

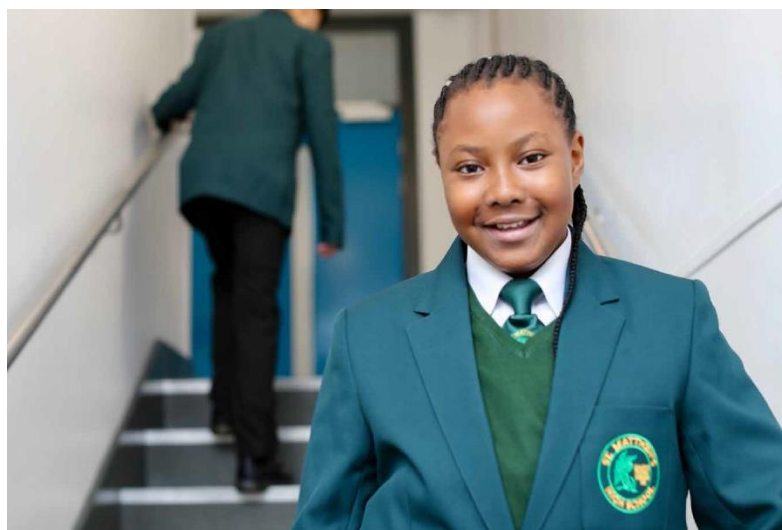


ST. MATTHEW'S
ROMAN CATHOLIC HIGH SCHOOL
Voluntary Academy

JOB APPLICATION PACK

DIOCESE OF  SALFORD

Cover Supervisor



EMMAUS
CATHOLIC ACADEMY TRUST

St Matthew's RC High School, Nuthurst Road, Moston, Manchester M40 0EW
E contact@smrchs.com T 0161 681 6178

Welcome from our Headteacher



Thank you for taking the time to consider applying for the post of Cover Supervisor.

Here at St Matthew's my vision is clear. I expect the highest standards, in order to achieve the best for our young people. Our core purpose is our Catholic mission: 'We pray, We care, We achieve'. Our core business is Teaching, Learning and Achievement. I am confident that we have taken the first steps to being the outstanding Catholic community we all want for our young people. Whilst I recognise that there is still work to do, I am very confident that working together, we can achieve excellence for our community.

Together, with the Governors, we are looking for someone who will take this ambition forward, who can articulate a vision for the future, and who has the skills to realise that vision. In addition, we are looking for someone who shares our commitment to safeguarding, child protection and the welfare of students.

In return we are totally committed to the continued professional development of all staff and take seriously our responsibility to develop the leaders of the future.

If you have the passion and skills to enhance the work of our school and wish to work in forward thinking, supportive environment please complete the application form and supporting documents as described.

Candidates should be aware that as part of the selection process we will carry out the following pre-appointment checks:

- Candidate's identity (photographic evidence)
- Eligibility to work in the UK (as appropriate)
- An enhanced DBS

Yours sincerely,

A handwritten signature in black ink that reads 'H Murden'.

Mrs Helen Murden
Headteacher





Our School

St Matthew's is a mixed Roman Catholic inner-city school based in Moston, North Manchester. Our school is within easy access to the M60 motorway, providing a link to the rest of Manchester and the surrounding areas. St Matthew's is part of the Emmaus Catholic Academy Trust (CAT), which is one of three CATs in the Diocese of Salford. We have been on a journey to catholic excellence since 2018.

We are a child centred, Christ centred community. Our core purpose is our Catholic mission: 'We pray, We care, We achieve'. Our core business is Teaching, Learning and Achievement. St Matthew's is proud to serve our local community, recognising the multi-cultural, multi-faith and ever changing nature of our wider society.

St Matthew's is located within extensive grounds and provides a bright, modern facility within an environment that supports teaching, learning and achievement across all subject areas with specialist facilities available. Computer facilities have been incorporated into the school design enabling all teaching areas to benefit from the latest IT products. We have music and drama suites, a recording studio, industry standard science laboratories, media, photography, ceramics, food and resistant materials provisions along with a dedicated sports hall and 3G pitch to enhance the physical activities of our learners.

At St Matthew's we are steadfast in our mission to keep all our pupils safe and happy, every day that they come to our school. We support all students academically and pastorally, enabling them to achieve positive outcomes at the end of their time with us. Our effective pastoral systems provide relentless care and support for all pupils, underpinning our core business of teaching, learning and achievement.



