

Our Lady Queen of Peace

Catholic Engineering College



Application Pack

Cover Supervisor

May 2022



Our Mission: *In Christ We Grow*

'As a learning community, we live out our Mission Statement striving for excellence through caring, sharing and achieving'.

An Outstanding Catholic High School (Section 48 Inspection)

Thank you for showing an interest in the post of Cover Supervisor at Our Lady Queen of Peace Catholic Engineering College.

Our school is a **very special Catholic community**, in the heart of Skelmersdale, where everyone works hard to ensure that our exceptional young people receive an outstanding education, in an environment where they are cared for, and where they can fully develop and thrive.

Our Mission Statement 'In Christ We Grow' recognises **that gospel values are at the centre of every aspect of school life**. Our staff place **outstanding relationships with young people and their families** at the heart of all that we do. Our culture is one of compassion, care, humility, gentleness and forgiveness.

Our expectations are high for every young person, and we expect everyone in our community to strive for excellence through caring, sharing and achieving their very best.

We provide **outstanding opportunities**, with year on year investment in our school environment, with excellent facilities to learn in and where we have the highest standards of academic achievement, of appearance, of behaviour, attitudes and respect for all.

The **curriculum** is very carefully tailored for our young people, and the **extensive wider curriculum opportunities** and achievements are exceptional, including in Sports, Music, Dance and Drama.

Our **standards are high** and together with the very **strong pastoral care** and links with families, and all the opportunities for individual personal development, we ensure that we do all we can so that they are able to fully develop.

Our school is **regularly oversubscribed** with first choice applications and has grown in recent years so that we have around 900 students on roll.

We regularly receive awards – we are a **Flagship School for Inclusion**, we have the **International School Award** at the highest level, and are a **Music Mark School**. We are proud of our **strong specialism in Engineering** over many years, and our dedicated STEAM (Science, Technology, Engineering, Arts and Mathematics) Co-ordinator provides enrichment activities and events for our school and the local community. Our Lady Queen of Peace has a local, regional and national reputation for delivering high quality Engineering and STEM related courses.

We are delighted that we are regularly selected as being in the top three of all Liverpool Archdiocesan Schools through various nominations. Recently we have been successful in being nominated in the top three schools for Sports Achievement Award and Contribution to the Community Award. We were overall winners in the Creative Team Project of the Year Award.

The culture of this school is one of hard work, of service and of a genuine commitment to providing the highest quality of educational experience possible for our young people. This is not a school for those who seek a quiet life. We seek applicants who genuinely enjoy working with young people, to join our talented body of professional and exceptional staff, who will always give whatever is needed for our young people.

We are proud to belong to a community that values and respects every person and strives for a world class education for all.

Outstanding Archdiocesan Report *"Our Lady Queen of Peace High School provides outstanding Catholic Education. Students are confident and proud to belong to their school."*

Flagship School for Inclusion Quality Mark Report *"A school that is clearly at the heart of its local community*

where inclusion is ingrained in the very fabric of the school and care, nurture and support are at the centre of everything that occurs here, for staff and students alike."

International School Award *"The school's fantastic international work has rightfully earned it this prestigious award. The International School Award is a great chance for schools to demonstrate the important work they're doing to bring the world into their classrooms. Embedding an international dimension in children's education ensures that they are truly global citizens and helps prepare them for successful lives and careers in an increasingly global economy."*

Ofsted January 2020 *"Students typically enjoy coming to school. They get on well with each other, feel safe and appreciate the work of staff"*

"Students benefit from a broad range of opportunities to enhance their personal development"

"Leaders...have high expectations for all students"

The closing date for return of completed application forms is **12 noon Wednesday 18th May 2022**. Only shortlisted candidates will be contacted. The post is subject to relevant safeguarding checks which include a satisfactory enhanced DBS clearance.

I would advise you to ensure that through the application form and letter you cover all areas in the person specification, since this is the information used to shortlist. May I wish you every success in your application.

Finally, I would encourage you to have a look on our website, which contains lots of information including the latest events at our school.

If you feel this is the right school for you, we look forward to receiving your application.

Yours faithfully



Ms A Knight
Headteacher



Mission Statement

In Christ We Grow

As a learning community we live out our Mission Statement striving for excellence through caring, sharing and achieving.

Salary	Grade 6, point 11-19, £22,129 - £25,927 (pro rata) (Actual salary £18,653 - £21,855)
Required	1 st September 2022
Contract	Permanent
Hours of Work	36 hours per week, Term Time plus 1 week 8.00am – 4.00pm Monday - Thursday 8.00am – 3.00pm Friday <i>(A degree of flexibility in working hours may occasionally be required by negotiation between the hours of 7:30 a.m. and 5.30 p.m.)</i>

Job Overview:

To act, under the guidance of teaching staff, as a Cover Supervisor for absent members of staff. This will involve covering timetabled lessons, delivering specified teaching and supervision and management of class groups, in the pursuit of high standards of students' achievement and behaviour during periods of staff absence.

