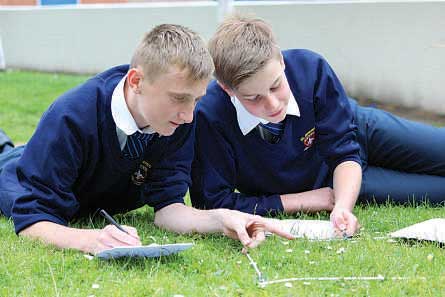
St. Joseph’s Catholic High School

*Business & Enterprise College*

*Living, Loving & Learning Through Christ*



Cover Supervisor

St Joseph’s Catholic High School - serving the community

• Judged ‘Good’ in their recent Ofsted

• Improved GCSE results

• Improved A\* As

• Excellent Pastoral Care

Harrington Road, Workington CA14 3EE. 01900 873290

www.st-josephs.cumbria.sch.uk



**COVER SUPERVISOR/S**

required - part time 6.5 hours per day.

Term time only.

PCD 5

£17,419 to £17,772

£9.03 to £9.21 per hour.

We require additional member/s of staff to join our small but dedicated team of Cover Supervisors. The work will involve liaising with teachers and other members of the team within an excellent school. You will be required to cover for all departments and supervise the work set by the Heads of Departments. You will also help in the development of the resources for these cover lessons.

Applicants will be highly motivated, have good interpersonal skills and work well with children. You should have a relevant NVQ 3 or equivalent, 5 GCSE or equivalent. Experience as a teaching Assistant is desirable. This post would provide good experience if you are thinking of training to be a teacher in the future.

For further details and application packs please contact the school on 01900 873290 or email: jw@st-josephs.cumbria.sch.uk or Download from www.st-josephs.cumbria.sch.uk

Applications to be returned to Jacky Kennedy, Head teacher, Harrington Road, Workington, Cumbria CA14 3EE by the 29th September 2017. Interviews on Friday 6th October 2017.

15th September 2017

Dear Colleague,

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

St Joseph’s is a school recently judged “Good” by Ofsted. I arrived here last September and I have found St Joseph’s to be a school with positive relationships throughout. 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 hard to maintain our standards of behaviour, dress and attendance. Pupils feel valued here, staff feel a sense of support and parents see us as a trustworthy partner in bringing their sons and daughters to their full potential.

We are a Catholic school which means that we have a Mission Statement based on our Catholic Faith. Our Mission Statement sets out our promise to parents and pupils. We endeavour to fulfil our Mission Statement through our lessons, through our celebrations, our worship and in all our day to day activities.  This Mission Statement is enclosed in your pack.

We value all our staff and never underestimate the contribution our support staff make to the school community. This post is a front line post and the successful applicant will be representing the school on a daily basis.

We face many challenges in school and we hope that this is a challenge which appeals to you and if it does, I would very much welcome your application.

Yours sincerely

Jacky Kennedy

Head teacher

Cover Supervisor

Full or Part Time. Term time only.

PCD 5 £17,419 to £17,772 pro rata term time only. £9.03 per hour to £9.21 per hour.

We have employed Cover Supervisors for the last 10 years. We have a team consisting of 1 full time and 2 part time equating to 2 full time members of staff. We have a vacancy for a part time Cover Supervisor working 8.30am to 3.30pm on Tuesday’s and Thursdays. We also require a temporary long term Cover Supervisor on a Monday and a Friday to cover for a member of staff who is on compassionate leave.

The successful applicant/s will be responsible for covering lessons for short term absences due to illness and training. Long term absence is covered by qualified teachers. You will be required to cover for all departments. We have six periods in a school day and work for the cover lesson will be left by the teacher who is absent and will include specific work related to the subject which is being covered; project work which may be completed by a year group over a period of time and may be an accredited piece of work; a cross curricular project; or we would expect you to work in the English or Maths department. There will be times when you will not be required to cover lessons and in these circumstances you will work with Heads of Department, members of the Senior Management Team in the development of the resources and contribute with new ideas and ways of making improvements. In addition to this you will be require to do a duty at lunch time

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 maters; 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. The Curriculum Deputy will oversee all this development work. Further development work will be undertaken through accredited courses.

