

# St Bede's Catholic College



## Recruitment pack for the post of:

### Cover Supervisor

32.5 hours per week, permanent, term time only,  
to start as soon as possible

Pay scale BG8 SCP 12-18 £21,286 - £23,474 actual salary  
(FTE £27,711- £30,559)

Closing date: Noon on Monday 24<sup>th</sup> February 2025



0117 377 2200



[www.stbedesc.org](http://www.stbedesc.org)



Long Cross, Lawrence Weston, Bristol, BS11 0SU

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T: 0117 377 2200 E: [contact@stbcc.org](mailto:contact@stbcc.org) W: [www.stbedescc.org](http://www.stbedescc.org)

Principal: Mr R. J. King, M.Ed



Dear applicant

St Bede's Catholic College is a great place of learning with a unique culture and climate. Visitors comment on a calm and industrious place where children are stimulated and challenged to develop their talents and encouraged to strive for excellence. Achievement and effort are valued and celebrated. Within and outside the classroom numerous opportunities exist for young people to unlock their talents and develop self-worth, esteem, confidence, resilience and independence.



Children are enthusiastic about life in college and embrace the many opportunities to grow in faith, developing religious understanding and a sense of service. Spiritual and moral development lies at the heart of our work and is a major strength within this vibrant faith community, where every child is valued.

Young people are encouraged to strive for excellence in every aspect of their work. We hold high expectations of ourselves and all those who work within our community and these translate to the children in our care. They are enabled from the early stages to be active, enquiring and critical open-minded thinkers; to be ambitious for themselves and broaden their horizons.

The college has a long-standing tradition of scholarship and academic success. The value of hard work is never underestimated; this, coupled with inspirational and passionate teaching, enables everyone to fulfil their potential and walk tall with confidence.

As important as they are, education at St Bede's is about much more than examination results as you will discover when you visit this vibrant community where quality is all pervading.

Yours faithfully

A handwritten signature in black ink, appearing to read 'R. King'.

Mr R King

Principal



## **The St Bede's Way**

The St Bede's Way is a practical guide to the culture at St Bede's. It is the way we aspire to do things, the expectations we have of each other and the support we provide to help us all succeed. It is the aim of all our community, both adults and students.

St Bede's has one simple message: **Work Hard. Be Kind. Do The Right Thing.**

## **Where Excellence meets Purpose**

At St. Bede's Catholic College, we believe that our colleagues are the heartbeat of our institution. We are not just a school; we are a community committed to fostering an environment where every member thrives. As you consider joining our team, here's what we promise to provide you:

### **Inspiring Mission and Values:**

Be part of a community driven by a rich heritage and a commitment to excellence in education. Our Catholic values permeate everything we do, creating a purpose-driven work environment.

### **Collaborative and Inclusive Culture:**

Embrace a culture of collaboration, where your unique skills and perspectives are valued. We are committed to creating an inclusive atmosphere that celebrates diversity and encourages open dialogue.

### **Professional Growth and Development:**

Your growth matters to us. Access ongoing professional development opportunities, workshops, and mentorship programs to ensure you stay at the forefront of your field and achieve your career goals

### **Student-Centric Approach:**

Experience the joy of shaping young minds. Our student-centric approach prioritises their holistic development, providing you with the satisfaction of contributing to their growth and success

### **Work-Life Balance:**

We understand the importance of a balanced life. Enjoy a supportive work environment that values your well-being, providing flexibility and resources to help you maintain a healthy work-life balance.

### **State-of-the-Art Facilities:**

Work in a modern and well-equipped campus that fosters a positive learning environment. Our facilities are designed to inspire creativity and innovation in both students and staff.

### **Community Engagement:**

Engage with the local community and make a difference beyond the classroom. Join initiatives that connect our school with the broader community, reinforcing our commitment to social responsibility.

***Join St. Bede's Catholic College and be part of a community where your skills are appreciated, your growth is nurtured, and your contributions make a lasting impact on the lives of students.***

## ADVERT

### JOB OVERVIEW

We are looking to appoint an enthusiastic and innovative Cover Supervisor to join our highly successful team of mutually supportive colleagues whose shared purpose is to inspire and challenge all pupils at St Bede's Catholic College. This role would be ideal for a highly organised, flexible and resilient person who can adapt quickly, challenge and support learners of all ages in a range of skills. You will need to be able to adapt to and deliver the plans of a wide range of other teachers and do their best to ensure learners of all abilities make progress in lessons, enjoy their learning and feel happy and safe, meeting the high expectations of our school.

