



**SIR THOMAS
BOTELER**
CHURCH OF ENGLAND HIGH SCHOOL
THROUGH GOD, WE CARE

COVER SUPERVISOR CANDIDATE PACK



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WELCOME FROM THE HEADTEACHER

Dear Applicant,

Thank you for taking the time to apply for the Cover Supervisor vacancy.

High Expectations, High Aspirations and High Standards are what we firmly believe in and it is 'Through God, We Care' about each and every individual young person, to ensure that they will succeed. As a school, we are on an exciting journey where we provide colleagues with many opportunities to develop and grow. We are 'The Boteler Family' and in joining our school you will be working with a team of committed, dedicated professionals who live our vision and values in everything they do.

We are looking for an individual who is passionate about improving the life chances of the young people in our community and who will go above and beyond to ensure that our students get the best possible education. Hope, Compassion and Endurance are the three Christian Values which are at the centre of everything we do. We are looking for someone who will contribute to our high standards and outcomes with these core values as the foundations of policy and practice.

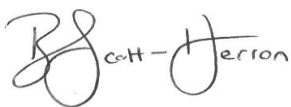
The students will always come first and they are the 'heartbeat' of our school. We pride ourselves on excellent relationships and we foster these to always ensure our students achieve.

Our ideal candidate will be an inspirational individual who has real impact and is committed to changing lives on a daily basis. They will be fully committed to our ethos, vision and values and be a proactive member of 'The Boteler Family' having a love of learning and that determination to see students flourish.

We were graded 'Good' by Ofsted in 2021. [Click here](#) to read the report.

If you share our commitment to educational excellence and improving the outcomes and life chances for our young people and you want to be an integral part of our success, then I look forward to hearing from you.

Yours faithfully



Beverley Scott-Herron
Headteacher



SIR THOMAS BOTELER CHURCH OF ENGLAND HIGH SCHOOL

Sir Thomas Boteler Church of England High School was founded in 1526 and became a Voluntary Aided Church of England High School in 2002. We are part of the Diocese of Liverpool and Chester and have a Christian Ethos founded upon Anglican beliefs and practices.

We are a founder member of The Challenge Academy Trust (TCAT) and converted in June 2017. TCAT is made up of 5 Primary Academies, 5 Secondary Academies and one 6th Form Academy/College.

- Great Sankey Primary School
- Penketh South Primary School
- Broomfields Junior School
- Meadowside Primary School
- Beamont Collegiate Academy
- Bridgewater High School
- Padgate Academy
- Penketh High School
- Sir Thomas Boteler Church of England High School
- Priestley College
- Appleton Thorn Primary School

TCAT continues to go from strength to strength and there are a vast range of opportunities for staff from the separate academies to get involved in CPD and or leadership opportunities and development.

We have many strengths as a school and the most important one for us is the relationship with have within the school community and those with our families. We also are extremely strong in Performance Arts and especially Music. We are recognised nationally for our World Music programme and we are skilled in spotting and nurturing talent. We are a "Good Church School with Outstanding Leadership and Management" (OFSTED 2021 and SIAMS 2017) and our ethos, vision and values are extremely powerful. We lead with a strong moral purpose and the students are at the very centre of all our decision making. Our positive relationships are always visible and we have Highest Expectations, High Aspirations and High Standards in everything we do.

We place our young people at the heart of everything we do, investing in them so they feel confident, encouraged and motivated to excel. Success looks different for every individual, we harness, and we celebrate this at every opportunity

Our ethos underpins every aspect of school life; we seek to provide each student with the opportunity to attain their full potential and provide them with an essential toolkit of skills and qualifications to achieve their goals, fulfill their aspirations and succeed on their chosen pathway.

We are a vibrant school community who want all our young people to succeed at the highest level.

“THROUGH GOD, WE CARE”

WE CARE ABOUT THE 4CS

- **CHRIST** we live by our Christian values of Hope Compassion and Endurance
- **CREATION** we encourage everyone to respect and become stewards of God’s creation
- **COMMUNITY** we respect all members of the school and wider community and celebrate our differences. We strive to serve the needs of others
- **CHILD** we show that every child is loved by God and valued by all. We strive to meet their social, spiritual, educational and physical needs

As Headteacher I live by these words of scripture “I am the good shepherd, the good shepherd lays down his life for his sheep” John 10:11. There is nothing I will not do for ‘The Boteler Family’ to secure its happiness and success. We have a very strong moral purpose and pride ourselves on our three Christian values of Hope, Compassion and Endurance. We will always stand firm in our beliefs and remain resilient, always being positive and focusing on solutions.





**SIR THOMAS
BOTELER**
CHURCH OF ENGLAND HIGH SCHOOL
THROUGH GOD, WE CARE

PART
OF
THE



THE
CHALLENGE
ACADEMY
TRUST

OUR VISION



TCAT will provide exciting and inclusive opportunities for every single learner entrusted into our care, from early years through to adulthood.

Learners will receive an outstanding modern education, from motivated and talented staff, supported by innovative and collaborative partnerships.

TCAT will provide an environment where every learner is nurtured, challenged and inspired to achieve the very best for themselves and their communities.

