



# ST RICHARD REYNOLDS CATHOLIC COLLEGE

ST RICHARD REYNOLDS CATHOLIC PRIMARY SCHOOL  
ST RICHARD REYNOLDS CATHOLIC HIGH SCHOOL

VIDETE BONA DOMINI



## Recruitment Pack: Cover Supervisor, Sept 2024 (Information for prospective colleagues)





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## 1. Welcome Letter from the ACAT CEO

Dear Applicant,

Many thanks for your interest in working for Ascension Catholic Academy Trust (ACAT).

I am privileged to be ACAT's CEO and thought it might be helpful if I offered a few thoughts about who we are and what we stand for.

Established in December 2022 as part of the Diocese of Westminster, we are presently a group of six schools who have come together for our mutual benefit. There are currently four primary and two secondary schools within the Diocesan local authorities of Surrey, Richmond & Hounslow. This number is likely to grow as more Catholic schools join us from those local authorities.

Currently the schools in our Trust are:

- Our Lady of the Rosary Catholic Primary, Staines-upon-Thames
- St Ignatius Catholic Primary, Sunbury-on-Thames
- St Michael Catholic Primary & Nursery, Ashford
- St Richard Reynolds Catholic Primary, Twickenham
- St Paul's Catholic College, Sunbury-on-Thames
- St Richard Reynolds Catholic High School, Twickenham

As part of our work we are committed to recruiting, developing and retaining great teachers and leaders. Whilst the most important part of our Trust are our young people, its most valuable resource is its staff.

I am blessed to work with a group of dedicated, committed and like-minded Headteachers and staff who do a great job. We are not driven by Ofsted, but simply reference it; that said, each of our schools are good or outstanding in 'Ofsted terms' but each always continues to do better for the young people that they serve. We have a dedicated and committed Board of Directors and enjoy a good relationship with the Diocese of Westminster and the local authorities of Richmond upon Thames and Surrey.

Within and across ACAT, we believe that collaboration is the most useful and effective way to support each other and improve our schools to ensure we provide an outstanding Catholic education for all of our pupils.

We have begun to provide services centrally to liberate leaders in our schools to get on with the important part of their role, which is to ensure a great educational experience for their pupils and students. Too much time can be wasted in meetings discussing things that have little, if any, impact in the classroom and these are the tasks we are beginning to take on centrally. These central services include school finance and an increasing amount of HR. Many policies are also being written and reviewed centrally; and building work is organised and maintained centrally. A Primary School





Improvement Team has also recently been created from the great practitioners that exist across our schools.

If you already work in a Catholic school you will know they are special places to work, with our faith and hope being the backbone of our broad culture. If you have never worked in a Catholic school, please DO NOT be put off, but come and visit us to see for yourself.

Please have a look at our [website](#) to find out more about ACAT and its schools.

You have made a good decision to at least consider working with us. If you do apply and are successful you will receive great support and development whilst keeping your own character and personality. We are NOT a 'one size fits all' MAT, so please do apply.

Feel free to call me at any time on 020 8325 4630 or email me on [info@ascensioncat.org](mailto:info@ascensioncat.org) if you have any questions.

I look forward to working with you.

With best wishes

**R.E. Burke**  
ACAT CEO





## 2. Our College



St Richard Reynolds Catholic College (SRRCC) is a vibrant community consisting of a federation of two Outstanding schools: St Richard Reynolds Catholic Primary School and St Richard Reynolds Catholic High School which includes a Sixth Form. It is under the Trusteeship of The Diocese of Westminster in partnership with the RC Diocese of Southwark.

Our community is a place where our young people come first, are loved, listened to, challenged and inspired.

We are part of the Catholic Church and at all times serves as a witness to our Catholic faith in Our Lord, Jesus Christ. Our College is truly part of the community, with many colleagues having connections with parents, students and the Parishes we serve.

We are a one form entry Primary School and a six-form entry Secondary School with a growing Sixth Form of over 200 students.

We are excited about the prospect of working with you and hope the information contained within this booklet will help you decide that St Richard Reynolds is the right place for you to continue your career.





### 3. Working at our Catholic School

At St Richard Reynolds you will be upholding a vital mission of ensuring all children in our care can “See the Good Things of the Lord”. This will be not only through our classroom practice but also in our way of living, behaving, doing things, a way of learning and teaching that is inspired by Jesus’ words: “I have come that you may have life and have it to the full” (John 10:10).

