

Cover Supervisor

Grade 6 (£21,748—£25,481)

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

SAINT BEDE'S



INFORMATION PACK

1. GENERAL INFORMATION

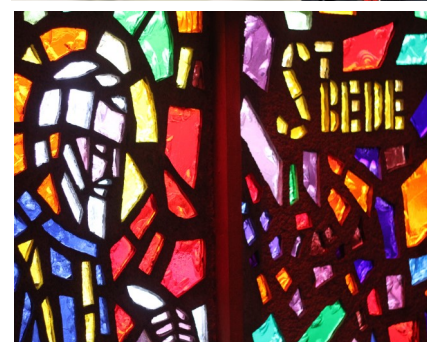
Saint Bede's Catholic High School is a successful, over-subscribed 11-16 Voluntary Aided High School in the Diocese of Lancaster. There are currently 820 pupils on roll.

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 2018). 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 2018)



"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."

Steve Munby

Chair of the Teaching Awards Trust



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

*Bishop Michael
Campbell OSA*

***‘Inspectors were struck
by the positive attitude,
courtesy and the high
levels of self-esteem
c o n s i s t e n t l y
demonstrated by the
pupils at your school.’***

OFSTED
(June 2018)



2. 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.

***“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.”***

3. Support and Development

Culture of Development and Promotion

There is an extremely talented and committed staff team at Saint Bede's. In addition, there is an approach to promotion that begins with developing and fostering the talents and abilities of staff within the school. We believe in providing opportunities for the development and promotion of our own staff.

Staff Support

The commitment and talent of the staff team is evident. However, alongside this commitment is a strong sense of fun and mutual encouragement. Frequent comments from trainee teachers, visiting staff and others focus on the high level of support, the sense of welcome and the friendliness of the staff team.

4. Support /Administrative Department

You will be joining a dedicated team with a positive, flexible and friendly approach that ensures the smooth running of the school.

On a day-to-day basis, your schedule will be directed by Mrs Goodall (Assistant Bursar) who will provide you with a timetable of classes that require covering.

You will also work closely with the Subject Leaders who will provide invaluable guidance on the delivery of the lessons you will be covering for absent colleagues.



The administrative staff team comprises of:

Mrs F Burnell (Facilities Manager)
Mrs S Garrill (Attendance Officer)
Mrs Goodall (Assistant Bursar)
Mrs M Hollows (Bursar)
Mrs S Kelly (Headteacher's PA)
Mrs S Petch (Receptionist)
Mrs D Riley (Reprographics)
Mrs E Scot (Business Support Officer)
Mrs A Tasker (Business Support Officer/Learning Support Assistant).



Charlotte Ince
Learning Support Assistant

"I love working at Saint Bede's and being part of its family. I enjoy all aspects of working with the pupils and especially enjoy it when the pupils achieve goals within the lesson.

I love the day-to-day challenges that the job brings which involves keeping pupils on task and concentrating in lessons; helping pupils understand the classwork instructions; giving emotional support when needed; liaising with staff and parents and being part of the Learning Support Team."

JOB DESCRIPTION

Job Title	Cover Supervisor
Grade	Grade 6 (£21,998–£25,481) 26.25 hours per week (pro-rata, term-time only)
Accountable to	Headteacher
Main Purpose	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 a group of faculties.

KEY RESPONSIBILITIES

- Provide classroom management to classes in the absence of a class teacher/form tutor.
- 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 Subject Team Leaders.
- 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/DESIRABLE QUALIFICATIONS

See attached person specification.

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.

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.

PERSON SPECIFICATION

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

6. SUMMARY

Job Title	Cover Supervisor
Reporting to	Headteacher
Start Date	Autumn 2021
Salary Grade	Grade 6 (£21,748–£25,481) 26.25 hours per week (pro-rata, term-time only)
Closing Date for Applications	Wednesday 13th October 2021 (12noon)
Interview Date	TBA
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