St Bede's has a diverse community of students and we would be pleased to receive interest from applicants of all backgrounds.

### WHY CHOOSE US

St Bede's has a superb reputation locally, within the Diocese and nationally. We are recognised by the Diocese as an Outstanding Catholic school and hold the SEND Inclusion award that recognises our high-quality education for students in SEND. In addition, we hold a Beacon status for Holocaust Education, the Geography Quality Mark and an award from the Incorporated Society of Musicians in recognition of excellence in Music. We have also been recognised for 'Leadership through moral purpose', 'engaging with evidence and research' and for our outstanding results by SSAT. The College has also recently been awarded the Leading Parent Partnership award in recognition of our work with parents and re-accredited as Investor in People.

### WHAT WE OFFER:

- A school that is fully dedicated to developing every child to reach their full potential, irrespective of their ability.
- Collaborative working to support our endeavours to work smarter and achieve an effective balance between home and work.
- A dedicated and friendly team of professionals who are keen to develop and learn.
- Excellent CPD opportunities to grow and development through mentorship and coaching.
- Onsite parking.
- Local Government Pension Scheme
- Members of the DfE Staff Wellbeing Charter
- Cycle to work scheme
- Free use of the college gym

### THE IDEAL PERSON FOR THIS POST WILL BE SOMEONE WHO CAN:

- cover lessons in the absence of the timetabled teacher
- supervise the delivery of the cover work by effectively communicating the work set to students and collect completed work after lesson and returning it to the appropriate teacher
- ensure that the required resources needed in order to effectively deliver the covered lessons are available
- manage the behaviour of pupils whilst they are undertaking set work to ensure a positive learning environment
- respond to any questions from pupils about process and procedures
- deal with any immediate problems or emergencies in accordance with school policy and procedures

If you have the desire and potential to be outstanding and would like to join this exciting place of learning, we would be delighted to hear from you.

The hours of work will be 08.30 – 15.30, Monday to Friday, 30-minute lunch break, term time only, for which the actual annual salary is St Bede's Grade 8, point 12-18 - £21,286 - £23,474 (FTE £27,711 - £30,559). *(Part time or job share hours considered for the right applicant)*

Please complete the application form and submit this with a letter outlining your experience and suitability for this role.

***Offers of employment are subject to Enhanced Disclosure and Barring Service clearance, excellent references and medical clearance***

## Job Description

**Job Title:** Cover Supervisor

**Grade:** St Bede's Grade 8, range 12-18,

### Purpose of the job

To provide cover service for absent teachers, supervising classes and groups of pupils, ensuring that they carry out the work set in an atmosphere of calm and industry and also provide supervision during recreation.

<b>It is the responsibility of all staff to support in the provision of a good education for all pupils</b>
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### Key Job Outcomes

1. **Support for pupils' learning**

You will:

- ensure that pupils carry out curriculum tasks set by the teacher and assist them in understanding the nature of these tasks in order to minimise the effect of the teacher's absence upon pupils' learning and progress.
- provide in class support and/or administration for teachers as directed where no cover is required.

2. **Support for the learning environment**

You will:

- keep the learning environment secure, calm and industrious and leave the classrooms in a prepared state for the next lesson.
- be expected to ensure that pupils enter and exit lessons in accordance with college policy.

3. **Care and support for children**

You will:

- act on behalf of the teacher in ensuring the health and safety of pupils in the classroom and the playground.
- register pupils for lessons and pass on to the designated teacher a progress report on the lesson.
- adhere to college policy with regard to developing positive relationships with pupils.
- support in the maintenance of uniform standards and good conduct.

This Job Description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

### General Accountabilities

- A. So far as reasonably practicable, the post holder must promote safe working practices within their work areas.
- B. Work in compliance with the College policies and procedures.
- C. Ensure that output and quality of work is of a high standard and complies with the high expectations of the college for all employees
- D. The Governors are the employers of all staff within the college and they have adopted the Catholic Education Service Disciplinary and Grievance Procedures and Contracts of Service.
- E. All employees participate in an annual review of performance and agree targets for further development.
- F. Present for work in a professional manner in accordance with the Code of Conduct for Staff.
- G. Support the Catholic ethos of St Bede's as a Catholic college.