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.

**Role Profile Description County Council**

**Your job family and role profile level**

|  |  |
| --- | --- |
| **Date** | August 2010 |
| **Family** | **People Care and Development** |
| **Role Profile Level** | **5** |
| **Purpose** | To deliver a range of learning/skills and/or personal/practical support to meet needs and/or wellbeing for individuals and/or groups. |

**Your responsibilities**

|  |  |
| --- | --- |
| **ACCOUNTABLE FOR** | **END RESULT** |
| **Planning/Preparation** | |
| • Contribute to planning and preparing a specific programme or activity. | • The programme or activity is delivered effectively and resource used effectively. |
| **Practical assistance** | |
| • Providing tailored assistance to meet the needs of the service users. | • Service users' needs are met.  • Service is delivered effectively and best use is  made of available resources. |
| **Delivery** | |
| • Implementing a defined programme/activity/plan within a specified  timescale. | • The needs of the identified service users are met.  • Programme delivered to an agreed schedule. |
|  |
| **Co-ordination** | |
| • Co-ordinating the use of resources with others engaged in delivering the programme. | • Complementary skills and resources are used |
| effectively to enhance the programme/activity/plan  and achieve value-for-money.  • Service users' needs are met. |
| **Monitoring and assessment** | |
| • Monitoring and assessing the activity/programme/plan for continued positive impact.  • Monitor delivery against agreed programme | • Delivery is effective.  • Content is revised appropriately.  • The impact on the individual/group is established.  • Ensure programme *I* plan is followed |
| • Ensuring preparation of the environment and assessing and managing risks.  • Acting as a first point of contact and providing initial judgement for the service users. | • The venue supports learners.  • The health and safety of users is supported.  • Risks/hazards are identified.  • Cases are escalated, or standard procedures are  followed, to reduce immediate risks.  • Support to service users is deployed immediately, when appropriate. |
| • Service users' cases are escalated, to ensure the  appropriate advice/care is given. |
| **Reports and records** | |
| • Maintaining records.  • Reporting on service users' circumstances. | • Records are maintained in an accurate and complete manner, and in the required format.  • The outcomes of the programme/plan are reviewed and assessed.  • Maintain current information about the service users.  • The relevant responsible authority is informed, when necessary. |

|  |  |
| --- | --- |
|  | • Meet the changing needs of service users. |
| **People management** | |
| • Contributing to team-working.  • Supporting and guiding less experienced  staff, if required. | • Teamwork is effective.  • Colleagues are supported. |

**Requirements for the role**

|  |
| --- |
| **Nature of contacts and relationship (who and the nature of the communications)** |
| • Work with internal and external colleagues to share and co-ordinate resources.  • Communicate with service users' parents/carers/guardians and others involved in their wellbeing.  • Co-operate with, and may provide information to, external agencies.  • Liaise with line management on routine and non-routine/non-standard issues. |
| **Working environment context (disruption, physical, disagreeable, health and safety aspects)**  • Likely to involve both office- and dispersed-working.  • May involve working outside, and in inclement weather.  • May involve dealing with challenging situations.  • Likely to involve dispersed locations and environments.  • May be a lone worker.  • Will undertake personal care tasks.  • May involve the use of equipment for moving and assisting service users.  • May involve working within a community, residential, day care or domiciliary environment. |
| **Procedural context (creativity, discretion, impact)**  • Carry out duties in accordance with instructions, procedures and agreed programmes *I* plans.  • May have to tailor service to meet client's specific needs. |
| **Planning requirement**  • Plan and deliver daily tasks to ensure service delivery.  • Refer non-standard situations appropriately. |
| **Key facts and figure ranges (include likely size of any team managed)**  • Contribute to team-working.  • Support and guide less experienced staff, if required.  • Responsible for handling cash, including client monies. |
| **Skills, knowledge and qualifications**  • NQF or NVQ Level 3, or equivalent experience or knowledge in the relevant work area.  • Knowledge of the procedures in the service area and how to apply them.  • Knowledge of Health and Safety and related procedures and policies and how they apply to the work area.  • Induction training, including policy, procedures and basic health and safety.  • Practical experience in the workplace with vulnerable people, to understand risk and safety hazards.  • Knowledge of how best to deal with and refer emergencies and non-standard cases.  • Ability to cope with significantly challenging behaviour and circumstances. |
| **Equipment operated and essential skills**  • Ability to use equipment relevant to the work area |

**Purpose of the Job:**

To provide first line supervision of classes in the case of a short term teacher absence.

