

# St Joseph's Catholic High School

*"Living, loving, and learning – through Christ"*



## Cover Supervisor



[www.sjchs.uk](http://www.sjchs.uk)

**Harrington Road, Workington CA14 3EE**

**01900 873290**

# Message from our Headteacher



June 2019

Dear Colleague,

Thank you for expressing an interest in the advertised post. I hope you find the details in our application pack informative.

As we are a Catholic school, we have a Mission Statement based on our Catholic Faith. We endeavour to fulfil our Mission Statement through our lessons, through our celebrations, our worship and in all our day to day activities. This post holder, like all roles in school, will be expected to uphold and contribute to the Catholic Ethos by ensuring the Mission Statement is lived through the school.

St Joseph's is a school judged to be Good by Ofsted. I have been Headteacher at St Joseph's for two and a half years. We are a happy school with students who are well-mannered and welcoming. Our systems for behaviour and student support ensure that this remains the case and we work very hard to maintain our standards of behaviour for learning, dress and attendance.

If you feel that you would like to join St Joseph's, then I would very much welcome your application.

Yours sincerely,

Jacky Kennedy

Headteacher

# Our Mission Statement

Living, Loving,  
Learning through Christ



St Joseph's  
Catholic High School

With St Joseph as our patron:

We are a loving family, following the Way of Jesus.

We live each day in prayer and joyful celebration together.

We realise that learning is key to the rest of our lives.

We listen and work hard towards, college, sixth form, university and work.

———^ Jesus said, ^———  
“I am the way, the truth and the life.”

John 14:6

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# Our Distinctive Features



## JOYFUL CELEBRATION

We celebrate our Faith together as a school in assemblies, at Mass and in tutor time.



## THE WAY

The Catholic Life of our school follows a 5 year journey called The Way.



## WE ARE A FAMILY

St Joseph's is a school where everyone counts. We care and look after each other. We are known for our friendly and supportive atmosphere.



## CHARITABLE GIVING

We regularly support the poor and vulnerable. Each year group supports a charity with many events planned for each term.



## ENJOYMENT

We plan a wide range of competitions, activities, trips and visits to complement and enrich our curriculum.



## PARENTS AS PARTNERS

We establish relationships with parents quickly and communicate regularly via media and our Class Charts systems.



## WE TAKE PRIDE IN OUR WORK

Our books demonstrate progress. Our marking and feedback challenge students to raise their grades further.



## COMMUNICATION

Our Parents have daily access to behaviour and achievement data as well as regular updates via reports, texts and media.



## HIGH EXPECTATIONS NO EXCUSES

Our 'no excuses' approach instils strong learning habits in every year group.



## EVERY CHILD IS UNIQUE

We know every students' needs and work hard with parents to ensure all students are successful.



## REWARDS

Our culture of success celebrates students' achievements and talents regularly in lessons, assemblies and in our annual Prize Giving.



## CAREERS AND GOALS

Our well structured careers programme is supported by local employers, sixth form and university colleagues to ensure students' next steps are identified and planned.

*Designed by students, September 18*

## COVER SUPERVISOR

- Salary:** £19,171 [2019/20 rates]
- Grade:** Cumbria County Council PDC5 Points 16 - 17
- Hours:** Part Time up to 4 days per week 8:30am – 3:30pm.  
Term time plus training days. Temporary contract to cover maternity leave

We are looking to appoint an excellent Cover Supervisor to work under the guidance of subject leaders and supervise classes during short term absence of teaching staff. The role provides a great opportunity to gain experience and develop effective teaching skills.

To be considered for this opportunity, you will have:

- a positive, flexible approach, calm and resilient under pressure
- energy, enthusiasm and a confident approach to behaviour management
- strong verbal and written communication skills
- achieved GCSE Maths and English at grade C or above

This job is an ideal post for someone wanting to gain experience in a secondary school prior to taking up teaching as a career as it will give you excellent experience with classroom management and in developing relationships with students. It is essential that you enjoy working with young people. It can be a demanding role and you need to be able to communicate well both with staff and students and be flexible to adapt to any situation. Past experience of working in a school would be an advantage.

The successful candidate will be responsible for covering lessons for short term absences due to illness and training. Long term absence is covered by qualified teachers. The role provides consistent and high-quality cover for all departments. Work for the lesson being covered will be provided and may include specific work related to the subject which is being covered or project work which may be completed by a year group over a period of time. When you are not covering lessons, you may work in the English or Maths department, with Heads of Department or the Senior Management Team in the development of the resources and contribute with new ideas and ways of making improvements. The role also provides lunchtime and breaktime supervision on a rota basis.

