orientation.



Durham School

Durham School is the Foundation's senior school for ages 11-18. It is here, among the inspiring school buildings steeped in heritage, that pupils are given the chance to delve deeply into their education.

At the heart of this, is a warm and inclusive pastoral structure where strong and supportive relationships between staff and pupils, and between pupils, is both expected and championed. Our long-standing house system creates a support network for pupils where both individual and team achievements are both encouraged and celebrated

We believe in the development of inquisitive, analytical, passionate minds, educated in a dynamic and interactive environment.

Parents and alumni, Old Dunelmians, are also made to feel part of the Foundation family.

Job Description

Reports to:

Assistant Head (Staff)

The Role

Main responsibilities include:

Support for pupils:

- Supervise pupils in the classroom during the absence of the class teacher, ensuring that the work set is completed during the lesson.
- Register and record pupil attendance in lessons.
- Answer pupil queries in regard to process and procedures relating to the lesson and work set.
- Collect work completed following the lesson and provide feedback for the appropriate teacher.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- 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.

- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Record any positive/negative behaviour on the pupil record on SIMS
- Cover Form registration as required, ensuring an accurate register of pupils and participate in Form activities.
- Ensure that all lessons are appropriately covered where required.
- Cover Sixth Form Study periods as and when required

Support for the teacher:

- Work with the teacher to establish an appropriate learning environment.
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Provide objective and accurate feedback

and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.

- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/ records as requested.
- Administer and assess routine tests and invigilate exams/tests.
- Provide general clerical/admin support e.g. administer coursework; produce worksheets for agreed activities etc.
- Assist with ensuring classroom displays are maintained.
- Assist with production of resources.

Support for the Foundation:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the Foundation.
- Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress of pupils.

- Attend and participate in meetings when required.
- Participate in training and other learning activities 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 staff as appropriate.
- Undertake planned supervision of pupils' out of school hours learning activities.
- Supervise pupils on visits, trips and out of school activities as required.
- Assist with supervision for inoculations/ school photographs/school events as and when required.
- Assist with ensuring corridor displays are maintained
- Any other duties as directed by the Principal or Deputy Heads.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Role Profile



	Essential	Desirable	
PROFESSIONAL	Five or more GCSE (or equivalent) grade A-C (9-4)	•	
	Relevant experience of working in an educational environment	•	
	Experience of working with young people	•	
	Experience of invigilating examinations		•
	Comprehensive knowledge of Microsoft office packages	•	
	Able to use school systems, e.g. SIMS		•
	Excellent and effective classroom management skills	•	
	Able to apply technology in new work-related situations		•
	An awareness of safeguarding issues, legislation and good practice	•	
	Able to work on one's own as well as in a team across the width and breadth of the school community	•	
	An ability to represent the school on public occasions in a professional manner		•
	To be aware of general developments in education		•
	Enthusiastic about working in a school environment and with young people	•	
	Ability to support the co-curricular life of the School		•
	Able to inspire, and motivate learners	•	
	A people person with a sense of humour, who can show both sensitivity, decisiveness, flexibility, authority and warmth at the appropriate times	•	
PERSONAL	Good IT literacy	•	
	To uphold the School's core values publicly	•	
	To be organised with ability to prioritise and work to deadlines	•	
	Have an excellent punctuality and attendance record	•	
	Be of smart professional appearance	•	
	Confident and authoritative	•	
	Excellent written and verbal communication skills	•	
	Have a willingness to engage in further training		•
Good judgement of people and situations	•		

Our Staff



Miss Louise Hinde

Languages' Teacher & Explorer

"Learning a language is about more than simply vocabulary and grammar, it is about opening worlds; I try to show my pupils that their worlds should never be limited by language."



Mr Andrew Beales

Development Director

"My role is all about creating opportunities for young people with the support of Foundation community. From the archives through parents, alumni, to lettings and events the Development Office is a driving force for change at the Foundation.

Individuals need to develop too, and I am grateful the School have helped me to undertake an MBA in Educational Leadership."

Additional Information

Other Information

We offer a wide range of co-curricular activities, and would welcome any successful candidate who can make a commitment to leading & supporting an activity or sport.

Salary Scale

Durham Cathedral Schools Foundation pay scale, dependent of experience.

The Application

All applications are to be submitted on the School's application form; these are obtainable from the School website: www.dcsf.org.uk.

A completed application form should be sent along with a supporting statement for the attention of Mrs Emma Mussell, Personal Assistant to the Principal, principal@dcsf.org.uk

The Deadline

The deadline for all applications is noon on Thursday 7 December 2023, but please feel free to submit your application as soon as possible.

The Interview

Interviews will be held on Monday 11 December 2023.s

Further details and a schedule will be provided in advance of the interview.

Safeguarding

Durham Cathedral Schools Foundation is committed to promoting the safeguarding of children and expects all its employees to share this commitment. Any job offer will be made subject to satisfactory checks, including an enhanced DBS disclosure.

Equal Opportunities

Durham Cathedral Schools Foundation is an equal opportunities employer and welcomes applications regardless of age, gender, race, religion, disability, or sexual orientation.

GET IN TOUCH:

+44 (0)191 731 9270
principal@dcsf.org.uk

dcsf.org.uk

Durham Cathedral Schools Foundation
Quarryheads Lane
DH1 4SZ

Registered Charity No. 1023407



Durham
Cathedral
Schools
Foundation

Leading
Independent
Schools



Please note all information submitted as part of an application for a position at Durham Cathedral Schools Foundation will be held and processed under the terms of our privacy notice available at www.dcsf.org.uk/pn/