To work with Heads of Departments in the development of resources/project work to be used in cover lessons. To undertake other supervisory duties including ½ hour daily lunchtime duty and weekly break duty when required. To work with individual pupils when required.

Reporting to the Deputy Headteacher / Assistant Head teachers

**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.
* 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.
* 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.
* Attend staff meetings.
* 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 when necessary.
* Any other duty as deemed necessary by the Headteacher

This appointment is an opportunity for a person to be part of a team of support staff who make a real difference to the ‘teaching and learning’ at St Joseph’s School.

**Person Specification**

**Post Title** Cover Supervisor

**Scale**  PCD 5

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| Qualification/training/  competencies | Relevant NVQ 3 or equivalent  5+ A- G GCSE or equivalent including English language and Maths | Additional specialist qualification in education |
| Relevant Knowledge/  Awareness | 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. |
| Skills/abilities | 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. | ICT Skills  First Aid Qualification |
| Other factors | Willingness to learn new skills as the post develops. |  |

# 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.

**The School**

**Spirituality**

Education is about the completing of the whole person, helping a person to be more fitted for life and to have a greater appreciation of what life is. In view of this our endeavour to attain the very best academic and vocational results for each pupil goes hand in hand with passing on lasting values: values for living. We believe that it is in Jesus Christ, the Perfect Man that all human values find their fulfilment and unity.

This vision shapes the daily life of our school as a Christian community in the Catholic tradition. Through the pattern of daily prayer during assembly and tutor time, through the celebration of the liturgy, through works of charity, through a striving for justice in all we do, through our discipline and pastoral policies, through a curriculum permeated by Christian values and teachings presented in a unified way we strive to be a community in which the content of the life of faith is lived, shared and experienced.

In these ways, the meaning of life, as proclaimed in the Catholic faith, is explored and experienced by all those taking part in the life of the school, whether they are baptised Catholics or not, practising their faith in their own parish or not, or members of other faith communities or not.

For those with faith: we seek to strengthen and inform that faith, forming disciples. For those searching: we respectfully offer a vision of life which has sustained and inspired countless millions over two millennia. Just as it would be unjust not to provide skills for work so we see it as unjust not to offer the best we know of a vision to live by.

# Staff Development

St Joseph’s is a learning school and is a people centred school that fosters individual growth and ownership of change. It creates greater individual responsibility and interdependency. Since learning is the essence of change, the continuous learning of each member of staff lies at the heart of a learning school. Staff development is the generator that powers the school and enables it to flourish in the changing environment.

The development of staff at St Joseph’s is a conscious and continuous process which is:

Directed by the school development plan.

Founded on principles of effective adult learning.

Integrated into the job.

Predominantly internally based.

Incorporates a wide range of learning modes.

Essential to the growth of the school.

Uses Managers as Coaches.

Driven by individual needs of individuals and the school.

Emphasises outcomes.

The development of staff is fostered through the appraisal system which involves setting objectives, monitoring progress and reviewing achievements, learning opportunities and within a learning climate.

For the last three years we have shortened the school day on a Thursday for CPD. There will be times when you will be required to attend and for this you will be paid.

Closing date for applications is the 29th September and interviews will be held on the 6th October 2017.

If you would like an informal chat about the post, please ring Sybil Worsley on 01900 873290 extension 204 or if unavailable Julie Gaffney ext. 205.

Applications should be addressed to the Headteacher at the school address which is:

**St Joseph’s Catholic High School**

**Business & Enterprise College**

**Harrington Road**

## **Workington**

Cumbria

**CA14 3EE**