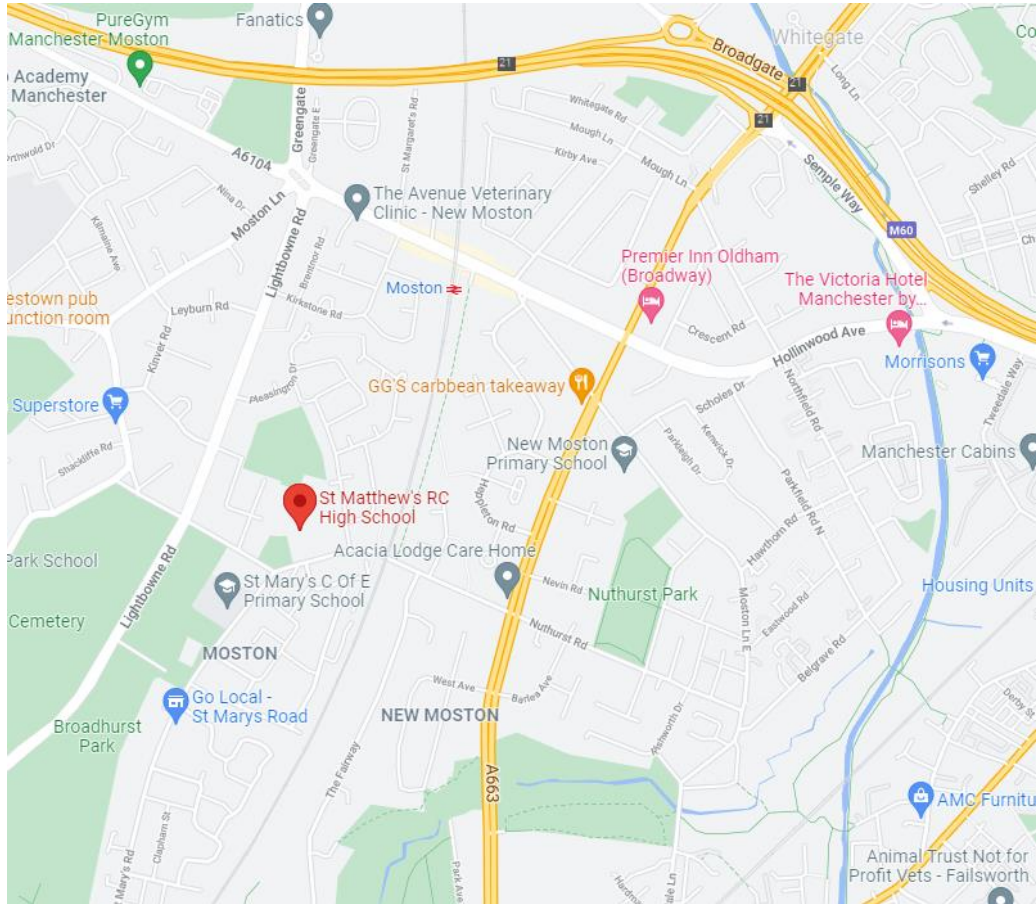
Safeguarding is at the heart of what we do at St Matthew's. All staff and volunteers are expected to have read and be fully compliant with the following policies:

- ✓ Safeguarding and child protection
- ✓ Online/E-Safety
- ✓ Whistleblowing
- ✓ Staff Code of Conduct
- ✓ Data Protection
- ✓ Privacy Notice

They are also expected to be familiar with 'Keeping Children Safe in Education, 2021'. A read receipt is required from all staff at the start of each academic year and from newly appointed staff prior to taking up appointment. St Matthew's are never complacent about safeguarding and work with the following always at the forefront of our minds... 'it could happen here'. We have rigorous and tested procedures in place which are constantly reviewed to ensure we have the highest of expectations from all our staff and volunteers when it comes to safeguarding and child protection.

Newly appointed staff are given a full induction programme with the safeguarding element of this completed prior to their commencement of work at the school.





Travelling to St Matthew's

North bound;

Take exit 21 from M60

At Junction 21, exit towards A663/Rochdale/A627 (M) Chadderton (0.2 miles)

Turn left onto the A6104 slip road to Hollinwood/Oldham/A62/Manchester/A663 (82 ft)

Turn left onto Semple Way/A6104 (194 ft)

Turn right onto Hollinwood Avenue/A6104 (0.5 miles)

Turn left onto Broadway/A663 (0.4 miles)

Turn right onto Nuthurst Road (0.3 miles)

South bound;

Take exit 20 from M60

Use the right 2 lanes to turn right onto Alkrington Interchange/Rochdale Rd/A664

Turn left onto Victoria Avenue East/A6104 (2.3 miles)

At the roundabout take the 4th exit onto Lightbowne Rd/B6393

Turn left onto Nuthurst Road

Cover Supervisor

Permanent, TTO + 5 days

Salary; Grade 4, SCP 7 – 11 FTE £20,092 to £21,748 (approx. salary £17,205 to £18,623)

Start date; as soon as possible



The Governors of St Matthew's RC High School seek to appoint a dynamic and exceptional Cover Supervisor to join our wonderful school.

