



**St Cuthbert's  
Catholic High School**

*Live life in all its fullness*

# Cover Supervisor Plus

## Application Pack

January 2025

**MORE THAN  
A SCHOOL**





January 2025

## Dear Applicant

A warm welcome to St. Cuthbert's. It is a privilege to introduce myself as Headteacher of St. Cuthbert's Catholic High School. Let me start by thanking you for your interest in St Cuthbert's Catholic High School. My colleagues on the Governing Body and I are delighted you are considering making an application for the post of Cover Supervisor Plus **to commence in September 2025 or ASAP.**

We are a Catholic 11-16 High School in the heart of the community and wonderful things happen at our school every day. Our school has a rich, exciting, broad and balanced curriculum which is expertly sequenced to get the very best from our students. Our teaching and learning is high quality and research-led, and our Pastoral support ensures that all of our children are happy, safe and cared for.

At St. Cuthbert's we challenge our whole school family to live out our core values (which are based on the Gospel Values), every day. We teach our students to have the courage to stand up for what is right, the commitment to know more and be more, the compassion to respect and understand others, and the challenge to work together as one community.

We are proud that our school is well known for its care and recognition of each individual child, its warmth of relationships and its academic excellence irrespective of ability. We are determined to develop the whole child at St. Cuthbert's through our strong Personal Development offer, along with a vibrant extra-curricular and educational visits programme.

Our Vision is clear and our Mission is lived out daily. We are a school where everyone is valued, where everyone matters and where everyone is encouraged to 'live life in all its fulness' (John 10:10). St. Cuthbert's is truly more than a school.

In July 2022, Ofsted Inspectors returned and confirmed that St Cuthbert's **continues to be a good school.** *"Pupils told inspectors that the best thing about the school is the education that they receive. They value the purposeful learning environment. Pupils focus on their work in class and co-operate well with one another. Leaders and staff have high expectations for pupils' behaviour and academic success. Pupils have pride in their work".*

*"Leaders have put together a coherent and well-ordered curriculum across all subjects. The curriculum identifies what pupils will learn and when this content will be taught. Leaders have ensured that the curriculum is broad and balanced from Year 7 to Year 11. The curriculum is ambitious. Leaders have successfully increased the proportion of key stage 4 pupils who study subjects included in the English Baccalaureate".*

I warmly encourage candidates to call me should they wish to discuss the position further, whilst visits to the school can also be arranged. Please telephone my PA, Mrs Geden on 01744 678123, in the first instance to arrange this. On behalf of the Governing Body I look forward to hearing from you and in receiving your completed application form.

Yours sincerely

Mr Stuart Holland  
**Headteacher**



## Our Motto

*Live life in  
all its fullness*

John 10:10

## Our Mission

St Cuthbert's is a Catholic High School, in which students, staff, governors and friends will work together as a Christian family to live the message of the Good News of Jesus Christ to love God and our neighbour **(Mark 12:29-31)** by:

learning to know and accept the love of God by the way we treat each other and work together **(Matthew 7:12)**

providing the best education for all students and helping them to *live life in all its fullness* **(John 10:10)**

protect and take pride in all aspects of our environment so that we become stewards of God's creation **(Psalm 8)**

respecting and embracing all cultures and recognising that as individuals we are unique **(Genesis 1:26)**

accepting the support of those in our community who work for the good of the school **(Luke 10:25-37)**

developing the gifts, talents and aspirations of all students and staff **(Matthew 25:14-30)**

reaching out to those who need our help in our world **(Mark 1:39-42)**



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Catholic High School  
*Live life in all its fullness*



## Our Values

Courage  
Commitment  
Compassion  
Community

## Our Vision

A vibrant community uniquely created by God, which embraces everyone, especially those in need and celebrates difference. Enabled by a staff dedicated to our Catholic ethos and a culture of excellence, our young people will be inspired to know more, and be more.



