



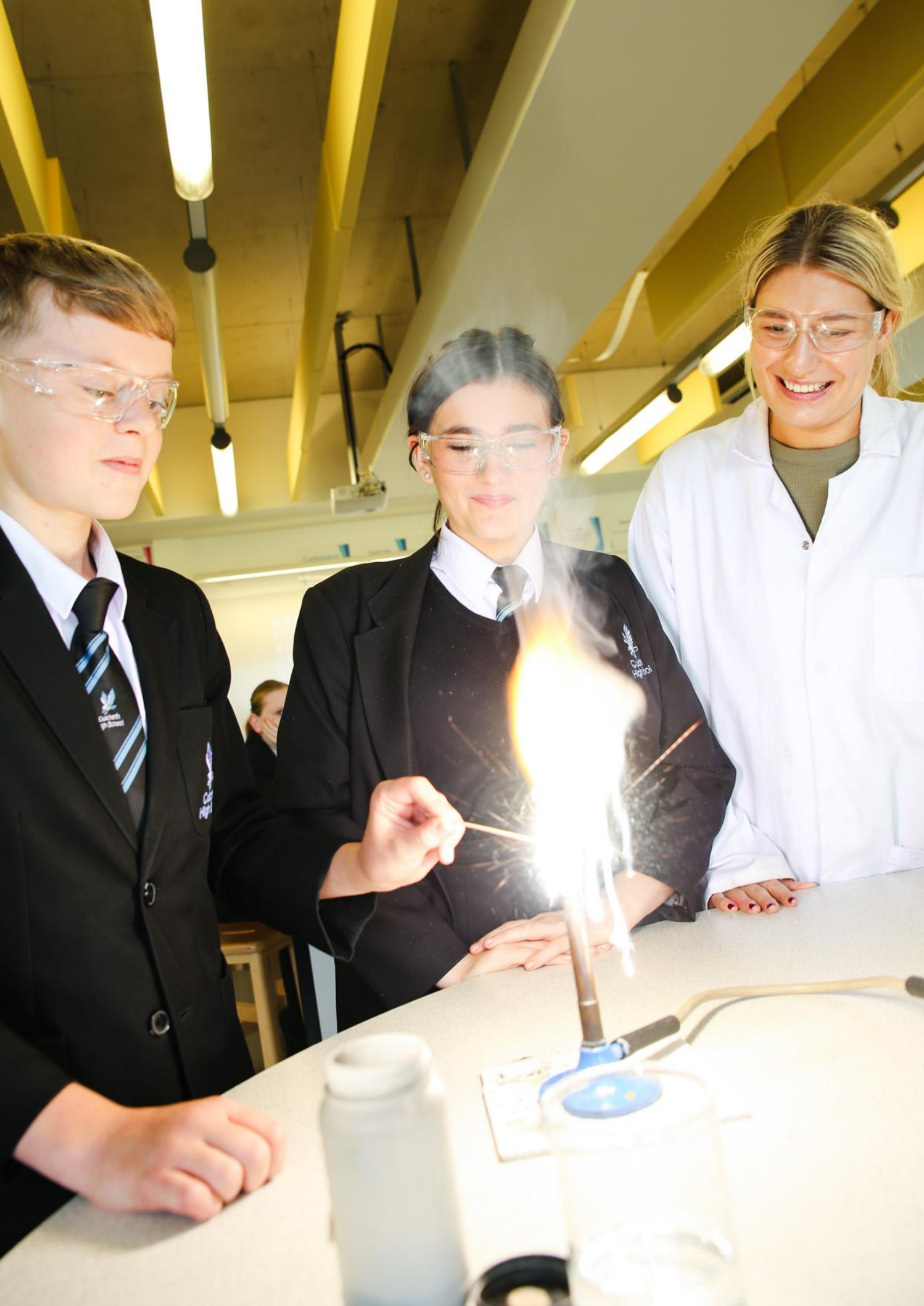
# CULCHETH HIGH SCHOOL

› THE BEST THAT WE CAN BE

Cover Supervisor



- › RESPECT
- › HONESTY
- › EXCELLENCE





Thank you for expressing an interest in joining Culcheth High School. Within this pack you will find information about the school, job vacancy and the application process.

