



*Saint* **GREGORY'S**  
*Bath*



*An education for the whole person*

Academically, personally and spiritually

Application pack for the post of:

## Cover Supervisor

32.5 hours per week, fixed term until 31.08.2024, term time only plus 2 INSET days

SCP 11-15 £25,979-£27,803 full time, £19,343-£20,701 actual.

**Closing date:** Midday, Friday 1 December 2023

**Interviews:** Friday 8 December 2023

*"In Christ we flourish"*

Saint Gregory's, Bath  
Combe Hay Lane, Bath, BA2 8PA  
T 01225 832873  
[www.st-gregorys.org.uk](http://www.st-gregorys.org.uk)

# Welcome

---

Dear Prospective Applicant

Thank you for your enquiry regarding the post of **Cover Supervisor** at Saint Gregory's, starting **either in January or Easter 2024**.

Saint Gregory's is an over-subscribed high achieving school with a national reputation for excellence. Our motto is 'In Christ We Flourish' and we place great emphasis on our inclusive 'family' atmosphere where all are nurtured to develop their God-given gifts and virtues.

Our most recent Ofsted inspection judged as 'Good' with 'Outstanding' features in both 'Behaviour and Attitude' and 'Personal Development'. We are also recognised as an 'Outstanding' secondary school in our Section 48 Inspection, highlighting Saint Gregory's as a flourishing educational community where every child is valued and encouraged to grow as individuals.

We are a school community which prioritises the safety and wellbeing of our students and staff. Everyone at St Gregory's is responsible for the safeguarding and wellbeing of our staff and students and we are committed to following safer recruitment practices to ensure we provide a safe environment for our students.

We are looking for an enthusiastic and adaptable individual to join us as a Cover Supervisor to deliver lessons during the short term absence of teaching staff and to support teaching and learning across the school. This is a varied and interesting role that requires confidence and presence to educate our students in the absence of their teacher and presents the opportunity to work with our students across all subjects.

As a Catholic school we provide our students with a moral compass based on Catholic Social Teaching that supports their growth and development. It is essential that our students are encouraged to have enquiring minds, ask questions and form their own opinions. The pastoral care at Saint Gregory's ensures that our students grow into well-rounded, reflective, caring and thoughtful young people, ready to take their place in society.

We are an inclusive school that places the student at the heart of everything we do. As a Catholic school our values are explicitly Christian, however you do not have to be of the Catholic faith to apply for this post.

There is a warm, welcoming family atmosphere at Saint Gregory's that underpins our culture as a school. By working together we aim to provide the very best opportunities for all our students and staff.

If you possess the necessary skills and experience and would like to apply for this post, please submit your application by midday on **Friday 1 December 2023**. Interviews will be held on **Friday 8 December 2023**. If you have any further questions please do not hesitate to contact Mr Cross, Cover Manager by email at [crossg@st-gregorys.org.uk](mailto:crossg@st-gregorys.org.uk).

Yours faithfully

Mrs M George  
**Headteacher**

# *Mission Statement*

---

“ As a Catholic school, our inspiration is Jesus Christ. We therefore promote the dignity and well-being of every child and ensure that they flourish with us in a safe, happy and enriching environment.

We believe that everyone is gifted and called by God to fulfil some definite service for the greater good of society. We will help our students to discover their vocation in life, to achieve their full potential and to use their gifts for the greater glory of God.

# Cover Supervisor

---

**Post:** Cover Supervisor to start as soon as possible.  
**Contract type:** Fixed Term until 31 August 2024, part time, 32.5 hours per week (applications for reduced hours are welcome).  
**Salary:** Grade 5 SCP 11-15 £25,979-£27,803 full time, £19,343-£20,701 actual.  
**Closing date:** Midday Friday 1 December 2023  
**Interview date:** Friday 8 December 2023

Our students are amazing. They are clever, kind and a joy to work with. They inspire, challenge and drive us as professionals to deliver the highest standards of education and care; to fill their school life with academic rigour, compassion and laughter. School is a busy and varied place of work (definitely not your normal 9-5!) but, as a team, we work together to reach out, find solutions and truly make a difference in the lives of young people.