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# Job Description

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<b>Job Title:</b>	Cover Supervisor Plus
<b>Line Manager(s):</b>	Assistant Headteacher
<b>Responsible for</b>	Students, Resources
<b>Salary Scale :</b>	SCP12-17
<b>Hours</b>	32.5 hours per week, term time plus one week
<b>Contract:</b>	Permanent

## **Purpose:**

1. Supervision of whole classes during the short-term absence of teachers with agreed learning activities in place
2. Assist the Deputy Headteacher and Attendance team leading Attendance to promote good attendance of students at school
3. Complement the professional work of pastoral teams by undertaking specific tasks delegated to support the wellbeing and development of students within the school
4. Assist in the one-to-one Academic Mentoring of some students
5. Assist the Administration Team by undertaking specific tasks to support the smooth running of the function

## **Classroom-Based Duties**

- Provide classroom supervision in the short-term absence of a teacher
- Communicate the work set by the teacher to the students
- Communicate feedback from the covered lesson to the teacher
- Establish and maintain an appropriate learning environment in line with school policies and procedures
- Keep and update records in line with school policies and procedures
- Provide feedback to students in relation to progress and achievement
- Use specialist (curricular/learning) skills/training/experience to support students
- Support the delivery of agreed learning activities/learning programmes, adjusting activities accordingly to pupil learning styles and individual needs
- Support the delivery of literacy/numeracy programmes on a 1:1 or small group basis, effectively utilising all alternative learning opportunities to support extended development
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Administer and assess routine tests and accurately record achievement/progress

## **Attendance**

Support the Assistant Headteacher leading Attendance, year teams and Education Welfare Service by:

- Liaising with relevant staff and agencies in relation to individual students' non-attendance at school
- Assisting in the promotion of good attendance for a designated cohort
- Attending attendance improvement meetings
- Visiting students' homes to ascertain the reasons for non-attendance at school
- Contacting parents/carers to ascertain reasons for non-attendance at school
- Encouraging regular attendance in all discussion with students and parents/carers
- Maintaining records of contact with students and their families in an agreed format
- Being aware of the legislative framework that affects non-attendance at school
- Being aware of 'at risk' and vulnerable groups of students eg looked after children

## **Pastoral Support**

Support the year team by assisting in:

- Duties before school, at lunchtime and at the end of school

- Ensuring student records are kept effectively
- Organising Parents' Evenings and other events
- Contacting parents as required
- Recording and reporting in relation to behaviour management plans
- Consistently applying praise and sanctions in line with agreed policies and procedures
- Reintegrating students from internal exclusion
- Form time and assembly routines
- Transition processes for new students
- Undertaking observations of students for assessment of needs and behaviours
- Providing 1:1 support for students in either a care or special needs capacity as and when required
- Entering data into the school's designated Management Information System

### **Intervention**

Support the Intervention teams by assisting in:

- Supervision of pupils in the Melrose Centre as necessary
- Supporting some students with Academic Mentoring in the Farne.
- General administration and clerical tasks to supplement the work of the Intervention teams

### **General Duties**

- Establish good working relationships with students, acting as a role model and setting high expectations in line with the school values
- Provide consistent support to all students, responding appropriately to individual student needs
- Promote inclusion and acceptance of all students
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents and encouraging students to take responsibility for their own behaviour in line with established school policy
- Encourage students to interact with others and engage in activities
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedures
- Accompany students on school visits, taking responsibility for small groups
- Accompany teaching staff and students on visits, trips and out of school activities as required
- Assist with the display of students' work
- Be aware of and comply with school policies and procedures relating to child protection, pupil behaviour and discipline, health and safety and security, confidentiality and data protection
- Report all concerns to the appropriate person (as named in the policy concerned)
- Be aware of and support different and ensure all students have equal access to opportunities to learn and develop
- Contribute to the school ethos, aims and development/improvement plan
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- Attend and participate in regular meetings as appropriate
- Participate in training and other learning activities as required
- Establish and improve own practice through observation, evaluation and discussion and use to support others
- Assist in the supervision, training and development of classroom support staff
- Assist with the planning of opportunities for students to learn in out-of-school contexts, according to school policies and procedures within working hours
- Assist in the planning, delivery and evaluation of training, advice, guidance and support to colleagues in other schools
- Assist in the organisation, monitoring and delivery of training to students and other adults on placement

**The school 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 a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.**