When you start working at SRRCC you will be supported by our highly experienced Catholic Community team who will ensure you are comfortable leading a prayer, assisting at Mass and able to embed Catholic Social Teaching in your classroom, day in, day out.

We have a culture where no question is too obvious or off limits. We believe we are all on a journey with our faith and we take seriously our responsibility to ensure that all in our community are supported in their relationship with God.

We welcome teachers of all faiths, or indeed no faith. The value of working together for the enhancement of our mission is a tremendous witness in our pluralistic and richly diverse society.





## 4. The Role

We are looking to appoint an experienced and enthusiastic Cover Supervisor to provide support to both our High School and Primary School working with colleagues who are committed to delivering outstanding lessons across all key stages.

This a term-time position working 36 hours per week/39 weeks per year (Term time + 5 Inset Days). The appointment is for a fixed-term period initially until 31 August 2025 with potential to extend.

The successful candidate will provide non-teaching supervision for absent teachers and carry out general administrative tasks at other times. It is essential that the candidate demonstrates an ability to work with a range of people at all levels including young people.

The position will involve, amongst other things:

- Cover duties as required
- Supervising pupils in cover lessons, maintain good order and safety and ensuring high quality learning
- Providing feedback to Department Heads on the lesson as appropriate
- Management of the inclusions process, including supervising pupils, setting their objectives and work for the day and reviewing the impact of the inclusion at the end of the day
- Providing office and departmental administrative support when not covering lessons or inclusions
- Accompanying pupils on school trips
- Undertaking any other duties as requested, which are commensurate with the grading and responsibilities of the post

You will have:

- A love for working with and supporting young people
- An empathy with, and be fully supportive of our Catholic identity and mission, if not a practising Catholic
- A positive and proactive attitude to life and work
- Good organisational skills, with the ability to prioritise tasks, and manage your own workload
- Excellent communication skills, being able to competently deal with all of our stakeholders





- Confidence, resilience and enthusiasm
- A friendly, approachable demeanour with an adaptable and flexible outlook
- Excellent time-keeping and a responsible, reliable and mature attitude towards work
- A willingness to learn and develop
- At least 5 GCSE grades, including English and Maths
- Desirable: Experience working as a teacher or in a similar role with young people. This role would suit someone that has taught previously or has an interest in teaching as a future career.







## 5. The SRRCC Difference

At St Richard Reynolds we believe that our staff are our most important asset and that each one of us, not only the children in our care should be Loved, Listened to, Challenged and Inspired.

We are always looking to recruit good people to join our existing group of outstanding practitioners who work tirelessly across the College; teachers, support staff and Leadership Team alike. We have listened to colleagues' thoughts on what they believe is unique about working at St Richard Reynolds and as a result have been thoughtful in our offer:

<p><b>Best in Class CPD</b></p> <p>We consider our teaching to be a major strength of our College and we provide 'best in class' CPD to support this. As a member of staff you will have access to:</p> <ol style="list-style-type: none"> <li>1. Regular CPD sessions, focusing on learning and teaching and subject scholarship</li> <li>2. An outstanding ITT provision</li> <li>3. Leadership Development Programmes</li> <li>4. Opportunities provided by being the West London Hub for the Chartered College of Teaching.</li> <li>5. Options to complete NPQML and NPQSL</li> <li>6. Thunk drop in sessions and Teachmeets</li> </ol>	<p><b>A commitment to developing you</b></p> <p>Regular line management with a focus on you as an individual.</p> <p>Subsidised Masters programmes - with a clear benefit to the College as well as the individual.</p> <p>A clear and conscious career progression programme that spans our federated Primary, High School and Sixth Form; which spots, rewards and supports talent at whatever stage of your career.</p>	<p><b>Family friendly policies</b></p> <p>We welcome working parents to SRRCC; many of our colleagues have children at the College.</p> <p>Having completed two consecutive years in post, the children of staff are eligible for priority places at the College.</p> <p>We also understand how important it is for parents to attend their children's school events whether that be their Sports Day or Nativity play. We offer a pragmatic approach to ensure your children and our students are best served.</p>
<p><b>Making your life easier</b></p> <p>Complimentary - lunch for staff on duty - tea &amp; coffee</p> <p>We are happy to accept your deliveries and will sign for them on your behalf.</p> <p>A local hairdresser can be booked to attend on site after school.</p> <p>Termly therapist visits and beauty treatments can be booked.</p>	<p><b>It's more than work.....</b></p> <p>As an employer, we are committed to staff well-being and appreciate that means different things to different people. Staff at St Richard Reynolds socialise together with, amongst other things, trips to comedy nights, art and cookery competitions, choir and band, sports teams and our annual "challenge" - so far we've completed the Three Peaks and have canoed the Wye Valley in 2023. However, we are also aware that sometimes after leaving school, curling up with a good book or enjoying a walk makes our lives, and in turn our teaching, better and so is always encouraged. All staff also have access to a 24/7 confidential Employee Assistance Programme with access to specialist telephone counselling and a Wellbeing Charter is a prominent part of our College</p>	