Due to the retirement of the current post holder, we are seeking a dependable and adaptable Cover Supervisor to join our team. In this key role you will supervise whole classes during the short-term absence of teaching staff, ensuring students remain focussed and engaged in their learning. During lessons you will provide direction regarding pre-set work, maintaining high standards of behaviour and providing consistent support to students whilst responding to individual needs. When not required for cover, you will support wider school activities, including administrative tasks, student supervision and enrichment initiatives.

This is a fantastic opportunity for someone who enjoys working with young people, has excellent interpersonal skills and can think on their feet. You will be a positive and enthusiastic role model, who shares our ethos of supporting all students to receive the highest quality, inclusive teaching. Suitable applicants will be confident, resilient and patient when dealing with our student population. You will need to be able to demonstrate resourcefulness whilst also adhering to safeguarding protocols and practices.

Excellent verbal and written communication skills are essential as well as confidence with IT, including Microsoft Word and Excel. You must be willing to undertake the provision of first aid (full training will be provided).

Pre application tours of the school are welcomed

Thank you in advance for the interest you have shown. We look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'CPH', with a horizontal line extending to the right.

C P Hunt (Mr)  
Headteacher



## > Our School

As a high performing school, we offer a rich, broad and engaging education for all our young people. Culcheth High School is a successful mixed community school currently catering for around 1100 11-16 year olds. Our current examination performance places us consistently as one of Warrington's highest performing schools. Not only do students at Culcheth attain much higher success ratios than students nationally, they also make excellent progress from their starting points. The school's aim is to get the very best from each student; not only through superb teaching and learning but also by encouraging involvement in extra-curricular and community activities.

The school enjoys an enviable reputation within its locality. It is extremely popular and has been significantly oversubscribed in recent years with the school roll growing. It attracts students from more than 25 different primary schools within four different local education authorities. We are part of Warrington Local Authority which provides a supportive and professional advisory service.

Our most recent Ofsted report (Nov 2022) gave us a grade 2 rating ("good"). We are delighted that the improvements made in the school have been given public acknowledgement. The school was rated "good" in all major areas. Inspectors praised teaching and learning ("a good proportion of lessons are now outstanding"), personal development ("behaviour and attitudes to learning are good") and leadership and management. We were pleased with the report but not complacent. We want to improve further and our ultimate objective is to achieve Ofsted's highest award of 'Outstanding School'.

## > Our School's Purpose is ....

To inspire students to achieve and guide them to be confident, articulate and skilled citizens to enable them to thrive in a diverse British and global community.

## > Our Vision of Culcheth High School is ....

A truly exceptional forward thinking school with high expectations for all learners through a relentless approach to breaking down barriers to learning and evidenced by high standards of achievement across all ages, regardless of background

- A learning centred school which strives to nurture and develop the talents of all of its students
- A vibrant, tolerant and aspirational school community characterised by high levels of staff and student happiness and mutual respect, underpinned by pride, ambition and a commitment to achievement and enrichment for all
- A school community where all staff are committed to the 'Always Learning' ethos through personalised professional development underpinned by a collaborative coaching culture which promotes and nurtures all staff to sustain excellence and develop further
- A school that truly works in the community, with the community and for the community
- A financially efficient school that can provide for itself, think for itself and utilise resources to maximise the best outcomes for all
- A school that provides a relevant, purposeful and inspiring curriculum for all students enabling them to be active citizens in a modern diverse British and global community.

## > Our School's Values are ....

We want everyone to work in a caring school where everyone is valued and everyone values relationships. Our emotionally intelligent school community will celebrate individual differences and people will understand how their actions will impact upon, and be perceived by, those they affect;

We expect all members of our school community to be the best they can be and help others to be the best that they can be by valuing: **Respect, Honesty and Excellence.**





## > Our Staffing

We have a very capable and talented team of staff. The Senior Leadership Team consists of the Headteacher, 1 Deputy Headteacher, 5 Assistant Headteachers and the Finance and Business Manager. We have circa 70 teaching and 50 support staff.