We are seeking an exceptional individual to join our team on a fixed term contract until the 31 August 2023 (in the initial instance) as Cover Supervisor, taking on this highly rewarding and valued role within our school community.

The successful candidate will possess the confidence and skills to take charge of whole classes during the short-term absence of teachers. When not required to provide cover the post-holder will also be part of our student support provision offering learning support to our students and administration support to colleagues. We are therefore looking for a rounded team-player, with a positive and flexible can-do attitude who is willing to take on a key role within our support team.

Applicants must possess a minimum of five GCSE passes at Grade C or equivalent including literacy and numeracy and have the ability to safely manage classroom activities and the physical learning space. It is essential that applicants have experience of individual or group work with children and young people, ideally within a school setting.

## Candidates must be able to demonstrate:

- Experience of individual work or group work with children, young people and families
- An understanding of child and family dynamics and child development
- Knowledge of national curriculum and other learning programmes
- A flexible and engaging approach, inspiring students to achieve their very best
- Ability to manage safely classroom activities and the physical learning space

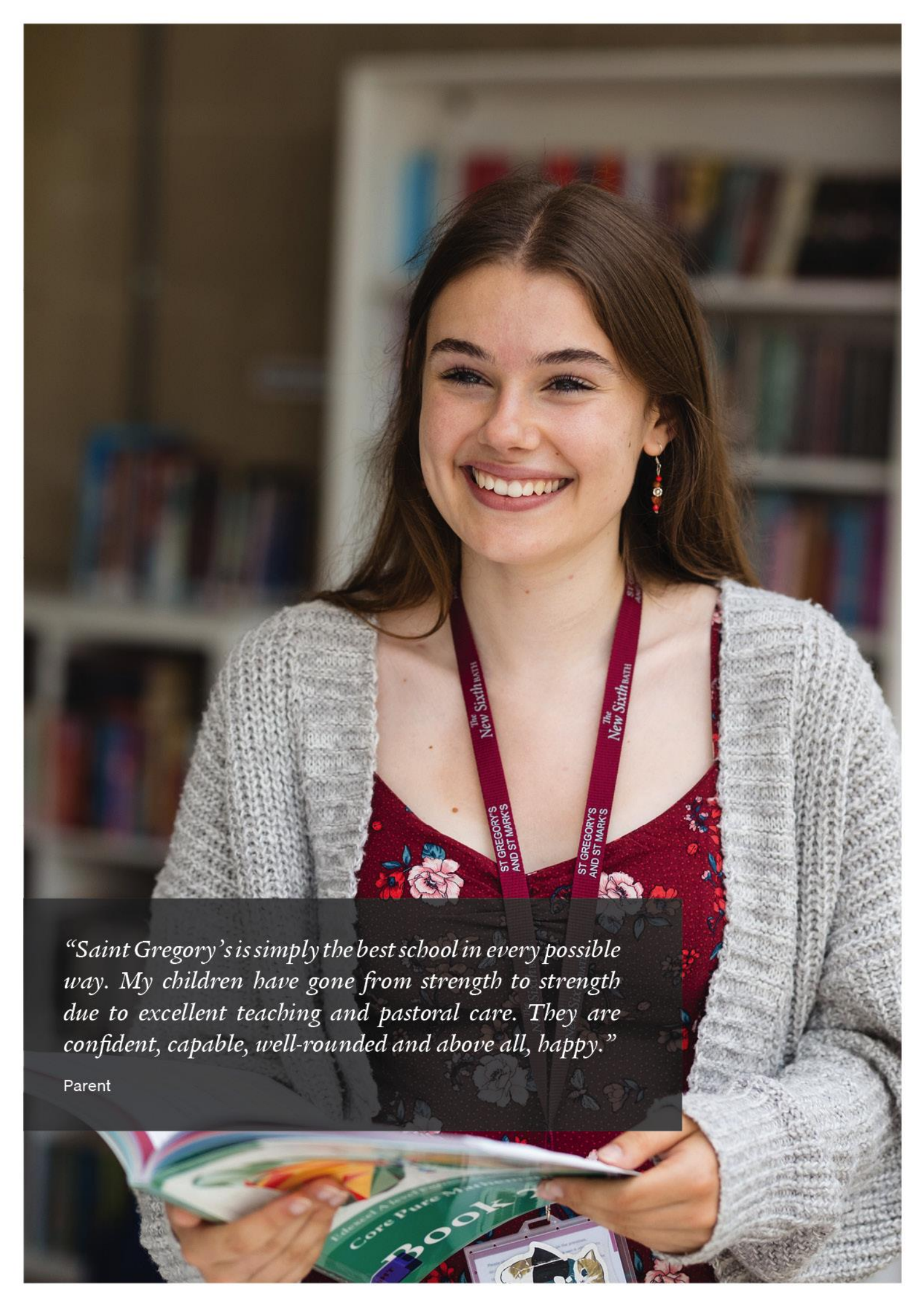
## In return the successful candidate can expect:

