



Cover Supervisor Candidate Information Pack

Telephone: 01206 572544 Email: careers@stmaryscolchester.org.uk

Website: www.stmaryscolchester.org.uk/vacancies

Welcome



Dear Applicants,

Welcome to St Mary's School. We have been educating girls from Colchester and the surrounding areas since 1908 and as such have built a very strong reputation within our local community. Throughout this time the school has grown in size and is now located on two sites. The Senior School is close to the town centre whilst the Lower School and Kindergarten enjoy a more rural location.

St Mary's is a happy and thriving school and we are proud of each and every one of our pupils. We are proud of our diverse student population and we are passionate to create a team of staff reflective of this diversity.

The Senior Leadership Team at St Mary's is small and the positive and collective vision of the team has ensured the success of the school.

This is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community.

If you believe that you can rise to the broad and challenging expectations of the role and you have a genuine desire to work in an environment that has the needs of its students at heart, we look forward to hearing from you.

NICOLA GRIFFITHS

Principal

The school

St Mary's is an Independent day school in Colchester, Essex for girls age 3-16 and boys age 3-4.

Our vision is to empower girls to thrive at school and beyond.

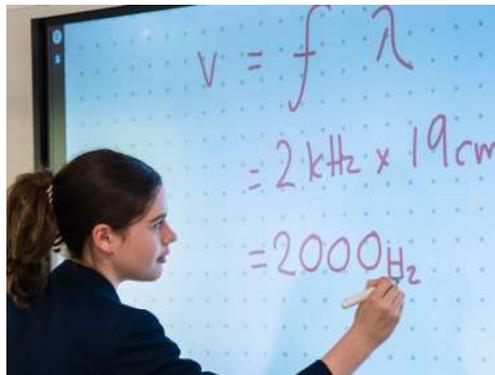
The Lower School was ranked 12th highest performing Preparatory Schools in England by the Sunday Times last year. Many girls achieve scholarships to senior school and we have an impressive 11+ pass rate for those who choose to sit the exam. At the Senior School, excellent GCSE results are achieved each year. We're able to achieve such success by tailoring the education to suit the needs of each individual in our small classes and by giving the girls the encouragement and support they need to aim high.

We are strong believers that success in life comes from more than just impressive exam results. At St Mary's we offer a brilliantly balanced education in order to develop exceptionally well-rounded individuals. With a huge variety of clubs, enrichment activities, music and drama productions, visits and international travel experiences on offer, there's ample opportunity to learn new skills and develop talents. There are numerous positions of responsibility available to the girls which help develop their leadership skills, and we foster team spirit through initiatives such as the School Council and School Houses.

For young people to thrive we firmly believe they must feel confident, relaxed and secure. Every child is known and understood and the girls feel comfortable challenging themselves and asking questions.

We believe in instilling the values of respect and courtesy, and through our charity and outreach work the students develop a strong sense of community. We are a leading Eco School and the students get a strong sense of caring for the environment as a result. As a global member of the Round Square Organisation, those who attend St Mary's benefit from our international links, which helps to broaden their horizons.

In this positive environment our young people develop the strength of character and the self-belief they need to make the very most of the life that lies ahead.



Job description

Job title:	Cover Supervisor
Reporting to:	Assistant Head of Senior School (Academic)
Hours:	8:30am – 4:30pm, term-time only (0.8 FTE)
Salary:	£30,000 - £33,000 (full time equivalent, dependent on experience)

Key Responsibilities

- To manage the covering of lessons and duties daily to ensure that all lessons can continue in the absence of the class teacher
- To act as a 'Cover Teacher' and supervise a lesson for an absent teacher to ensure that all pupils are engaged and provided with good quality learning opportunities.
- To prepare a report for the class teacher on the engagement and progress of the pupils in the lessons.
- Produce detailed cover records for the Assistant Head of Senior School (Academic) and the Finance department.
- Organise the use of the cover teachers with HR to ensure all necessary checks are up to date and in place for existing cover staff.
- Supervise assessment tests for prospective pupils liaising with Registrar.
- To act as an invigilator to support with all school examinations.
- To accompany School trips as an extra adult to support teaching staff if required

Other duties

- To attend INSET training.
- To participate in wider school initiatives, such as Activity Weeks.
- To carry out scheduled supervisory duties such as at break and lunch times when required.
- To play a full part in the life of the school community, to support its mission and ethos and to encourage and ensure staff and pupils follow this example.
- To comply with whole school policies and procedures.
- To maintain a visible, professional, and high profile within the school.
- To complete relevant training required.

Other Information

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore, employees will be expected to comply with any reasonable request from the Principal including ad hoc projects and to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job, commensurate with the grade and job title.

St Mary's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All candidates must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Person specification

(E) = Essential
(D) = Desirable

Qualifications/Knowledge

- Educated to at least A level or equivalent or have relevant vocational experience
- Experience of working in the classroom
- Minimum of 5 GCSEs at C grade or above in Maths & English
- Experience of managing and developing an online data system
- Experience of working in an educational environment
- Experience of forming and maintaining network relationships
- Information gathering and analysis

Skills and Expertise

- Excellent IT skills
- Ability to focus on detail and accuracy
- Excellent leadership skills
- Excellent communication skills – including being able to present and train staff
- Ability to work with and lead a diverse team of staff
- Excellent organisational and planning skills including the ability to be flexible to achieve targets
- Ability to work to deadlines
- Enthusiastic, innovative and forward-looking

Personal Qualities

- Ability to promote the positive image of the organisation
- Support a culture of mutual respect and the environment
- Good customer service/can-do attitude
- Ability to work collaboratively with diverse range of professional colleagues
- Excellent team player



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- Self-motivated and able to work unsupervised (E)
- Flexible and adaptable (E)
- Willing & quick to learn new skills & procedures (E)
- A commitment to equality and diversity (E)
- Good sense of humour (E)

Benefits

Employee Assistance Programme

Confidential 24-hour helpline
Counselling sessions
Wellness app

Meals and Refreshments

Lunch available during term-time
Tea and coffee facilities provided

Physical Health

Occupational health support
Annual flu vaccination
Discounted gym membership
Benenden Healthcare (optional)
Bike2Work Scheme

Professional Development

Staff discount for School fees (subject to qualifying criteria)
Financial coaching through the EAP
Regular benchmarking of salaries
Access to BlueLight Card and other discounts

Professional Development

Life and leadership coaching through the EAP
INSET training

Additional Benefits

Pleasant working grounds and location
Free parking on site



Application process

Closing date for applications: Monday 30th June 2025

Date of interviews: On a rolling basis

An application form can be downloaded from the school website:
www.stmaryscolchester.org.uk/vacancies

Candidates should complete their application form and return it to Mrs M Terry, HR & Compliance Officer at:

Email: careers@stmaryscolchester.org.uk
Post: St Mary's School, 91 Lexden Road, Colchester, Essex, CO3 3RB

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Safeguarding

St Mary's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All candidates must be willing to undergo child protection screening.

Please visit www.stmaryscolchester.org.uk/vacancies/ to read our Application & Recruitment process explanatory notes.

Privacy notice

Please read our Privacy Notice for Job Candidates, which can be found at www.stmaryscolchester.org.uk/vacancies/

We respect your privacy and are committed to protecting your personal data. Our Privacy Notice will inform you as to how we look after personal data held by us and tell you about your privacy rights and how the law protects you. It is important that you read this Privacy Notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data so that you are fully aware of how and why we are using personal data. This Privacy Notice supplements the other notices and is not intended to override them.



St Mary's
Colchester

