



CORPUS CHRISTI CATHOLIC HIGH SCHOOL

Together in One Body

Cover Supervisor

(Fixed Term: Until end of school year (31/8/2026))

APPLICATION PACK

Welcome

I would like to extend a very warm welcome and thank you for expressing an interest in the post of Cover Supervisor (Fixed Term: One Year). Our vision for Corpus Christi Catholic High School is a vision of Catholic education at its best: an education of the highest quality that enables all children to thrive. We have a very strong Catholic ethos and a strong belief in the unique dignity and unique God-given potential of each individual child; not just the potential to achieve academic success, but the potential to flourish and grow in every way possible.

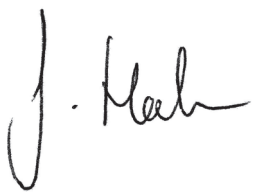
Our school has been on a considerable upward trajectory of improvement over recent years. We were inspected by Ofsted in July 2025, and inspectors found our school to be Outstanding in all areas: The quality of education, behaviour and attitudes, personal development and leadership and management.

No areas for improvement were identified in the report. Inspectors described our provision as “extraordinary,” “exceptional,” and “impressive.” They praised our pupils for their good manners, respectful behaviour, and eagerness to learn. Staff were also praised, with inspectors saying that ‘their understanding of how best to support pupils, including those with SEND, to learn and achieve well is truly remarkable’.

We are a Catholic school, and our faith is central to everything we do. However, we welcome applications from all candidates who are committed to supporting the ethos of our school, including those of other faiths or none.

This is an exciting time to join our school and I wish you well in your application.

Yours sincerely,



Mr J Hankin
Headteacher



Letter to Applicant

Dear Applicant,

Thank you for your interest in our recent advertisement for the post of Cover Supervisor (Fixed Term: One Year) at Corpus Christi Catholic High School. Please find details of the post enclosed with this letter.

Application

If you wish to apply, please email your application to Mrs Laird, at klaird@ccc.lancs.sch.uk or post your completed application form and letter of application to our Headteacher Mr Hankin at the address shown below. Letters should address the criteria identified in the person specification in no more than 2 sides of A4 paper, font size 11 - Arial. Please note that only Catholic Education Service application forms will be accepted and that you should not enclose a Curriculum Vitae.

Closing Date

Please ensure that your letter of application arrives by 12 noon on Friday 9 January 2026. We will not be able to accept applications received after the closing date.

Shortlisting

Shortlisting for the post will take place shortly after this date. Shortlisted candidates will be informed by telephone and details of the selection process will then be sent out by email.

Selection Process

Details of the selection process will be made available to shortlisted candidates once shortlisting has been completed. Interviews will take place as soon as possible after the closing date, with the date to be confirmed.

Corpus Christi Catholic High School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

If you require any further information about this post please contact me at nwar@ccc.lancs.sch.uk.

Yours sincerely,



Mr N Warham
Assistant Headteacher

Corpus Christi Catholic High School
St Vincent's Road, Fulwood, Preston, PR2 8QY
Telephone: 01772 716912
Email: admin@ccc.lancs.sch.uk
www.ccc.lancs.sch.uk



General Information

Above everything else, Corpus Christi is a Catholic High School and our faith lies at the heart of all that we do. We have worked hard to develop a strong Catholic ethos and we take pride in the impact that we have on the life chances of our pupils, particularly those who are the most disadvantaged by their circumstances. Over 30% of our pupil population is eligible for pupil premium. We are proud to be such an inclusive and welcoming school.

When we were inspected in July 2025, inspectors recognised that leaders and governors had taken strong and decisive action to secure further improvements in pupils' behaviour, their engagement with learning, the quality of teaching, leadership, parental engagement and outcomes. As a result, the school was graded **Outstanding** in all areas, with the report stating that 'Pupils feel lucky, and they are exceptionally proud, to be part of such a kind and welcoming school community.', and that '...the best interests of pupils, including those who are disadvantaged, lie at the heart of every decision.'

As a result of our absolute determination to provide the best possible opportunities for all our pupils to thrive and achieve their full potential, Corpus Christi is a school where expectations are high, where pupils behave well and where the focus on learning is very strong. We are now a school of choice and the number of pupils on roll has increased from 589 in 2018/19 to 814 in 2025/26.

Colleagues are uncompromising in their high expectations of behaviour, which has improved markedly in recent years. There has been a significant reduction in referrals from class. Lesson observations and learning walks show that behaviour is typically exceptional. We are now in the top 1% of schools nationally for attendance.

We have implemented a new approach to tracking progress and assessing attainment so that teachers in both Key Stages 3 and 4 are clear about gaps in performance, including for the most-able and disadvantaged pupils, and take effective action to close them.

We have invested in a multitude of resources to enrich pupils' learning experience including a new state of the art food and nutrition room, further landscaping, a new Chapel and new science laboratories. We have ambitious plans for the further development of our infrastructure.

Our philosophy places Gospel values at the heart of a creative and engaging curriculum. We are proud of our professional school productions, our curriculum enrichment days, our retreat days and the opportunities that pupils have to take part in learning days at UCLan and Cardinal Newman College.

Monitoring and evaluation are exceptionally strong at all levels and result in highly effective actions being taken to address areas of weakness. Our validated evaluation of the quality of teaching, learning and assessment shows that the vast majority of teaching is securely very strong.