We passionately believe that every child can discover their own remarkable place in the world and the contribution that you bring to our school deserves its own rewards. As a member of our team, you can expect:

- Outstanding professional support to help you develop your career
- A vibrant and dynamic student body that deserves the very best in teaching and support
- A rewarding and dynamic job role making a real, lasting and positive impact
- A positive and innovative learning culture where well-being and workload are effectively managed
- Access to the Local Government Pension Scheme
- Free Parking

For an open conversation about the role, please contact the Cover Manager, Mr Cross, by email [crossg@st-gregorys.org.uk](mailto:crossg@st-gregorys.org.uk) to arrange a suitable time.





*“Saint Gregory’s is simply the best school in every possible way. My children have gone from strength to strength due to excellent teaching and pastoral care. They are confident, capable, well-rounded and above all, happy.”*

Parent

# About Saint Gregory's

---

Saint Gregory's is a Catholic voluntary aided secondary school which was established by the Diocese of Clifton. It primarily serves designated Catholic parishes in Bath and North East Somerset, North West Wiltshire and the north of the County of Somerset and admits students of 11-18 years. We are a popular co-educational school, founded on Catholic Christian values and with a strong family and community ethos. These values envelop the learning of our students, providing them with an academic start to life that is supportive, nurturing and inspiring. Saint Gregory's has a well-deserved reputation for academic excellence, outstanding pastoral care and an excellent enrichment programme.

In 2022, we were rated Good overall with Outstanding Behaviour & Attitudes and Personal Development by Ofsted. We are also recognised as an 'Outstanding' secondary school in our Section 48 Inspection, highlighting Saint Gregory's as a flourishing educational community where every child is valued and encouraged to grow as individuals.

Our GCSE and A Level results are excellent and not just in raw terms but also in the context of value-added. Such measures seek to identify the progress that every child makes during his or her time with us and show that our students make outstanding progress.

The achievement of our students consistently places our school as one of the top achieving state schools in the country. Students leaving Saint Gregory's progress to some of the very best academic institutions including Oxford, Cambridge and the Russell Group but, more than this, they leave having acquired the academic success, confidence and skills they need to continue their educational or career journey of choice.

We are located at the southern gateway to the World Heritage City of Bath with beautiful views towards the Severn Estuary and over Bath. Access to the school is easy as it is on main bus routes and next to the Odd Down Bath Park and Ride terminus.

The World Heritage City of Bath itself needs little introduction. Over four million tourists a year come to visit its many attractions, such as its Georgian architecture, its festivals, theatres, museums, restaurants and shops. It boasts excellent schools, rugby and football teams and Olympic standard training facilities at the University of Bath.


Bath is served by many attractive towns and villages, and our staff and students come from diverse locations.



# Behaviour for Excellence

---





*“Inspiration from the Gospel values are the ‘hallmarks’ of the education that pupils receive. Pupils reflect positively on their own beliefs and opinions, as well as those of others. Interactions between staff and pupils and between pupils are warm and respectful.”*

Ofsted,



# Job Description

---

This job description should be read in conjunction with the professional duties set out in the governors' Pay Policy and Performance Management Policy.