The details contained within this job description reflect the contents of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be

required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

**Postholder's  
Signature:**

\_\_\_\_\_

**Date:**     /     /     \_\_\_\_\_

**Headteacher's  
Signature:**

\_\_\_\_\_

**Date:**     /     /     \_\_\_\_\_

# Person Specification

## POSITION: Cover Supervisor Plus

	Attributes	Essential / Desirable	Stage Identified
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>NVQ III or equivalent relevant qualification</li> <li>Willingness to participate in relevant training and development opportunities</li> </ul>	D E	A A/I
<b>Experience and Skills</b>	<ul style="list-style-type: none"> <li>Experience of working with children</li> <li>Ability to work effectively within a team environment, understanding classroom roles and responsibilities</li> <li>Ability to build effective working relationships with students and colleagues</li> <li>Ability to promote a positive ethos and model positive attributes</li> <li>Ability to adapt own approach in accordance with student needs</li> <li>Good numeracy and literacy skills</li> <li>Good ICT Skills</li> <li>Experience of resources preparation to support learning programmes</li> </ul>	E E E E E E E D	A/R A/I A/I A/I A/I A/I A/I A
<b>Professional Knowledge</b>	<p><b>Good knowledge and understanding of:</b></p> <ul style="list-style-type: none"> <li>the principles of child development, learning styles and independent living</li> <li>the national curriculum and other learning programmes</li> <li>how to use student data to monitor and improve performance</li> <li>Effective use of ICT to support learning</li> </ul>	E D D E	A/I A/I A/I A/I
<b>Professional Values and Practice</b>	<p><b>Candidates should be able to:</b></p> <ul style="list-style-type: none"> <li>Inspire, develop and motivate students through high expectations of behaviour and application to learning</li> <li>Use clear and effective communication with colleagues, outside agencies, parents and students</li> <li>Demonstrate a genuine respect for all students</li> <li>Manage young people effectively</li> <li>Show a commitment to work flexibly beyond the normal working hours if required</li> </ul>	E  E E E	A/I  A/I I A/I A
<b>Other</b>	<ul style="list-style-type: none"> <li>Supportive of the Catholic ethos of our school</li> <li>Able to fulfil all spoken aspects of the role with confidence through the medium of English</li> </ul>	E E	A/I I

# Advisory Note to Applicants

## Information for Applicants

Please download, complete and return the CES application form, recruitment monitoring form, disclosure form and consent to obtain references form by the closing date specified.

Please ensure that you fully complete all the relevant sections. Please ensure that you provide an up-to-date email address as we often contact candidates electronically rather than by post.

You should make reference to the person specification and job description stating your particular strengths and how your experience to date has prepared you for this particular role.

Please note that CVs will not be accepted.

## Safeguarding – Disclosure and Barring Service Check

St Cuthbert's Catholic 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.

## At Interview

If you are invited for interview, references will be taken up prior to your interview.

Applicants are also requested to bring to interview the original documentation of their qualifications. Applicants who have not received an invitation to interview within two weeks of the specified closing date should assume they have not been shortlisted (unless otherwise stated in the advertisement).

## Application Closing Date:

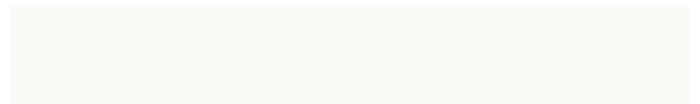
The closing date for applications is **Wednesday, 26<sup>th</sup> February 2025 at 9:00am.**

Interviews will be held on:  
**TBC – during week of 3<sup>rd</sup> March 2025.**

Completed application forms should be returned by email to [recruitment@stcuthberts.com](mailto:recruitment@stcuthberts.com)

The Headteacher  
St Cuthbert's Catholic High School  
Berrys Lane  
Sutton  
St Helens  
WA9 3HE

*Thank you for considering St Cuthbert's Catholic High School and we look forward to receiving your application.*





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**For more information, please contact  
the Headteacher, Mr Stuart Holland  
on 01744 678123**

St Cuthbert's Catholic High School  
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St Helens  
Merseyside  
WA9 3HE

**Tel:** 01744 678123 **Email:** [recruitment@stcuthberts.com](mailto:recruitment@stcuthberts.com)  
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