The school is also supported by a committed and enthusiastic Governing Body, the members of which have a diverse range of skills and expertise.

We are strongly committed to the development of our staff. We use external courses to support colleagues but also believe firmly in the benefits of internal expertise – sharing through coaching and “in-house” good practice sessions. We also work with a group of other schools to support teacher training in middle-management and excellent classroom practice.

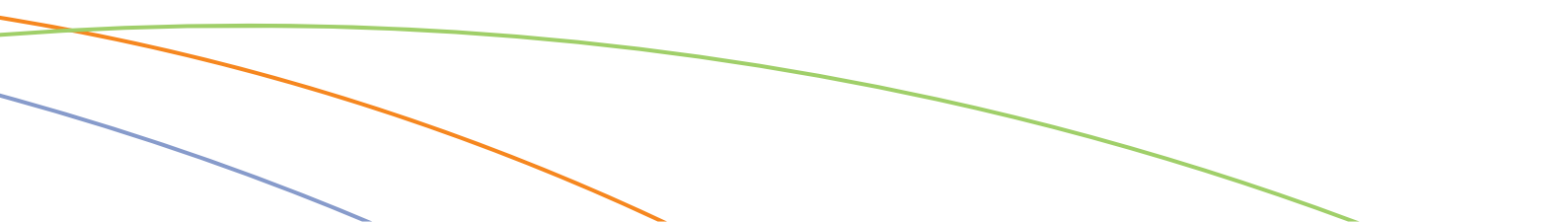
## > Our Facilities

We are proud that high-class teaching and learning at Culcheth High School is supported by the best in modern facilities. We moved into a £29m new building in July 2010 with fantastic, state-of-the-art modern facilities. Each classroom is equipped with projectors and interactive equipment; there are now around 1200 computers for student use. Main features include:

- An open-plan restaurant and café
- Fabulous science labs and technology suites
- Large areas for creative and media
- A superb multi-purpose assembly hall
- Classrooms that operate dually as double learning spaces
- A Conference Centre
- Extensive ILC
- Community facilities
- Free parking

## > Our Location

The school is based in the leafy village of Culcheth, in rural north Cheshire, mid-way between Manchester and Liverpool. It is a well appointed village, with a population of around 6,000. It is ideally located within easy access of a network of motorways and major roads. It is within close proximity to several business and technology parks. Housing in the area consists mainly of private property supplemented by some rented accommodation. The majority of our students live in Culcheth and the surrounding villages but we take students from other parts of Warrington and also other authorities such as Salford, Wigan and St Helens.





## > Our Vacancy

<b>Start Date:</b>	September 2025
<b>Closing Date:</b>	Friday 30th May 2025
<b>Grade/Salary:</b>	NJC grade 5 £25,992 - £28,624 fte – (Actual term time salary - £22,359 - £24,622)
<b>Contract Type:</b>	Permanent position 32.5 hours per week (Term time plus INSETs working 39 weeks per year)
<b>Interview Date:</b>	Interviews yet to be confirmed.

## > Application Process

Please download, complete and return the application form by the closing date specified. Candidates are asked to complete all the relevant sections of the application form and to submit a supporting statement, addressing the criteria listed on the person specification. This should be no longer than 2 sides of A4 paper. You may include examples from previous paid, unpaid or voluntary experience.

Please ensure that you provide an up to date email address with your application as we often contact candidates electronically rather than by post.

The completed application form should be emailed to [info@culchethhigh.org.uk](mailto:info@culchethhigh.org.uk) or

posted to:

Headteacher  
Culcheth High School  
Warrington Road  
Culcheth  
Warrington  
WA3 5HH

Please note that due to the volume of applications we receive, we will only be able to contact candidates who have been selected for interview. If you do not hear from us within 4 weeks of the closing date, please assume that we will not be calling you for interview on this occasion.

For additional information about the school please visit the website [www.culchethhigh.org.uk](http://www.culchethhigh.org.uk). Tours of the school are welcome.

## > Background Checks and Safeguarding Students

Culcheth High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The position advertised is subject to an Enhanced Disclosure and Barring Service Check, medical clearance, satisfactory references, qualification checks and eligibility to work checks under the Asylum and Immigration Act.

