



ST EDWARD'S COLLEGE

Cover Supervisor / LRC Officer

Choir School to Liverpool Metropolitan Cathedral
Part of the Edmund Rice Trust Family of Schools

Cover Supervisor / LRC Officer



God's family is diverse and every human person has the dignity of being made in the Divine image (Genesis 1 v 27). We therefore encourage and actively seek applications from persons of all backgrounds to join our team and add to the richness of our school community.

Job Details

Salary – £28,624 (SCP 14) Full Time Equivalent, actual salary £24,219

Hours: 8.15am – 4.00pm (Monday – Friday) 36.25 hours per week.

Contract Type: Term-Time + 1 INSET Day (84.62% of FTE)

Reporting to: Senior Cover Supervisor

Staff responsible for: N/A

St Edward's College is committed to creating a diverse workforce.

We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

DUTIES AND RESPONSIBILITIES

Main Purpose:

To cover short term absence of teaching staff, supervising large groups of pupils/classes, maintaining excellent pupil behaviour and ensuring students stay on task and complete the required work and learning resources in place. Undertake pastoral duties in the absence of a teacher, addressing the needs of pupils who need support to overcome barriers to learning. You will contribute to the work of the school in raising pupil attainment and maintaining good standards of behaviour.

General duties:

- Supervision of work that has been set in accordance with school policy
- Manage the behaviour of pupils whilst they are undertaking work to ensure a constructive environment in line with the College Behaviour Policy
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Respond to any questions from pupils about process and procedure
- Deal with any immediate problems or emergencies according to the school's policies and procedures
- Collect any completed work after the lesson and return it to the appropriate teacher
- Report back as appropriate on the behaviour of pupils during the class, and any issues arising
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
- Organising curriculum dysfluency
- Facilitating lunch time supervision
- Leading study skill sessions
- Ensuring the climate for learning in the LRC is relevant, lively and an engaging place to learn.

DUTIES AND RESPONSIBILITIES

Administration and support for the College:

- Monitor and maintain an accurate record of pupil attendance and registers producing reports as necessary
- Updating of College information systems including SIMS and CPOMs
- Recording staff absence and authorised leave of absence requests through EduLink
- To ensure a good knowledge of the whole college calendar and forthcoming events attending departmental briefings, weekly briefings, notice and liaising with appropriate staff in advance of events as required
- To attend, where appropriate, whole college events
- To ensure all students have equal opportunities to learn and develop
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the appropriate person
- To recognise own strengths and areas of specialist expertise and use these to advise and support others
- To establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of students
- To contribute to the vision and ethos of the college
- To appreciate and support the role of other professionals
- To attend relevant meetings as required
- To participate in training and other learning activities and performance management as required
- To carry out other duties as may be reasonably requested by the Senior Leadership Team/Line Manager

Person Specification



Criteria	Qualities
Qualifications	<ul style="list-style-type: none"> • GCSE in English & Math's • A Level or equivalent x2 • Degree or equivalent (desirable) • First aid training certificate (desirable)
Experience	<ul style="list-style-type: none"> • Working with children or young people • Working and collaborating within a team • Working with information systems • Completing administrative tasks • Dealing with behaviour
Skills & Knowledge	<ul style="list-style-type: none"> • Good oral and written communications skills • Ability to respond quickly and effectively to issues that arise • Ability to plan, organise and prioritise workload • Ability to use your own initiative and take action accordingly • Excellent attention to detail • Ability to use IT packages including word processing, spreadsheets and presentation software • Ability to build effective working relationships with colleagues • Understanding of data protection and confidentiality • Understanding of safeguarding
Personal qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Embraces change well • Deals with difficult situations effectively

This job description is not exhaustive and as a member of the College Staff the postholder may be asked to carry other duties that the Line Manager shall consider reasonable and may be amended at any time in consultation with the postholder.

Remuneration & Benefits:

Catholic staff wishing to have their children educated at the College (subject to places being available and the child/ren satisfying the normal entry criteria) enjoy a measure of precedence in the College admissions code. The professional development of staff is a high priority. The College is a challenging but happy place to work.

Timeline for Appointments:

- Advertised: On College website, Ednet
- Contract type: Full Time Equivalent
- Start Date: ASAP
- Closing Date: 21 March 2025. We reserve the right to interview and appoint before the closing date, so early applications are strongly encouraged.
- Interviews: W/C 24 March 2025

How to Apply:

Applications should be made to Lee Fabia, using the College application form (a CV may be submitted as well, but no application can be accepted without the College application form completed in full).

Apply by post to: Lee Fabia
St Edward's College
Sandfield Park
Liverpool, L12 1LF

Or apply by email to: recruitment@st-edwards.co.uk

All applications will be acknowledged within one working day of receipt.

St Edward's College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure & Barring Service check.



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MAKING A POSITIVE DIFFERENCE

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