## Key Areas of Responsibility

### 1. Core Purpose

- 1.1 To actively support and promote the school's vision and values as outlined in the Mission Statement.
- 1.2 To supervise whole classes during the short-term absence of teachers, to maintain good order and to keep students on task.
- 1.3 To support the work of the pastoral teams in implementing and maintaining the school's Behaviour Policy.
- 1.4 To maintain a constructive learning environment.
- 1.5 To provide support to students when not required for cover, including in-class.
- 1.6 To assist colleagues in SEND and other assigned departments when not required for cover.
- 1.7 To act as a tutor if required.
- 1.8 To supervise students at other times of the day and to carry out lunch time duties as required

### 2. Key Duties and Responsibilities

#### 2.1 Monitoring, Evaluation and Planning

- 2.1.1 To register and record student attendance in lessons using SIMS.
- 2.1.2 To support students, where appropriate, offering advice and guidance to students of all ages and abilities in order that their work is of a high standard.

#### 2.2 Curriculum

- 2.2.1 To liaise with, and report back to, teachers setting work or the Cover Manager.
- 2.2.2 To develop an understanding of the specific needs of the students concerned.

#### 2.3 In the event that no lesson cover is required:

The Cover Supervisor will meet with the Data and Cover Manager to be briefed on the requirements for the day which will include, but are not exclusive to, the following:

- 2.3.1 To co-ordinate and maintain documentation relating to any student including maintaining data on the SIMS database.
- 2.3.2 To work collaboratively with parents and staff and to attend any relevant meetings.
- 2.3.3 To mentor disaffected students in danger of exclusion.
- 2.3.4 To work closely with the Director of Pastoral Care and Heads of Year, in conjunction with the Behaviour Support Manager.
- 2.3.5 To work with the Assistant Head (Pastoral) and Behaviour Support Manager in developing strategies to support the school's anti-bullying and no-smoking policies.
- 2.3.6 To offer in-class support to students as required.
- 2.3.7 To support other staff on duty before school, at break time, at lunch time or after school.

### 3. Post Dimensions

- 3.1 Number of staff managed: None
- 3.2 Departmental budget: None
- 3.3 Section budget: None

### 4. Supervision Received

- 4.1 The post holder will be directly managed by Cover Manager.

### 5. Contacts

- 5.1 Appropriate staff within the school, parents and carers, the Local Authority and outside agencies as and when necessary.

### 6. Physical Effort and Working Environment

- 6.1 The post is not subject to any physical effort or strain in excess of work in a day to day classroom or office environment.
- 6.2 The post is not exposed to any unpleasant conditions over and above those experienced in a day to day classroom or office environment.

### 7. Additional Responsibilities

- 7.1 The postholder will be expected to undertake any appropriate training provided by the school to assist them in carrying out any of the above duties.
- 7.2 This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.
- 7.3 To perform, in accordance with any direction which may reasonably be given to you by the Headteacher from time to time, such particular duties as may reasonably be assigned to you.

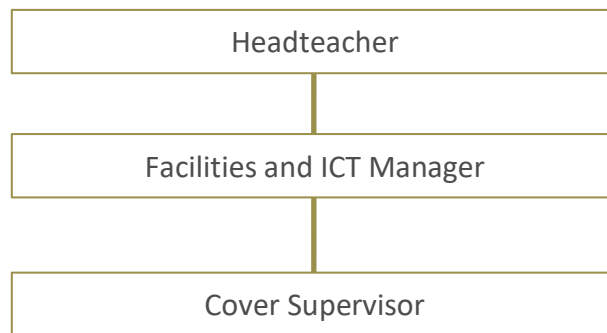
### 8. Safeguarding

- 8.1 The Governors of Saint Gregory's are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced certificate from the Disclosure and Barring Service is required for this post prior to commencement.

### 9. Special Notes and Conditions

- 9.1 All employees of Saint Gregory's are expected to be supportive of the Christian ethos of the school, its aims and Mission Statement.
- 9.2 The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager or Safeguarding Lead.
- 9.3 The postholder will be required to promote, monitor and maintain health, safety and security in the work place.
- 9.4 This job description will be reviewed annually or more frequently if necessary by the Headteacher and Chair of Governors in consultation with the post holder.