## > Thank you

Thank you for considering Culcheth High School and we look forward to receiving your application.





## > Job Description

**Job Title:** Cover Supervisor  
**Salary Scale:** NJC Grade 5 SCP 8-14  
**Responsible to:** Assistant Headteacher  
**Hours of Work:** 32.5 hours per week term time plus one week

### Main Purpose:

- Working in partnership with teaching staff, be solely responsible for the supervision of whole classes undertaking pre-prepared activities during the short-term absence of a classroom teacher and provide feedback on completed lessons.
- To support the learning of students, recognising individual needs, manage the behaviour of students and keep them on task.
- To provide capacity across other areas of school life, including but not limited to, teaching assistant roles, mid-day assistant roles, behaviour management roles, technician roles and administrative roles.

### Main Responsibilities:

- Liaise with the Cover Lead and Exams Team for cover assignments.
- Liaise with Teachers/subject leads regarding work for lessons.
- Establish good working relationships with students and set a good example to them through your presentation and personal/professional conduct.
- Prepare the classroom/outside areas for lessons, ensuring that resources are available and cleared away at the end of the lessons as appropriate.
- Supervise pre-prepared activities and self-directed learning to provide continuity of learning for students.
- Promptly complete an accurate register at the start of each lesson covered.
- Provide consistent support to all students, responding appropriately to individual student needs, and promote inclusion and acceptance of all.
- Manage the behaviour of students by maintaining a purposeful learning environment, encouraging students to take responsibility for their learning, and utilising the school's rewards and behaviour policies.
- Collate and return completed work to the subject teacher and provide appropriate feedback.
- Attend staff training days and CPD sessions, when necessary, some of which may be outside normal working hours or in closure periods.
- Have a commitment to the safeguarding and wellbeing of all students, and fully comply with school policies and procedures relating to safeguarding and child protection.
- Have regard for, and comply with, all other school policies and procedures.
- If not required for lesson cover, provide additional capacity in other areas of school life, including teaching assistant cover, break / lunch duties, educational visits, invigilation, student services, inclusion, the behaviour inclusion centre, first aid, and administrative tasks.
- Undertake other reasonable duties, commensurate with the responsibility of the role, as directed by the Deputy Headteacher.

## > Person Specification

	Essential	Desirable
<b>Experience</b>		
Experience of working with young people in a school environment	✓	
<b>Education &amp; Training</b>		
Minimum of 5 GCSEs (including English and Mathematics) at grades 9-4 / A*-C.	✓	
Minimum of 3 A Levels in any subject, or relevant vocational training at Level 3.	✓	
Educated to degree level.		✓
Willingness to participate in relevant training and development opportunities.	✓	
First aid training, or a willingness to undertake appropriate training.	✓	
<b>Knowledge and Skills</b>		
Ability to work independently with groups/classes of young people	✓	
Excellent written and verbal communication skills.	✓	
Effective use of ICT to support learning	✓	
Ability to engage with, motivate and inspire young people with a range of abilities and needs.	✓	
Ability to build effective relationships with students and staff.	✓	
Ability to promote a positive ethos and role model positive attributes.	✓	

## Personal Qualities

A total commitment to safeguarding.	✓	
Excellent record of attendance, punctuality and reliability.	✓	
Empathy for, and understanding of, young people,	✓	
Ability to be resilient, be assertive with and present among students.	✓	
Ability to maintain integrity and confidentiality.	✓	
Willingness to contribute to wider school life.	✓	



**CULCHETH  
HIGH SCHOOL**

> THE BEST THAT WE CAN BE



Teacher training at

**Culcheth Campus**

in partnership with Alliance For Learning SCITT

**Google**  
for Education

Reference  
School

Warrington Inclusion Hub  
**Committed**  
to **Inclusion**  
2017-18



**NCS CHAMPION SCHOOL** SILVER  
2018/19



**Culcheth High School**

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Warrington, Culcheth, WA3 5HH  
Phone: 01925 767587

Website: [www.culchethhigh.org.uk](http://www.culchethhigh.org.uk)