

Blessed Hugh Faringdon Catholic School & Sixth Form Centre



Vacancy Information Pack



Cover Supervisor

About the School

Headteacher's Welcome

Dear applicant

Thank you for your interest in applying for this role at Blessed Hugh Faringdon school. I do hope that the information attached encourages and inspires you to make a formal application for the post.

Blessed Hugh Faringdon Catholic School has served the young people of West Reading

for over 60 years. It is a Voluntary Aided 11 to 18 Catholic comprehensive school within the Reading local authority area and the Roman Catholic Diocese of Portsmouth. The school has just under 1000 on roll and has grown considerably in the last three years based on its success and popularity.

The school is, In a very real way, a community. Our students are keen to do well and academic success is prized and celebrated. Our school is very diverse and we welcome such in our staff. Our common belief that we are called to flourish together, underpinned by the respect which comes from the school's very clear religious character, ensures that diversity and community complement each other.

The school, judged good by OFSTED and outstanding by the Diocese of Portsmouth, continues to receive accolades as part of our membership of the Leading Edge group of schools – a national affiliation of schools dedicated to achieving outstanding performance across all core school processes including curriculum, teaching, pastoral care guidance and support and ethical practice. A positive, courteous and highly supportive working environment, twinned with a commitment to high quality staff development underpin our moral purpose towards colleagues.

The school has a very strong reputation for our work with children with special educational needs, particularly those with an Autistic Spectrum





condition, served by our recently completed state of the art unit. The school Sixth Form is high-quality, offering a predominantly academic program and, in the last few years, has seen results go from strength to strength.

2021-2024 marks our three year corporate strategy period entitled *Flourishing Together*. This brings together our focus on continued improvement of standards, our work as a national trailblazer in mental health and well-being, our continued work to ensure a broad and balanced curriculum, the ground-breaking work we are doing with careers education and the focus on offering each child and young person the opportunity to develop as a whole and unique person. This means offering opportunities for service, volunteering and leadership, together with co-curricular clubs and activities. In terms of sport we are, consistently, one of the leading schools in the area.

The school is the founder and leader of a 19-strong group of schools undertaking cutting edge research to strengthen education.

www.koinonia.schools.org, partnered with St Mary's University Twickenham.

As a candidate to work at the school you will already be an outstanding practitioner, or possessed of qualities and desire to become outstanding. You will also be keen to understand and embrace the unique ethos which makes our school distinctive and, finally, you'll be ready to join the community of practitioners who support each other, recognise that their success is based on interdependence rather than isolation, and share a belief in every child achieving not only academically, but also as a healthy, happy young person.

I do hope that you will decide to make an application to join us and that we will have the opportunity to welcome you to our community and meet you in person.

Your sincerely

Dr Simon Uttley, Headteacher

About the School

Introduction

Blessed Hugh Faringdon Catholic School

Situated in Reading, Berkshire, Blessed Hugh Faringdon Catholic School is an 11-18 co-educational Catholic comprehensive school. Presently, the number on roll is 990 with 100 in the Sixth Form.

Headteacher

Dr Simon Uttley

Values and Vision:

Blessed Hugh Faringdon Catholic School is a place of faith, intellectual inquiry and human formation. Our Catholic ethos pervades the school, which offers a broad, modern curriculum, outstanding pastoral care and an atmosphere of mutual support, for a diverse community of young people. The school is growing in size, is over-subscribed and enjoys an excellent reputation in the Reading area and beyond. Recently, the Sixth Form has been remodelled and is growing, with an excellent record of securing Russel Group university places for appropriate students, as well as securing other high quality destinations.

The school invests in the ongoing formation of staff. The school was judged as Good by Ofsted and Outstanding by the Diocese of Portsmouth.



School Ethos:

Our ethos is derived from a clear and distinctive Catholic identity.

This values:

- The dignity of each member of the community, each visitor and beyond
- Strong in diversity
- A community which is both eucharistic and missionary; celebrating success and reaching out so that no one is left behind
- A place of prayer and worship
- A place underpinned by justice, fairness, honesty and kindness



Staff Benefits

what we can offer you

We are longstanding members of the highly regarded Leading Edge (SSAT) and have achieved the high standards required to be accredited as Transforming in the following strands of the Framework for Exceptional Education strands. As a member of our community, you can expect:

Professional Learning:

‘Collaboration and joint practice development are integral parts of school life that could be observed every day. Staff have a willingness to share and collaborate both online and in person.’

You will benefit from a comprehensive programme of whole school, group and individual continuing professional development opportunities as appropriate to your needs and aspirations.

Leadership Through Moral Purpose:

‘Our vision, values and beliefs are enacted and embedded in the actions of all stakeholders and can be seen in the lived daily experience of all learners.’

