



Cover Supervisor

Closing date: 24th November 2023

Start Date: As soon as possible



Welcome to Mount St Joseph Catholic School

Thank you for your interest in the position of Cover Supervisor at Mount St Joseph.

Mount St Joseph is a vibrant secondary school situated in the South of Bolton serving a richly diverse community. Our pupils come from a variety of backgrounds including families newly arrived in this country and low income families. A number of our pupils have English as an additional language (39%) and our pupil premium is 39%. We place a strong emphasis on inclusion.

Our ethos is underpinned by the gospel values of serving others, tolerance, compassion and forgiveness. As a community of learners, believers and friends, we are committed to the spiritual, moral, educational and social development of our community.

We believe strongly in the power of high expectations of our students and of ourselves, and in the importance of personal goals that are meaningful to each individual. We know that every student has their own potential and we are determined to help them to fulfil it. We aim to enable all students to take part in exciting learning inside and outside the classroom, so that they can make rapid and sustained progress.

We are proud of our team of dedicated staff who provide an inspiring, structured and supportive learning environment, in which every student is challenged to realise their full potential and encouraged to be ambitious for their futures. Our school continues to celebrate good results; they are attributable to the hard work and high aspirations of our students, the strong teaching from our committed and talented staff, the outstanding pastoral support and a clear commitment to raising achievement from all members of the school community.

There is a strong emphasis on providing opportunities for students to further build their confidence, self-esteem, interpersonal relationships and to develop the resilience to overcome problems. We aim for all our students to enjoy their time at Mount St Joseph School, to have memories and friends that will last a life time and to leave with the qualifications, personal skills and attributes needed to be successful young adults.

We are looking to appoint an outstanding enthusiastic leader to facilitate and encourage a learning experience which provides all pupils with the opportunity to fulfil their individual potential.

The last Ofsted inspection concluded that we are a good school with outstanding leadership qualities. Our aim is to be an outstanding school - that is what we, our students and our whole community deserve and expect.

This is an exciting opportunity for a person who is an excellent practitioner, who possesses the energy and enthusiasm to bring their skills and innovation to our community; a person who will be a role model and leader and ambitious for both students and staff.

If you are inspired and share our vision, please apply and we look forward to considering your application and meeting you.

Yours faithfully,

A Devany

About the School

Mount St. Joseph is a Roman Catholic voluntary-aided 11-16 comprehensive under the trusteeship of the Salford Diocese. The Instrument of Government of the school states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Salford.

Our aim is to secure the highest academic achievement for each child, a full awareness of personal and social responsibility and a deepening love and understanding of the Catholic Faith and our Mission Statement is the reference point for all our work:

As a **community of learners** we aspire to achieve our full, academic potential in a happy, safe and caring environment.

As a **community of believers** we aim to develop a full awareness of our spiritual and moral responsibility and a deepening love and understanding of our faith.

As a **community of friends** we influence the people around us by using our unique gifts and talents to develop one another socially and culturally to build a better world.



Safer Recruitment

Mount St Joseph is committed to safeguarding and promoting the welfare of children and young people. We undertake thorough checks to ensure that we meet our obligations to protect our students. We expect all staff and volunteers to share this commitment and to undergo appropriate checks, including an Enhanced Disclosure and Barring Service check.

Key facts and Statistics

Age range	11- 16
Location	Bolton
Attendance	94%



Job Description

Job Purpose

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. To supervise whole classes during the short-term absence of teachers. The primary focus will be to maintain good order and to keep students on task. Cover Supervisors will need to respond to questions and generally assist students to undertake set activities. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.



Principal (Core) Responsibilities

- To communicate and deliver the work set by the teacher to the students.
- To assist students as appropriate during lessons.
- To oversee the distribution and collection of books and other equipment as appropriate to the lesson and return to teaching staff.
- To support teaching staff in classrooms by putting up displays, photocopying work and other administrative tasks.
- To assist with examination invigilation, maintaining the rules set by external examination boards and the in-house supervisors.
- To complete other administration duties reasonably requested by the Departmental Head or member of SLT (Senior Leadership Team)
- To liaise with subject and pastoral staff providing information as required from lessons covered.
- To support with the school patrol system as directed.
- To implement the school's behaviour management programme, reporting misbehaviour to the appropriate line manager.

Support for the curriculum

- Support the delivery of agreed learning activities/learning programmes, adjusting activities according to student learning styles and individual needs.
- Support the delivery of literacy/numeracy programmes, effectively utilising all alternative learning opportunities to support extended development.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Assist students to access learning activities through specialist support e.g. curriculum/SEN specialism.
- Determine the need for, prepare and maintain general and specialist equipment and resources.





Support for the school

- Be aware of and comply with school policies and procedures relating to child protection, health & safety and security, confidentiality and data protection. Report all concerns to the appropriate person.
- Be aware of, and support, difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the school ethos, aims and development/improvement plans
- Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of students.
- Attend and participate in regular meetings as required.
- Participate in training and other learning activities as required.
- Establish own best practice and use to support others.
- Assist with the planning of opportunities for students to learn in out-of-school contexts, according to school policies and procedures and within working hours
- Accompany teaching staff and students on visits, trips and out of school activities as required.
- Customer Care - To provide quality services in line with customer requirements. To give customers the opportunity to comment or complain if they need to. To work with customers and do what needs to be done to meet their needs. To inform your manager about what customers say in relation to the services delivered.
- Develop oneself and others - To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan. To be ready to share learning with others.
- Valuing Diversity -To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

Person Specification

Attributes	Essential	How identified	Desirable	How Identified
Qualifications	Degree/ HLTA or equivalent	Application	Evidence of further qualifications	Application
	Minimum of 3 GCSEs Grades (A to C) including English & Maths or equivalent	Application	First Aid training	Application
Job Related Experience and Skills	Experience of working in classroom environment	Application	Experience of planning, preparing and delivering lessons.	Application Interview
	Awareness of confidentiality issues linked to home/student/teacher/school work.	Application Interview	Experience of working with children in the 11-16 age range	Application
	Ability to manage the behaviour of students to promote and maintain order and a calm working environment for students. (Interview)	Interview	Experience of working as a Cover Supervisor	Application
	Ability to work at own initiative and as part of a team.	Application Interview		
Professional Development	Commitment to own professional development	Application	Experience of working with SEN/ EAL	Application
	Willingness to undertake further training and development	Application Interview		
Knowledge and Understanding	Be familiar with the full range of school policies	Application Interview		
	Understand and be able to use a wide range of strategies to deal with classroom behaviour	Interview		
	Computer literate and word processing skills	Application Interview		
Personal Skills	Punctual	Application References		
	Reliable	Application References		
	A commitment to working as part of the school and supporting the vision of the school.	Application Interview		
	High expectations of students' achievements and progress	Interview		
Safeguarding	A commitment to safeguarding and promoting the welfare of children and young people.	Application Interview		
	Able to demonstrate an understanding of safeguarding	Application Interview		

Application Details

Thank you for taking the time to view the details for the Cover Supervisor position.

If you require any further information about the post, please contact Miss K Pasquill – 01204 391800.

Please send all completed forms to pasquillk@msj.bolton.sch.uk