## 6. Wellbeing Charter

At St Richard Reynolds **we invest in our staff and the quality of education** we provide by:

1. **Recruiting** excellent subject specialists and support staff.
2. Having **2.5 additional Inset days** set aside for departments to discuss misconceptions and prepare new materials so that students remember what they learn and correct mistakes.
3. **Offering funding for higher level qualifications** such as Masters, HLTA and department specific research and development.
4. Hosting a **book club** for those who want to join together with professionals to discuss research and new thinking.

At St Richard Reynolds **we are always innovating to manage workload** by:

1. Increasing our use of invigilators so **you rarely cover mock exams**.
2. Only sending **emails between working hours** and **only exceptionally at weekends**.
3. **Actively reviewing our exam schedule** and removing early November mocks.
4. **Increasing the amount of department time** as part of our CPD calendar.
5. Reviewing our **marking and feedback policy** to reduce time required and maximise impact.

At St Richard Reynolds **we make working lives as easy as possible** by:

Assigning new staff members a **buddy** to introduce them to life at SRRCC

1. **Being flexible with life requests**, such as a close family wedding or significant moments in your children's school career.
2. Allowing a **later start or an earlier finish when not teaching** at least once a term, within departments.
3. Having a **dry cleaning, hair cutting and posting** service.
4. Hosting **exercise classes** at school.
5. Being creative with how we provide **parking** for staff
6. Ensuring **our shared staff spaces are inviting**, including tea, coffee and fresh fruit.
7. **Having a longer Autumn half term** so that staff can take a longer rest at a less expensive time within the longest term.





## 7. Colleague Profiles



**Mrs Morgan**  
**EYFS Teacher**

I joined the College in September 2017 and since then have completed three years teaching our wonderful Reception class. I love coming to work each morning, not just to see the awe and wonder in our 4 and 5 year olds, but also because I work with a great team in EYFS/Key Stage 1. Everyone at SRRCC completes a Learning Inquiry and I have felt this has not only developed my practice but also encouraged me to see beyond my classroom and to feel truly part of the wider College. My children all attend SRRCC and I love being part of the wider Catholic community both within and beyond the College.



**Miss Thompkins LT**  
**for SEND**

Richard Reynolds is my second school since completing my PGCE and I really appreciate the difference. I joined as a Geography teacher in 2018 and undertook the Leadership Development Programme - run for prospective Middle Leaders in our College. Since completing this I took on the role of Head of Year 7 in my second year here - the fourth year of teaching and am now Head of KS3. I feel I have been really encouraged to develop and have been supported in achieving my career goals. I also really enjoy the social side of Richard Reynolds - we work hard and we play hard and it was a real achievement to complete the Three Peaks Challenge with my colleagues last April. I am now completing my Masters in Education, supported by the College.



**Mrs Mason:**  
**Head of Sixth Form**

Science at Richard Reynolds, like all departments, has dedicated facilities and a place at the heart of the curriculum. We lead the way for STEM education for girls and boys, working closely with other subjects. I have worked at the College for 5 years and feel challenged, but supported with our results improving year on year. Sharing best practice and forging our own bold new initiatives makes teaching and leading a department at SRRCC hugely rewarding for me.



**Mr Dawswell:**  
**Joint Head of English**

I am working at SRRCC after completing a placement here in Spring 2019. I chose to work at Richard Reynolds as I knew the support and opportunities I would get in my vital NQT year would be second to none. The ITT programme is innovative, supportive and evidence based. I'm never asked to do something I can't see a direct impact of in my classroom, and it's true that it's not just the children who are loved, listened to, challenged and inspired.





## 8. Application Process



Please send the CES application form (including contact details for two referees) and a covering letter to: [recruitment@srrcc.org.uk](mailto:recruitment@srrcc.org.uk) by **10am 14th October 2024** for an interview later that week.

**Start date:** ASAP, negotiable depending on candidate circumstances

Please also get in touch if you would like to talk in more detail about the role or indeed if you would like to meet and see us in action, we are only too happy to show you around our happy, engaging community.

