



APPLICANT PACK

Cover Supervisor

Trinity Catholic College

Middlesbrough

Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Cover Supervisor. Although we are a catholic trust we welcome both staff (and pupils) from all faiths to join our family of schools.

Within this application pack you will find:

- a) Information on how to access the online application form and additional forms related to this (these can be completed electronically and emailed)
- b) Job Description and Person Specification
- c) Further information about our Trust including our Benefits and Wellbeing package.



Applicants should return their application forms to vickers.t@trinity.npcat.org.uk by the closing date, **Monday 11th December 2023, 9am**. Any gaps in previous employment must be explained.

Should you wish to have an informal discussion about the role, please do not hesitate to contact Rachel Merifield, Trust Learning Lead on 01642 298100.

As mentioned in the advertisement, a DBS disclosure is required for this post. It is important to note that:

Nicholas Postgate Catholic Academy Trust is committed to safeguarding and promoting the welfare of children.

I would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.

Hugh Hegarty CEO

NPQH | MSc | PGCCGC | BEd Hons | CTC

Job Advert

Required:	As soon as possible
Salary:	Grade F, Spinal Point 8-11 (Actual Salary £21,343 - £22,446)
Hours:	37 hours per week, Term Time Only plus 1 week
Contract Type:	Permanent
Location:	Trinity Catholic College, Lacy Road, Middlesbrough, TS4 3JW

Catholic schools are welcoming places to pupils and members of staff from all faiths and none. More than a quarter of a million pupils and almost half of teachers in Catholic schools are not of the Catholic Faith.

Trinity Catholic College is part of Nicholas Postgate Catholic Academy Trust, a family of 32 primary schools, and 6 secondary schools. With more than 12,300 pupils and 1,500 plus staff, the Trust is now one of the largest Catholic Multi Academy Trust in the UK.

The Trust and Governors are seeking to appoint a suitably qualified and enthusiastic, highly motivated individual to cover classes in the absence of a Teacher. We are a caring Trust dedicated to academic excellence and the spiritual and moral development of all our pupils.

The successful candidate will:

- Have experience of working within a school environment
- Ideally have a degree and be an aspiring Teacher
- Support the learning of students to ensure they make good progress
- Have high levels of enthusiasm, resilience and determination
- Be committed to the ethos and culture of Trinity Catholic College

Please refer to the enclosed job description and person specification for further details.

Closing date: Monday 11th December 2023, 9am

Interview date: To be confirmed

Refer to the back cover of the application pack for details of how to apply for this position.

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks. The successful candidate will be required to sign a Catholic Education Service contract.

Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Post title: Cover Supervisor

Grade: F SCP 8-11

Responsible to: Headteacher through Deputy Headteacher and Head of House

Overall Responsibility

- To supervise cover lessons when teachers are absent. This does not imply active teaching but rather class supervision.
- To assist with administration, display and classroom tasks when not covering lessons.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to Every Child Matters agenda and Area Child Protection Procedures
- This role would be best suited to a graduate or an aspiring teacher.

Main Duties

Cover

In the context of this job description the term “cover” refers to those occasions when the normal classroom teacher is absent leaving a teaching group without a teacher. Absence can be planned, i.e. where a teacher’s absence is known in advance, or unplanned, i.e. where the teacher’s absence is for unexpected medical or personal reasons.

1. Cover for short term planned or unplanned absence of a teacher by taking registration and supervising lessons. In all cases work must have been set, either by the “absent” member of staff or the appropriate Curriculum Team Leader.
2. Manage the pupils’ behaviour in line with school policies, thus ensuring learning continues to take place.

3. Report, as appropriate and in line with school policies and procedures, any problems such as incidents of disruptive or unacceptable behaviour during the lesson.
4. Report any problems with the set work to SM Teaching and Learning - especially if it is inappropriate or below an agreed standard.
5. Help pupils during a lesson to complete tasks set either through supporting self-directed study, or assisting pupils by responding to their questions.
6. Collect all work done during the lesson, retaining it until it can be passed on to the class teacher, via the agreed route, upon their return.
7. Work with teachers and curriculum team leaders to plan cover work for an absence known in advance and prepare a bank of materials available for an unexpected absence.
8. Work with teachers in the development of educational initiatives by supporting those initiatives in the classroom.

Other Duties

1. Assist in the supervision of examinations, both public and internal.
2. Provide administration support for teachers, assist with classroom displays and other management tasks as directed.
3. During periods when cover is not needed, work as a Teacher Assistant under the direction of the HLTA and SENCO.
4. Set a good example in terms of personal presentation, attendance and punctuality.

Health and Safety

1. Undergo Basic First Aid training and update courses.
2. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
3. Cooperate with the employer on all issues to do with Health, Safety & Welfare.

4. Manage the pupils' Health and Safety, taking appropriate action related to any problems or emergencies that occur during the lesson.

Continuing Professional Development

1. Participate in an induction programme that includes lesson observations of experienced teachers and application and use of school policies and procedures.
2. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the School.
3. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available - particularly those run by the LEA for cover supervisors, e.g. those concerned with behaviour and pupil management.
4. Undergo appropriate training to support the delivery of "specified work" in order to develop skills for the post.
5. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this Job Description. Employees should be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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. We will consider any reasonable adjustments under the terms of the Equality Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

This Job Description may be altered to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The job-holder will ensure that Trust policies are reflected in all aspect of his/her work, in particular those relating to:

- (i) Equal Opportunities*
- (ii) Health and Safety*
- (iii) General Data Protection Regulations (2018)*
- (iv) Safeguarding*

Person Specification

Stage	Essential		Desirable	
Experience	E1	Working with or caring for children of relevant age		
Qualifications & Training	E2	Grade C or above (or equivalent) in GCSE Maths and English	D1	Degree
			D2	Recent safeguarding training
	E3	Relevant Level 3 qualification	D3	First aid training
Knowledge & Skills	E4	Effective use of ICT to support learning		
	E5	Understanding of relevant policies/codes of practice and awareness of relevant legislation		
	E6	General understanding of national/foundation stage curriculum and other basic learning programmes/ strategies		
	E7	Basic understanding of child development and learning		
	E8	Ability to self-evaluate learning needs and actively seek learning opportunities		
	E9	Ability to relate well to children and adults		
	E10	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these		
Personal Characteristics	E11	Committed Enthusiastic Organised Flexible Patient Resourceful Empathetic		

Special Requirements	E12	An understanding of the Catholic ethos of NPCAT		
	E13	An understanding of safeguarding and child protection requirements		



How to Apply

Application form and further information is available from:

npcat.org.uk/current-vacancies

Applicants should complete and return a **Support Staff Application Form & Recruitment Monitoring Form** to: vickers.t@trinity.npcat.org.uk

Should you be shortlisted for an interview, you will be required to complete a Rehabilitation of Offenders Disclosure Form.

Job Description: This informs you of the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Person Specification: This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact Rachel Merifield, Trust Learning Lead on 01642 298100.

Thank you for your interest in NPCAT. We look forward to receiving your application.

Please note that if you do not hear from us within 2 weeks from the closing date you are to assume your application has been unsuccessful on this occasion.