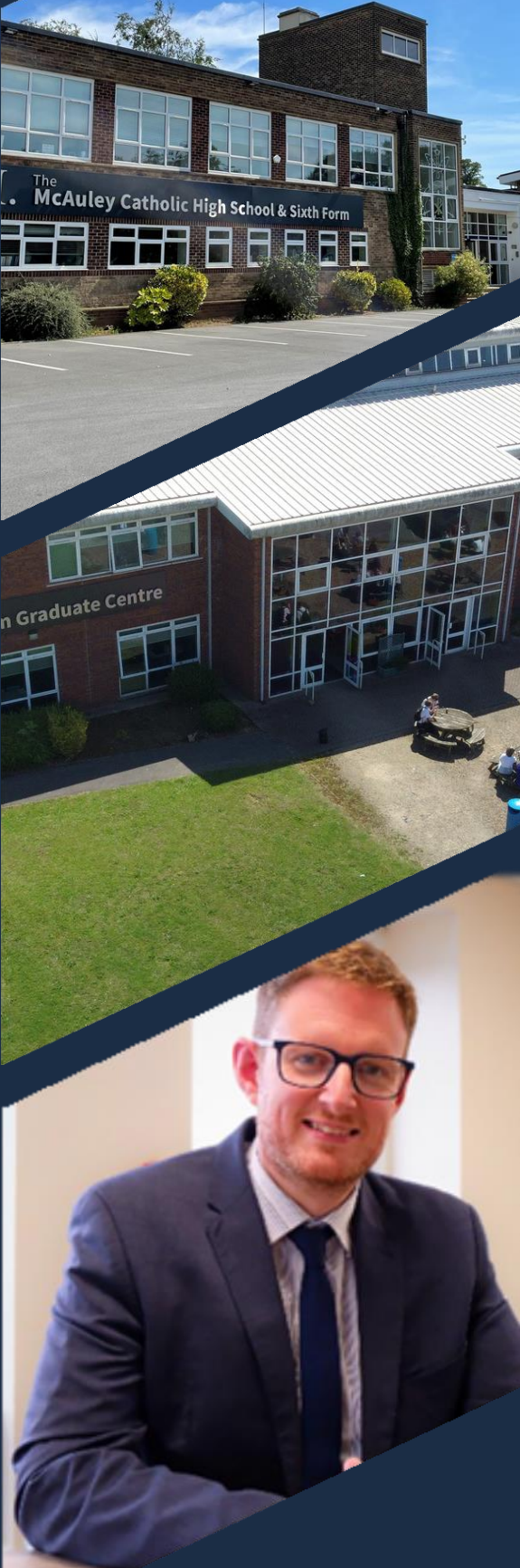




The **McAuley** Catholic High School & Sixth Form

CANDIDATE PACK

Cover Supervisor



Dear Candidate,

Thank you for showing interest in our school.

At McAuley there is a pattern. Staff join us and stay! It's not just about the great pupils, or the last lesson finishing at 2.15pm, It's the staff first approach which ensures we care and support staff like few other schools do.

We are looking for someone with BIG ideas! If you have a passion for supporting young people in the classroom and have a compelling vision to support this crucial function of the school, then we want to hear from you.

If successful, you will be joining McAuley, the biggest school in Doncaster and the biggest Catholic school in Hallam Diocese at a very exciting time.

As Head, I am committed to staff welfare and well-being and see my role as removing those obstacles that prevent staff being brilliant.

We have a well-developed Staff First Policy. We're committed to bringing the very best people to work at McAuley to join a community of Learners committed to the values and vision of the school and dedicated to making a difference to the children we teach.

If you want to be part of something genuinely unique then we want to hear from you.

Informal discussions are positively welcomed by emailing recruitment@mcauley.org.uk

James Tucker
Headteacher

M.

The McAuley Catholic High School



WHY MCAULEY?

- Large Catholic Comprehensive School
- Enrolment of 1,200 students in Years 7 to 11
- A Sixth Form with 300 students
- Recipient of the ArtsMark Gold Award
- Designated as an Inclusivity Quality Mark Centre of Excellence
- Received a "Good" rating from Ofsted in all areas (December 2023)
- Achieved positive outcomes in Key Stage 3 and Key Stage 4 assessments
- Consistent back-to-back +P8 scores
- Offers a diverse array of Sixth Form courses
- High staff morale and engagement
- A vibrant and unique student body
- Emphasises a family-first ethos, prioritising the welfare of staff and the community



'I have come that they may have life and have it to the full.'
- John 10:10

Job Profile

Cover Supervisor



To contribute to the teaching and learning of students in the school by supervising and instructing students when teachers are on short term absence. At other times supporting curriculum areas in administration and other tasks

1. Key Duties/Areas of Responsibility

2. To liaise with teachers regarding work set and distribute this to the appropriate students
3. To take the registration of each class in line with school policy and cover form classes when required
4. To be responsible for a class of students in lesson time and to facilitate the learning of students in relation to the work allocated by the subject teacher for the duration of the lesson and ensure students remain on task with the work they have been set
5. To ensure students are provided with the necessary resources to facilitate learning
6. To appropriately manage the behaviour of students, using the school's behaviour policy whilst they are undertaking this work to ensure a constructive environment both in and out of the classroom
7. Dealing with any immediate problems or emergencies in line with the school's policies and procedures.
8. Making sure completed work is returned to the appropriate teacher/department along alongside communicating any issues or problems that may have arisen during the lesson
9. To maintain appropriate records and to provide relevant, accurate and up to date information for the school's Management information systems, ie registering pupils accurately and timely following the best behaviour expectations for students as well as recording behaviour points and using the school child protection systems to log any safeguarding issues
10. To carry out tasks within a specific Curriculum Area as directed by the Curriculum Leader
11. Assist in lunchtime supervision and/or bus duties as directed
12. To ensure the health and safety of students at all times
13. To attend training sessions as required and be committed to continuous professional development
14. Act as a First Aider in School
15. Be aware of and support difference and ensure equal opportunities for all.
16. Contribute to the overall ethos/work/aims of the school
17. Appreciate and support the role of other professionals
18. Participate in training and other learning activities, CPD and performance development as required