At Blessed Hugh Faringdon Catholic School you are at the heart of a supportive, caring community from Day 1.

Engagement with Key Stakeholders:

‘The school ensures regular review and monitoring to ensure it is seamlessly translated into actions that the community feel ownership of. The values and beliefs of the school are instilled into all aspects of school life, transitions and school partnerships, influencing decision making at every level of the organisation.’

You will benefit from the opportunity to engage with a wide number of professionals within and beyond the school.

Wellbeing:

‘The approach to wellbeing is coherent, consistent and embedded within the school’s ethos. A positive, happy and healthy environment supports the wellbeing of the entire school community both mentally and physically. Wellbeing is considered in all aspects of the school’s practice and is a collective responsibility, with all stakeholders playing an important role. The school community champions diversity and inclusion, ensuring that everyone and all students feel welcome and valued.’

We have a staff wellbeing group that meets regularly and offer a range of social activities that staff contribute to scheduling and which you may choose to attend.

Principled Curriculum Design:

Our approach to the curriculum is holistic, coherent and integrated. Decision-making is driven by a clearly articulated vision, which is shared by the whole school community. The core values are evident across all stages and in all subject areas.

We aim to ensure students follow courses of study that meet requirements and are appropriate for them as learners. We prioritise teaching and learning and are participating in the Reading-wide Tom Sherrington Project to provide opportunities for all to collaborate, reflect, share and develop their practice.



About the Role

REPORTING TO

Assistant Headteacher

RESPONSIBLE FOR

All related activities as outlined below

PURPOSE OF THE POST

To supervise whole classes during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities.

Duties and responsibilities

- Supervise classes when a teacher is absent.
- Complete registration for absent teachers, ensuring registers are completed correctly and returned to the office.
- Collect work that has been set by the Head of Department or sent in by the absent teacher and use this work when supervising a class.
- Manage student behaviour and use the School's Behaviour for Learning procedure as necessary.
- Collect completed work from lessons and ensure this is given to the Head of Department, or other subject teacher.
- Supervise students during morning break.
- Supervise students in the Focus Room if necessary.
- Supervise Sixth Form students in the Study Area if necessary.
- Undertake exam invigilation (under Data and Exams Manager's instruction).
- Accompany staff on school day trips.
- Complete administration duties for departments, and as directed by the Deputy Headteacher when no cover work is needed.
- Put up classroom displays or assist others with this.
- Assist with supervising whole school events, such as Mass services or Sports Day.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.

Other Professional Requirements

- Establish effective working relationships with a) students, b) parents c) professional colleagues.
- Set a good example to the students through personal presentation, professional conduct.
- Make a positive contribution to the wider life and ethos of the school
- Support and carry out policies and practices to promote positive student behaviour, in line with the whole school approach and support the "Behaviour for Learning" programme.
- Take responsibility for personal professional development, including knowledge of school policies and procedures.
- Liaise effectively and sensitively with students and parents.



- Ensure compliance with all statutory Health and Safety requirements.
- Retain confidentiality about all aspects of school life.
- To undertake other duties as the Headteacher/Assistant Headteacher may reasonably direct.

Person Specification

Qualifications and Training

Good literacy and numeracy skills

Experience

Experience of working with 11 - 18 age group is desirable

Experience of working in an educational environment is desirable

Skills and Abilities

Well organised

Able to work effectively as part of a team as well as independently

Able to form positive working relationships with students in the 11 - 18 age group.

Able to maintain good discipline through a non-confrontational manner

Good ICT skills

Good communication skills

Applicatoin Process



Application forms can be downloaded from our website – [Vacancies - Blessed Hugh Faringdon Catholic School](#)

For all Teaching positions please use the Teaching Staff Application Form.

For all Support Staff positions please use the Support Staff Application Form.

Notes for completion of Application Forms

- Please refer to the “Notes for Applicants” document when completing the application form.
- All applications should be accompanied by the “Consent to Request References” form and the “Recruitment Monitoring Form” (optional).
- The “Rehabilitation of Offenders Act 1974 Disclosure Form” should be completed and brought with you should you be invited to interview.

Our preferred method of submitting your application is via the “Upload Application” link on our vacancies page.

Applications will be reviewed and considered as they arrive and as such we may decide to shortlist and interview before the application deadline.

We therefore encourage early applications.

Blessed Hugh Faringdon Catholic School is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Successful candidates will be subject to a satisfactory Enhanced Disclosure and Barring Service check.

**Fawley Road, Southcote
Reading, RG30 3EP**

www.hughfaringdon.org

01189 574 730

admin@hughfaringdon.org



bhfcs



@bhfcs



bhfcs

