



SAINT BEDE'S
CATHOLIC HIGH SCHOOL

Cover Supervisor

Grade 6 Grade (£24,054 – £27,85)

26.25 hours per week (pro-rata, term-time only)

REQUIRED FOR FEBRUARY 2023

RECRUITMENT PACK

GENERAL INFORMATION

Saint Bede's Catholic High School is a successful, over-subscribed 11-16 Voluntary Aided High School in the Diocese of Lancaster. There are currently 820 pupils on roll.

The school is situated in Lytham and is very easily accessible from Preston, Lancaster and East Lancashire via excellent motorway links. M55 Junction 4, for example, is only 3 miles away.

Saint Bede's is 'a highly effective school' where the students 'develop as confident and outward-looking citizens.' (Ofsted).

Staff and pupils have a real pride in the school and the sense of belonging and levels of support for one another are exceptional.

As described in a previous Ofsted report, Saint Bede's is a 'very special place to be'.

Pupils at Saint Bede's are highly motivated and respond well to challenge. Ofsted inspectors noted: 'The pupils we spoke with placed great emphasis on the school's culture, to 'Be a Bede'. They say that it helps to secure an inclusive, safe and aspirational community for all pupils at the school.' (Ofsted)



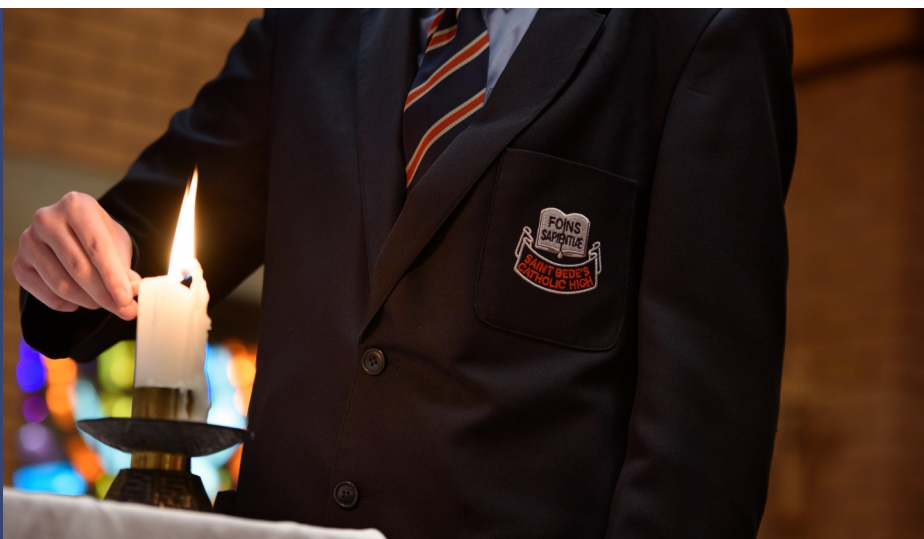
"Saint Bede's is clearly an outstanding school and is making rapid progress. The ethos and culture is terrific - enthusiastic, energetic, polite, courteous, 'can do' and values-driven. I was hugely impressed by the school's work."

Prof. Steve Munby

Chair of the Teaching Awards Trust

***“The very best in
Catholic education.”***

Bishop Michael
Campbell OSA



THE MISSION AND ETHOS OF THE SCHOOL

The school serves the Catholic Parishes of the Kirkham Deanery, covering the whole of the South Fylde area, and seeks to encourage close liaison with the parishes and primary schools.

We are fortunate to have a beautiful chapel which fosters the liturgical and sacramental life of the school, reinforced by our Lay Chaplain, regular visits from our Priest Chaplain and parish clergy.

All staff are expected to contribute to the realisation of our Mission Statement and will normally undertake pastoral responsibilities as well as academic duties. Pupils are strongly encouraged to develop responsibility for maintaining high standards of behaviour, courtesy and academic progress. They are also encouraged to join a variety of extra-curricular activities in music, drama, sport together with various clubs and societies. The prayer and liturgical life of the school is central to all that we do.