19. Any other reasonable duties deemed appropriate and commensurate with the role and salary grade

Job Specific Notes

Salary Grade 6 (NJC)
Hours 35 per week
Term time plus 3 days

At The McAuley Catholic High School we are absolutely committed to keeping our young people safe by working together to safeguard and promote the welfare of children. Recruitment processes in our school comply with 'Keeping Children Safe in Education' and we would expect the successful candidate to share our commitment protect children. All newly appointed colleagues will undergo an enhanced DBS as well as strict recruitment and employment checks included online checks for shortlisted candidates.



THE MCAULEY CATHOLIC HIGH SCHOOL

PERSON SPECIFICATION: Cover Supervisor

QUALIFICATIONS & TRAINING

	Essential	Desirable	Source A- Application I-Interview R- Reference
Good standard of education including English & Mathematics at GCSE Grade C (4) or above	✓		A
Evidence of personal professional development		✓	A

KNOWLEDGE & EXPERIENCE

Successful working with young people	✓		A,R,I
Experience of delivering group work	✓		A, I
Experience of working in an education setting		✓	A, I
Knowledge of a range of strategies and techniques to support students	✓		
Understanding of school structures, relationships and accountabilities	✓		A,I,
Knowledge of the curriculum and developments in education		✓	A,I,
Basic knowledge of first aid		✓	A

PERSONAL SKILLS AND ABILITIES

Applicants should be able to provide evidence that they have the necessary personal skills and abilities required by the post

Eg	Essential	Desirable	
Good literacy and numeracy skills	✓		
Ability to work successfully in a team	✓		A,I, R
Good written and verbal communication skills; able to communicate effectively with a range of people	✓		A, I, R
Good organisational skills	✓		A, I, R
Competent in the use of ICT	✓		A, I
Able to exercise judgment	✓		A, I
Able to work on own initiative	✓		
Ability to form an maintain appropriate relationship and personal boundaries with children and young people	✓		A, I
Ability to work under pressure	✓		A, I
Good interpersonal skills	✓		A,I
Able to demonstrate flexibility within the working environment	✓		
Enthusiastic, committed and motivated approach to duties	✓		A, I, R

[D] OTHER REQUIREMENTS

	Essential	Desirable	Source A- Application I-Interview R- Reference
A commitment to safeguarding and promoting the welfare of children & young people	✓		
A commitment to and ability to implement the principles of equal opportunities and inclusion	✓		
An understanding of the distinctive nature of Catholic Education and a willingness to lead and support our school ethos.	✓		

You will be requested to understand, accept and sign a staff code of conduct for working in the school.



Working at McAuley. What's in it for you?

Our 'staff first' policy means that we invest in our people. Our staff tell us what they value.

- Wellbeing time – this is time off for all staff up to one day a year to engage in wellbeing or family occasions that would not normally be covered under the leave of absence policy
- Wellbeing CPD for all staff – from the McAuley Minds working group, through to staff wellbeing sessions, we encourage all colleagues to participate in the programmes that we offer this could be learning how to make a curry through to menopause awareness, crafting, darts. There is something for everyone even reminding people how to laugh!
- Staff Wellbeing suggestion boxes – these are regularly emptied!
- Staff Wellbeing surveys – regular surveys allow us to see how we are doing and what we need to change stop doing or consider.
- Membership of Westfield Health – the school pays for level one of a cash policy so you can claim for optical, dental and other therapies such as physio and chiropractic appointments. In addition, you will have access to Doctor Line which offers our staff general appointments with a private GP when you are unable to see your own doctor at short notice.
- Employee assistance programme – from practical legal support through to face-to-face counselling, the 24 hour counselling and advice line offers our staff access to a range of issues such as mental health, physical health, financial health and debt management, trauma, parental support and relationship support any time of the day or night 365 days a year.
- Westfield Rewards – being a member of Westfield Health also gives you access to a range cash back or percentage discounts off high street retailers and supermarkets when you shop online or reloadable auto top up vouchers for your weekly shop helping you budget and save with a large range of retailers.
- Working Day – The timing of our school day, means a 2.15pm finish for students and means that staff have a significant part of the afternoon to do what they want to do, whether that is pick your own children up from school, engage in some form of exercise or go to that appointment you have been putting off. It gives staff extra flexibility to manage that work life balance.
- Email protocol – Our email policy takes the pressure off receiving emails at unacceptable times. We do not expect you to receive or send emails outside of your working day and we have an email embargo in between the hours of 7pm to 7am and weekends. Our policy is to speak to each other!
- Leave of absence policy – We know that there are times when we need to have time off work for whether that is because of an emergency or if you are taking your driving test. Our generous leave of absence policy allows you to request an absence during the school day when you find it is not possible to manage outside of working hours. Depending on your request, this will be either paid or unpaid, however we will always try and support your work life balance by doing what we can to give you that time. If we can't, we will explain why.