## St Bede's Catholic College

### Person Specification: Cover Supervisor

#### St Bede's Grade 8

<b>ESSENTIAL (Must have)</b>	<b>DESIRABLE (Should have)</b>
<p><b>Knowledge &amp; Experience</b></p> <p>At least 2 years' experience of working effectively in a learning / child care setting</p> <p>Hold GCSE Grade C or above (or equivalent) in English &amp; Maths, plus at least three other academic subjects or NVQ 3 in a relevant field</p> <p>Skills of empathy, listening, communication and responding with appropriate language to build rapport with children and carers from a variety of ages, abilities and backgrounds.</p> <p>An understanding of Health and Safety, Safeguarding and Child Welfare and Protection</p> <p><b>Abilities &amp; Aptitudes</b></p> <p>Aptitude to achieve NVQ level 3 in an associated field.</p> <p>Flexible, adaptable and positive attitude to working with young people in a structured environment</p> <p>Communication skills to promote and develop effective working with children, colleagues and agencies at an appropriate level to achieve understanding and constructive response</p> <p>St Bede's is committed to safeguarding the welfare of children and expect all staff to share this commitment.</p> <p>Ability to show and command the respect for/of young people. A presence that will enable a culture of industry within a classroom.</p> <p>A Disclosure and Barring Service check is required for this postholder.</p>	<p><b>Knowledge &amp; Experience</b></p> <p>Degree or equivalent or HLTA status would be an advantage</p> <p>Understanding of how different children develop and learn and the experience to identify and apply appropriate processes to achieve progression</p> <p>Understanding of the role of the class teacher, the parent and external agencies in developing and maintaining an effective learning environment</p> <p>Current first aid certificate</p> <p>Previous, varied experience of working with children in a range of educational settings (eg. Care, Development or School).</p> <p>Experience of effective supervision of the work of colleagues to achieve defined outcomes</p> <p><b>Abilities &amp; Aptitudes</b></p> <p>The ability to contribute effectively to the workload, planning, supervision and responsibilities of a team</p> <p>Ability to work on own initiative, including recognition of the appropriate level at which to refer issues elsewhere for effective resolution</p> <p>Proven communication and inter-personal skills evidenced by dealing with a diverse range of contacts about potentially complicated and/or sensitive issues.</p> <p>Ability to plan, review and carry out duties without supervision</p>



## Why Bristol?

It is no surprise that Bristol is consistently rated as one of the best places to live and work in the UK.

Join us and you'll get more than a challenging job: you'll enjoy all the benefits of living and working in one of Europe's most vibrant and best located cities, known for its cultural diversity.

Bristol has an excellent international reputation as a centre of culture, partly thanks to the regeneration of the city centre and historic harbourside, as well as our festival scene. With great architecture and stunning views, a host of cultural attractions and a great range of places to eat and drink, the city also offers one of the country's widest selections of music, multimedia and performance venues, nightclubs, art galleries, museums and historic buildings. In and around the hustle and bustle of the city, Bristol boasts over 400 gardens and parks, ideal for walking, cycling and relaxation.

As well as all this, Bristol is within easy reach of some of Britain's most stunning landscapes, such as the Cotswolds, Cheddar Gorge, Somerset, Devon and South Wales countryside and coast. It's also close to some of the UK's heritage sites such as Stonehenge, Avebury and Glastonbury.

It's easy to get to the rest of the UK and Europe from Bristol. Of all the major UK cities, it's the nearest to London and has unrivalled rail and motorway links, not to mention one of the country's fastest growing international airports. Bristol has also been named as the UK's first cycling city and one of Europe's most bike-friendly destinations.



## How to Apply

Please complete the application form, available electronically via Eteach or as a word document on the college website, and submit this with a letter outlining your experience and suitability for this role to Claire Walker, PA to the Principal by emailing [walkerc@stbcc.org](mailto:walkerc@stbcc.org) by noon on Monday 24<sup>th</sup> February 2025.

No other application forms or curriculum vitae will be accepted.

We are an equal opportunities employer and committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

We follow safer recruitment practices and appointments are subject to an enhanced DBS check, satisfactory references, online screening, qualification verification and evidence of your right to work in the UK.

Our safer recruiting and safeguarding policies are available on our website: [www.stbedescc.org](http://www.stbedescc.org)