10. Organisational Management Chart





# Person Specification

Cover Supervisor	Essential	Desirable
<b>Qualifications and professional development</b>		
Minimum of five GCSE passes at Grade C or equivalent including literacy and numeracy	✓	
Relevant professional qualification or equivalent		✓
<b>Experience/Knowledge</b>		
Experience of individual work or group work with children and families	✓	
An understanding of child and family dynamics	✓	
Understanding of child development	✓	
Computer literate	✓	
Experience of working in a school setting		✓
Experience of working with vulnerable children		✓
Experience of using a range of learning strategies and/or interventions whilst working with children with various needs		✓
General understanding of national curriculum and other learning programmes and strategies to support vulnerable learners		✓
Ability to effectively use IT to support learning and use of other equipment technology, i.e. computer, video		✓
<b>Personal Attributes</b>		
Ability to manage safely classroom activities and the physical learning space	✓	
Ability to relate well to both children and adults	✓	
Able to work as part of a team	✓	
Able to prioritise own workload and self-motivate	✓	
Excellent communication skills	✓	
Child centred approach to working	✓	
A positive role model for students and staff	✓	
Supportive of Christian (Catholic) ethos of school	✓	
Emotionally intelligent	✓	
Motivated	✓	
Enthusiastic and positive	✓	
Calm under pressure	✓	
Organised and punctual	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities		✓
Willing to contribute to the wider life of the school		✓
<b>Safeguarding Children</b>		
A clear understanding and commitment to safeguarding and promoting the welfare of children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	

Appropriate attitudes to the use of authority and maintaining discipline.	✓	
---------------------------------------------------------------------------	---	--



*“The high quality of pastoral care shown to all members of the community, both students and staff, is outstanding.”*

Clifton Diocese Section 48 Inspection Report



# Applications

---

**Closing date:** Midday Friday 1 December 2023

**Interviews:** Friday 8 December 2023

Applicants are asked to submit their application to:

The HR Department by email to [hr@st-gregorys.org.uk](mailto:hr@st-gregorys.org.uk)

Applications can be made online at [TES.com](https://www.tes.com)

**We are not currently able to accept postal applications at this time.**

No other material (such as testimonials, résumés or CVs) will be considered during the selection process.

To discuss the role further with our Cover Manager, Mr Cross please contact him by email [crossg@st-gregorys.org.uk](mailto:crossg@st-gregorys.org.uk).

We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children.

We follow safer recruitment practices and appointments are subject to an enhanced DBS check, satisfactory professional references, qualification verification including certificates of professional standing, overseas certificates of good conduct, right to work in the UK and a social media profile check.

All staff are expected to undertake comprehensive child protection training and must share in the school's commitment to the safeguarding and wellbeing of our students and staff.

A copy of the Safer Recruitment Policy and our CP Policy can be found on our website at [www.st-gregorys.org.uk/useful-information/key-documents](http://www.st-gregorys.org.uk/useful-information/key-documents).

# School Creed

---



At Saint Gregory's, we are a family.

We believe in the living presence of God  
in our school, our community and world.

We are all equal and worthy of dignity and **RESPECT**,  
In a community founded on inclusion and diversity.

We support each other and recognise our potential to thrive.

**ASPIRATION** and quality education are at the heart of our mission.

We walk together in the footsteps of Jesus and witness to the Gospel.

Our **RESPONSIBILITY** is to always be kind and caring to all,  
And to be stewards of creation.

We all have **VIRTUES** and are valued and loved in the sight of God.

Each of our lives is a gift to be nurtured

As we journey together towards our true vocation.

In Christ we flourish.

Amen.



*Saint* GREGORY'S  
*Bath*

*"In Christ we flourish"*

Saint Gregory's, Bath  
Combe Hay Lane, Bath, BA2 8PA  
T 01225 832873  
[www.st-gregorys.org.uk](http://www.st-gregorys.org.uk)