It is anticipated that candidates may have staff development needs around classroom management and there will be initial in-house training offered through a full induction programme. This will include gaining a good understanding of the school policy and procedures related to behaviour and discipline matters; reporting arrangements; professional conduct; sharing best practice with some of our excellent teachers; working with members of the Learning Support Department and observing a series of lessons.

**Closing Date:** Noon on 1<sup>st</sup> July 2019

For an informal discussion or if you have any questions, please contact Ian Nevitt on 01900 873290. To apply, please complete the online application form available at:

<https://www.tes.com/schools/employers/1025324/current-jobs>

**St Joseph's Catholic High School is committed to safeguarding and promoting the welfare of children and young people. Appointments will be subject to references and enhanced DBS check.**



# Job Description



**Post:** Cover Supervisor

**Salary Scale:** Cumbria County Council Scale Point 6

**Reporting to:** Assistant Headteacher

**Hours:** 8:30am – 3:30pm Term time plus training days

## **Main Purpose:**

To cover short term absence of teaching staff, responsible for supervising students and ensuring they continue to learn while their teacher is away.

To work with Heads of Department in the development of resources and project work to be used in cover lessons.

To undertake other supervisory duties, including 30 minute daily lunchtime duty and break duties when required.

To work with individual pupils when required.

## **Duties**

- To supervise classes and administer the work as provided by work colleagues/project based work or other pre planned work. To return the completed work to the member of staff concerned.
- To assist students with coursework and revision days.
- To contribute towards the planning and maintenance of activities with Heads of Department and staff.
- To contribute to the maintenance of a healthy, safe and productive work environment.
- To liaise with the Cover Manager each morning to determine the daily timetable and collect appropriate work/files.
- Work to establish a good relationship with pupils and colleagues working within the Catholic ethos of the school.
- To foster a positive atmosphere in class ensuring good order and following agreed school policies.
- To undertake professional development when required.
- To undertake a performance review on an annual basis.
- To attend staff training and meetings, as required.
- To work with individual pupils when required.
- To cover for examination invigilation if necessary.
- To assist in any project based activity.

- To assist with educational trips.
- Any other duty as deemed necessary by the Headteacher

### **Further Information**

#### **Conditions of Service**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

These duties may be amended as necessary at the discretion of the Headteacher in light of the future development of the school.

The creation of a truly Christian environment in which the Gospel is lived and experienced by all members of its community, is the central aim of St Joseph's. All applicants are expected to be supportive of this central aim.

#### **Safeguarding Children**

The school is committed to the safeguarding of the children in its care. To this end all employees will need to undergo pre-employment checks including references, a check of any relevant qualifications, photo and address identification.

All posts in a school are deemed to have a high degree of contact with children and therefore you must inform us if you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

An enhanced disclosure will be sought through the DBS as part of the pre-employment checking process.

#### **Additional Information**

All employees will need to confirm their right to work in this country, or seek sponsorship to work via the school, where appropriate.

#### **Contracted Hours and Pay Scale**

Please refer to the offer letter which will be provided at offer stage.

# Person Specification



**Post:** Cover Supervisor

**Salary Scale:** Cumbria County Council Scale Point 6

Criteria	Essential	Desirable
<b>Qualifications / Training / Competencies</b>		
Relevant NVQ 3 or equivalent	✓	
5 or more A - C GCSE or equivalent including English language and Maths	✓	
Additional specialist qualification in education		✓
<b>Relevant Knowledge / Awareness</b>		
Knowledge and understanding of practices and procedures within education relating to the welfare, safety and education of children.	✓	
Experience as teaching assistant.		✓
Experience in another service to young people.		✓
Knowledge of administrative and financial procedures.		✓
Knowledge of SIMS package.		✓
<b>Skills / Abilities</b>		
Able to identify and work towards specific goals with children and colleagues.	✓	
Well-developed communication and interpersonal skills. Able to maintain good relationships with children and adults.	✓	
High level of motivation and the ability to prioritise tasks and work on own initiative.	✓	
Ability to work as part of a team and be flexible.	✓	
Adaptable to change.	✓	
Able to motivate and encourage children to develop their full potential.	✓	
Willingness to learn new skills as the post develops.	✓	
First Aid Qualification		✓
ICT Skills		✓