“Inspectors were struck by the positive attitude, courtesy and the high levels of self-esteem consistently demonstrated by the pupils at your school.”

OFSTED

“We aim to reflect the true Christian values proclaimed in the Gospel and seek to provide a caring community in which young people can grow as balanced individuals, morally, intellectually and spiritually and so participate fully in the real world.”

ROLE PROFILE

JOB TITLE	Cover Supervisor
GRADE	Grade 6 Grade (£24,054 – £27,85)
REPORTING TO	Mr P Marsden, Headteacher
MAIN PURPOSE	To provide stability and continuity for students whose lessons are affected through short-term teaching staff absence. To provide support to teaching staff and students across the full curriculum.

ROLE AND RESPONSIBILITIES

KEY RESPONSIBILITIES

- Provide classroom management to classes in the absence of a class teacher or form tutor.
- Undertake First Aid training and carry out First Aid duties as required.
- Create a purposeful and orderly environment in which students can complete work set by the classroom teacher.
- Provide individualised support for a student.
- Provide general class support.
- Perform general administration duties across the school.
- Collate a bank of supervision work for subjects at KS3 and KS4 in liaison with the relevant Head of Department for each subject.
- Cover and supervision work should continue to be set by the department.
- Undertake training on classroom management on appointment and update as appropriate.
- To contribute to the management of pupil behaviour by using the rewards and sanctions system and following the school's policy.
- Be available for break duties.
- Invigilate internal and external exams when required.
- Accompany visits and field trips as required.
- Support enrichment activity in school by supervising clubs and activities.
- Be aware of the confidential nature of issues related to home/school/teachers/school work.
- Any other reasonable task requested from the Headteacher.

ESSENTIAL QUALIFICATIONS

- GCSE or equivalent.

EQUAL OPPORTUNITIES

- We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

HEALTH AND SAFETY

- All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

ATTENDANCE

- Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

SAFEGUARDING COMMITMENT

- This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The above sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the post holder could be asked to carry out. Please note that this is for guidance only. Post holders are expected to be flexible, to operate in different areas of work and may be required to undertake a lower graded role as appropriate.

PERSON SPECIFICATION

Personal Attributes required	Essential (E) or Desirable (D)
QUALIFICATIONS	
NVQ level 3 or above qualification	D
Level 2 or equivalent qualification in English/Literacy and Mathematics/ Numeracy	E
EXPERIENCE	
Experience of working with children	E
Experience of working in a relevant classroom environment	E
Experience of supporting pupils with challenging behaviour	D
KNOWLEDGE/SKILLS/ ABILITIES	
Ability to relate well to children	E
Ability to work as part of a team	E
Good communication skills	E
Ability to relate well to parents/carers	D
Ability to supervise and assist pupils	E
Time management skills	D
Organisational skills	E
Knowledge of classroom roles and responsibilities	E
Knowledge of the concept of confidentiality	E
First Aid Certificate	D
Administrative skills	E
Knowledge of strategies, for example numeracy and literacy	D
Ability to make effective use of ICT	E
Ability to assess children's development	D
Ability to plan and deliver work programmes	D
Flexible attitude to work	E
OTHER	
Commitment to undertake in-service development	E
Commitment to safeguarding and protecting the welfare of children and young people	E

KEY INFORMATION



Job Title	Cover Supervisor
Reporting to	Mr P Marsden, Headteacher
Start Date	February 2023
Salary	Grade 6 Grade (£24,054 – £27,85)
Closing Date for Applications	Thursday 2nd February 2023 (12 noon)
Interview Date	To be arranged.
Type of School	Secondary (VA)
Age Range	11 - 16
Location	Lytham, Lancashire
Denomination	Catholic
Number of Pupils	820
Co-educational	Yes

***“The school made us all feel so welcome.
It is a rare sight nowadays when students hold open doors when
they see you approaching, say ‘please’ and ‘thank you’ and have
smiles on their faces.***

***Yesterday restored my faith in young people as caring and
responsible citizens”***

A recent visitor to the school