WWW.TCAT.UK.COM

SERVE | CHALLENGE | EMPOWER

JOB DESCRIPTION

POST: **Cover Supervisor**

SALARY RANGE: **Grade 5 points 8-14**

RESPONSIBLE TO: **Cover Manager**

PURPOSE

To supervise and provide in class supervision for groups or whole classes across all curriculum areas when the teacher normally responsible for teaching the class is absent from the classroom at the time they have been timetabled to teach (during periods of planned or unplanned short-term absence). This will be under the direction/instruction of teaching and/or senior staff but will not require the presence of a teacher.

To manage the behaviour of students, making appropriate use of Sir Thomas Boteler Church of England High School's procedures and referral systems.

To support the learning of students within your care by providing further explanation of the work set where necessary and giving student feedback during lesson time.

To ensure that young people can access the School's Schemes for Learning whilst no active teaching is taking place.

To liaise with teaching staff in order to collate planned relevant work for the group or class, set by a qualified teacher.

To recognise specific individual learning needs, enabling access to learning for all young people.

PRINCIPLE ACCOUNTABILITIES:

- To liaise daily with the member of staff responsible for cover management or the line manager, in line with the schools procedure.
- Establish good working relationships with students, acting as a role model and setting high expectations of behaviour, work ethic and dress.
- Take classes for teaching colleagues using the work that has been set.
- To undertake tutor absence cover as required.
- To supervise pupils during lessons and on entry and departure of lessons in accordance with the school procedures.
- Provide classroom support for teaching staff as required.
- Respond appropriately to individual student needs within the lesson to enhance the quality of the work produced and progress made.
- Promote inclusion and acceptance of all students.
- Encourage students to interact with others and engage in activities in an appropriate manner.

- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established academy procedure.
- Provide feedback to students in relation to their completion of the work set during the course of the lesson.
- Provide feedback to the Head of Department/usual subject teacher of the class regarding student progress and issues that may have arisen.
- Attend staff training days when necessary, some of which may be outside normal working hours or in closure periods.
- Accompany teaching staff and young people on visits, trips and out of school activities as required.
- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and behaviour for learning; and report all concerns to the appropriate person.
- Provide First Aid as and when required (priority will be given to Cover Supervisor duties). First aid training will be provided.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

KEY KNOWLEDGE & SKILLS:

- Ability to work independently with groups/classes of young people.
 - A thorough understanding of classroom roles and responsibilities.
 - Sound knowledge of Microsoft software.
 - Good keyboard / computer skills.
 - Ability to be proactive in dealing with day to day requests
 - Ability to work as part of a team.
-

EVENTS TO ATTEND:

- TCAT training.
 - Department meetings.
 - Staff meetings.
 - Other school events and meetings as directed by the Headteacher.
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WORKING RELATIONSHIPS:

Internal – Teaching and Support Staff, Governors.

External – Parents/Carers, TCAT Staff, LA Staff, Public.

The details in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Headteacher will expect to revise this Job Description from time and will consult with the post holder at the appropriate time.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
TRAINING AND QUALIFICATIONS		
5 GCSEs A-C or equivalent	✓	
Minimum 2 years' experience of working in a supervisory role with young people in an educational setting.	✓	
Willingness to participate in relevant training and development opportunities.	✓	
ICT capability.	✓	
FAITH STATUS		
Committed to implementing the school's Christian mission statement	✓	
Actively involved in the life and worship of a church, as recognised by churches Together in England		✓
EXPERTISE		
Ability to work independently with young people.	✓	
Ability to listen and communicate effectively.	✓	
Ability to build and maintain effective working relationships young people and colleagues.	✓	
Ability to promote a positive ethos.	✓	
Ability to work effectively in a high-pressure environment.	✓	
Understanding of principles of child development, learning styles and independent learning.	✓	
Working knowledge of relevant policies/codes of practice/legislation.	✓	
PERSONAL SKILLS AND ATTRIBUTES		
Excellent attendance	✓	
Excellent punctuality	✓	
Enthusiasm for working with young people.	✓	
Empathy for and understanding of children	✓	
Committed to inclusive education	✓	
Willingness to contribute to the wider life of the school		✓
Good decision making skills.	✓	

Good written and communication skills.	✓	
Able to work independently.	✓	
Excellent interpersonal skills.	✓	
Able to work as part of a team.	✓	
Show clear understanding of the need for integrity/confidentiality.	✓	
Reliability.	✓	
Ability to work flexibly and to manage time effectively.	✓	
Able to reflect and learn from experience.	✓	
Resilience.	✓	
A desire to develop professionally and take part in all training and development opportunities relevant to the post.	✓	
Willingness to take part in first aid qualification.	✓	



APPLICATION PROCESS

Please visit our website's vacancy page and complete the support Staff Application Form along with the Rehabilitation of Offenders Disclosure Form. Forms should be returned to:

Miss Jenny Muckley
HR Manager/Headteacher's PA
Sir Thomas Boteler Church of England High School
Grammar School Road
Warrington
Cheshire
WA4 1JL

Telephone: 01925 636414
Email: jmuckley@boteler.org.uk

WWW.BOTELER.ORG.UK/VACANCIES

**'ALL SCHOOLS SHOULD BE LIKE BOTELER.
I HAVE WITNESSED/EXPERIENCED WHAT IT TRULY MEANS TO
ENABLE ALL STUDENTS TO ACHIEVE SUCCESS; TO MAKE REAL,
GENUINE CHANGE THAT STARTS WITH A COMMITMENT NOT TO LET
ANY CHILD SLIP THROUGH THE NET.' - LIZZIE HAZELDINE, STUDENT TEACHER**



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THROUGH GOD, WE CARE



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