General Information

Our analysis of GCSE performance in 2022, 2023, 2024 and 2025 confirms our view that we have continued to make significant progress in our drive to raise attainment. Despite the difficulties of studying in the middle of pandemic, the hard work of pupils and staff was rewarded with the best GCSE results in the school's history. Headline figures for the proportion of pupils attaining pass grades in both mathematics and English improved to 71%, and the proportion of pupils attaining mathematics and English at grades 5 or higher improved to 51%. Our 2024 Progress 8 figure of +0.67 was in the top 5% of all secondary schools in England.

We work hard to get to know our parents and families well and to work in partnership with them to ensure that any issues are dealt with promptly and in a supportive way. Attendance at Parents' Evenings throughout the year is typically around 97%. Responses to the parent view questionnaire completed by a large number of parents at parental meetings throughout the year are all overwhelmingly positive. Pupils' spiritual, moral, social and cultural development is promoted through a wide range of activities including liturgy and prayer, curriculum enrichment days, faith and justice days, our CPSHE curriculum, school trips, charitable work and our whole school discussion topics.

Pupils receive impartial advice and careers guidance throughout their time at Corpus Christi. As a result, pupils are well-supported and clear about the next steps that they will be taking when they leave school.

Safeguarding is highly effective. Our very strong Catholic ethos places a strong emphasis on mutual respect and caring for each individual. Pupils look after each other and are keen to support those who are in difficulty. The highly effective pastoral team ensures that pupils and families are well supported when they are experiencing difficulties.

We have secured significant improvements in the quality of teaching, behaviour, leadership and outcomes in recent years. As such, we support schools across the country in improving their provision.



Job Description

Corpus Christi Catholic High School

Cover Supervisor (Fixed Term: Until end of school year (31/8/2026))

Grade 6 Point 11-19 (£28,142-£32,061 pro rata)

Required from 19 January 2026

All teachers at Corpus Christi Catholic High School have a prime responsibility to promote the development of our school as a Catholic Christian community. In supporting the Catholic ethos of our school one of their specific duties is to lead and manage prayer at the start and end of the school day.

Accountability

Your immediate responsibility is to the Deputy Headteacher.

Core Duties

1 Set high expectations which inspire, motivate and challenge pupils

- establish a safe, caring and stimulating environment for our pupils, rooted in Gospel values
- set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
- demonstrate consistently the positive attitudes, values and behaviour which are expected of our pupils.

2 Promote good progress and outcomes by pupils

- be accountable for pupils' attainment, progress and outcomes
- be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these
- guide pupils to reflect on the progress they have made and their emerging needs
- demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching
- encourage pupils to take a responsible and conscientious attitude to their own work and study.

3 Demonstrate good subject and curriculum knowledge

- have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings
- demonstrate a critical understanding of developments in your subject(s) and curriculum areas, and promote the value of scholarship
- demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject



Job Description

4 Plan and teach well structured lessons

- impart knowledge and develop understanding through effective use of lesson time
- promote a love of learning and children's intellectual curiosity
- set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired
- reflect systematically on the effectiveness of lessons and approaches to teaching
- contribute to the design and provision of an engaging curriculum within your subject area(s).

5 Adapt teaching to respond to the strengths and needs of all pupils

- know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
- have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these
- demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development
- have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

6 Make accurate and productive use of assessment

- know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- make use of formative and summative assessment to secure pupils' progress
- use relevant data to monitor progress, set targets, and plan subsequent lessons
- give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.

7 Manage behaviour effectively to ensure a good and safe learning environment

- have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with our behaviour policy
- have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them
- maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.

8 Fulfil wider professional responsibilities

- make a positive contribution to the wider life and Catholic ethos of our school
- develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- deploy support staff effectively
- take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- communicate effectively with parents with regard to pupils' achievements and well-being.

Note

The above job description may be reviewed during the academic year. It may also be amended at any time, but before this happens you will be given appropriate opportunities to discuss any proposed amendments.

Person Specification

Appointment of Cover Supervisor (Fixed Term: One Year): Criteria for Selection

A = Application I = Interview E = Essential D = Desirable R = Reference

	A, I, R	E	D
Qualifications, Training and Experience			
• Supportive of the ethos of a Catholic Secondary School	A, I	✓	
• Qualified teacher status	A		✓
• A degree or equivalent	A	✓	
• Recent experience if working in education	A		✓
• Recent experience of working in a school	A		✓
• Recent participation in relevant professional development	A		✓
Professional Knowledge and Understanding A good knowledge and understanding of the following areas relevant to the secondary phase and their implications for a Catholic School:			
• Students' educational and social development	A, I	✓	
• The distinctive nature of a Catholic School	A, I		✓
• Effective teaching and learning strategies	A, I		✓
Skills, qualities and abilities Applicants should be able to demonstrate from their experience an ability to:			
• Prioritise, plan and organise	A, I, R	✓	
• Communicate effectively	A, I	✓	
• Show initiative and work independently	A, I	✓	
• Well developed communication skills - both oral and written	A, I	✓	
• Work accurately under pressure to tight deadlines	A, I	✓	
• Excellent awareness of confidentiality	A, I	✓	
• Deal sensitively with people and resolve conflicts	I	✓	