Brief overview of position;

- To complement the professional work of teachers by taking responsibility for the co-ordination and provision of cover and class supervision for absent teaching staff as directed by the Cover Manager on a daily basis.
- Deliver pre-planned cover work as directed by the Head of Department, ensuring that feedback is provided for the absent member of staff.
- When not needed for cover duties, provide support within the classroom/department as directed.

Reporting to: Deputy Headteacher (Academic)

To arrange an informal visit, please contact Mrs Smith, PA to the Headteacher, on 0161 681 6178 or by email at a.smith@smrchs.com

Closing date for applications: Monday 24 January 2022, 12 noon

Interview date: Monday 31 January 2022

Application packs can be downloaded from the school website www.smrchs.com. Completed applications and supporting documentation should then be submitted by email to Mrs Smith at a.smith@smrchs.com.

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

St Matthew's is also committed to providing a diverse and inclusive community, ensuring equal opportunity. We welcome and we encourage applications from everyone, including groups currently under represented in our workforce.

The successful applicant will be required to complete an enhanced DBS check.



Job Description

The job description below gives an insight into the responsibilities of the post of Cover Supervisor and while this is not an exhaustive list, it should allow candidates to have an understanding of what this role entails, and for what the successful candidate will be held accountable for. The person specification provides an indication of the skills and experience that we are seeking.

Key Areas

Support for pupils

1. To provide cover for whole classes, on a short-term basis, using materials provided by teachers. Ensuring feedback is provided to the class teacher.
2. To work with groups of children under the supervision of the teacher including the delivery of programmes of work and implementation of ILPs
3. Assess the needs of pupils and use detailed knowledge and specialist skills/training/experience to support pupils learning
4. Establish productive working relationships with pupils, taking on role model by presenting a positive personal image and setting high expectations
5. Promote the inclusion and acceptance of all pupils
6. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
7. Promote independence and employ strategies to recognize and reward achievement of self reliance
8. Provide feedback to pupils in relation to progress and achievement
9. Support pupils whilst recognising and responding to their individual needs.

10. Attend to pupils' personal needs, including minor first aid and provide advice to assist their social, health and hygiene development.

Support for Teachers

11. Organise and manage appropriate learning environment and resources
12. Give regular feedback on children's progress to the class teacher and file records
13. Be responsible for keeping and updating records, information and data, producing analysis and reports as required
14. Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
15. Record progress and achievement in lessons/activities systematically and providing evidence of a range and level of progress and attainment
16. Undertake marking of pupil's work and accurately record achievement/progress
17. Administer and assess routine tests and invigilate exams
18. Provide specialist advice and guidance (e.g. Science/PE) as required
19. Liaise with parents/carers, schools and establish constructive relationships and communicate with other relevant bodies to support achievement and progress of pupils
20. Supporting the role of parents in pupils' learning and contribute/lead meetings with parents to provide constructive feedback on pupil progress and achievement
21. Assist in the development and implementation of appropriate behaviour management strategies promoting self-control and independence
22. Monitor and evaluate pupil responses to learning activities through observation and planned recording of achievement against predetermined learning objectives.

Support for the Curriculum

23. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs, including assessment
24. Contribute to the development of lesson/work plans
25. Deliver programmes including those linked to local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of pupils' skills

26. Support the use of ICT in learning activities and develop pupils' competence and independence in its use
27. Select and prepare resources necessary to lead learning activities, taking account of pupils' interests, language and cultural backgrounds

Support for the School

28. Ensure strategic processes are complied with in order to overcome barriers to learning, including e.g. behaviour management strategies
29. Comply with and assist with the development of policies and procedures relating to child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
30. Accompany teachers and pupils on educational visits
31. Assist in maintaining high standards of health and safety at all times.
32. Maintain good relationships with colleagues and work together as a team.
33. Deliver out of school learning activities within guidelines established by the school
34. Contribute to the identification and implementation of appropriate learning activities which consolidate and extend work carried out in class
35. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
36. Contribute to the overall ethos/work/aims of the school.