Duties & Responsibilities:

- To act as a Cover Supervisor responsible for supervising students in the completion of work set in a teaching environment, in accordance with the school policy.
- To establish a safe and stimulating learning environment.
- To ensure that students remain on task and complete work set and that the classroom/environment is managed during the cover period.
- Respond to any questions from students whilst they are undertaking set tasks and generally assist students to undertake set activities.
- To liaise with subject teachers and develop skills in delivering high quality cover lessons.
- To collect completed work after the lesson and return it to the appropriate teacher.
- To manage the behaviour of students to ensure a constructive environment, in accordance with the Behaviour for Rewards Policy.
- To record rewards and sanctions on Class Charts.
- To work collaboratively with subject teachers in the delivery of teaching and learning and to ensure that students' progress and experiences are recorded.
- Have a clear understanding of the needs of students, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.
- Know when and how to differentiate appropriately, using approaches which enable students to be taught effectively.
- Have an understanding of how a range of factors can inhibit students' ability to learn, and how best to overcome these.
- Set goals that stretch and challenge students.
- To be familiar with the schemes and units of work used at both key stages in departments.
- To ensure that all records are updated and those with responsibility for monitoring are informed of students' progress/behaviour.
- To supervise pupils in a range of settings and manage programmes of work.
- To invigilate examinations as and when required.
- To implement and adhere to all school policies.

Additional Responsibilities:

- Administration duties.
- Attending after-school CPD sessions.
- Support school events, e.g. Induction Day, Open Evening, etc.
- Attending appropriate training courses and take responsibility for personal professional development opportunities.
- Ensure that high standards of Health and Safety are maintained in the workplace.
- Any other duties appropriate to the grade at the request of the Headteacher and SLT.
- Assisting in the absence of any other associate staff as directed by the Headteacher or Line Manager.
- To adhere to all school policies and procedures.

Note: Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified and other duties, at no higher a responsibility level, may be interchanged with/added to this list at any time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES.

Our Lady Queen of Peace Catholic Engineering College is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to a satisfactory Disclosure and Barring Service (DBS) enhanced disclosure certificate. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share that commitment.



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Catholic Engineering College

Cover Supervisor

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED
Qualifications and Training	<ul style="list-style-type: none"> GCSEs including Maths & English or equivalent (in exceptional circumstances, where local circumstances dictate, qualifications may be viewed as desirable) 	<ul style="list-style-type: none"> Degree Level 2 Certificate in Support Teaching and Learning in Schools Level 3 certificate in Cover Supervision Level 2 or equivalent qualification in English/Literacy and Mathematics/ Numeracy 	Application Form
Experience	<ul style="list-style-type: none"> Experience of working with children or in an educational setting Experience of small group or whole class supervision 		Application Form
Skills, Knowledge and Aptitudes	<ul style="list-style-type: none"> High level of oral communication skills, including the ability to communicate effectively in a variety of situations Ability to engage well with children in a positive way Ability to relate well to parents/carers Ability to work unsupervised and under your own initiative Time management skills Excellent organisational skills Administrative skills Computer literate 	<ul style="list-style-type: none"> Knowledge of relevant SEND legislation and Code of Practice Knowledge of school practices and processes Demonstrate effective skills in conflict resolution Ability to use a range of strategies to deal with classroom behaviour as a whole or as individual behaviour needs 	Application Form References Interview
Approach to Work	<ul style="list-style-type: none"> Flexibility Be receptive to change Teamwork Genuine interest in the education of young people Excellent attendance and punctuality Prepared to take every opportunity to further professional development 		Application Form References Interview
Personal Qualities	<ul style="list-style-type: none"> Excellent communication and literacy skills Enthusiasm Reliability Integrity Tact Patience Confidentiality Excellent interpersonal and communication skills Good sense of humour Capacity for hard work and resilient in demanding situations Ability to form and maintain appropriate relationships and personal boundaries with students Adaptable and willing to accept guidance and support A good role model to students Committed to supporting the Catholic ethos of Our Lady's Commitment to safeguarding and protecting the welfare of children and young people 	<ul style="list-style-type: none"> Practising Catholic 	Application form Interview References Task

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Cover Supervisor

Appointment Process

NOR 898

Please visit our website www.olqp.org.uk for more information about the school.

Closing Date for Applications: 12 noon on Wednesday 18th May 2022
Interviews: tba

Applicants are asked to provide a completed application form and a supporting statement (no more than 1,300 words) detailing why you believe your experiences, skills, personal qualities, training and/or education are relevant to your suitability for the post and how you meet the person specification.

Governors would prefer applications to be returned by email to Mrs Natalie Barber, HR Manager: n.barber@olqp.lancs.sch.uk.

Please note: Receipt of an application will be acknowledged by email. Subsequently, if you have not been contacted within two weeks of the closing date, you should assume that your application has been unsuccessful. It is our policy to take up references for shortlisted applicants from their present school/employer. It would greatly assist this process if you were able to supply email addresses for all referees on your application form. Applicants will be asked to produce original certificates for all education qualifications stated in the application form prior to the appointment being confirmed. All appropriate safeguarding and attendance at work checks will be requested.

If you have any questions regarding the vacancy or application process, please contact us via the details below.

In Christ We Grow

Our Lady Queen of Peace

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Lancashire WN8 6JW

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Email: n.barber@olqp.lancs.sch.uk
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Our Lady Queen of Peace Catholic Engineering College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to full DBS clearance.