



Cover Supervisor Application Pack



Salary Scale:	Band F Point 12-17 (£17,567-£19,395 PRO RATA)
Contract:	Fixed term, 33 hours per week, 39 weeks per year, to include INSET days
Start date:	As soon as possible

Cover Supervisor initially until 31st December 2022

Closing date for applications: Wednesday 19th January 2022 at 12.00 midday

St John Plessington Catholic College Voluntary Academy has been an outstanding and oversubscribed 11-18 college for more than 10 years. In 2007 and then again in 2013 and was judged by OFSTED to be outstanding in every category and over this time have been awarded numerous accolades. This has included the prestigious award by The Times Educational Supplement (TES) of "Outstanding Secondary school of the year" in 2010, investors in People Gold Award 2013, the TES award for "Numeracy and Mathematics" in 2013 and were shortlisted for the TES award for "Literacy and English" in 2013. The College has been a national support school since 2009 and has provided extensive school to school support during this time.

The College became an Academy in 2012 and is part of Holy Family Catholic Multi Academy Trust, comprising two other outstanding Teaching Primary Schools and one sponsored secondary school. In 2014 we became a Teaching School extending our network further, and are a major contributor to our local area across all strands of the Teaching School remit. Over the years we have welcomed over a 100 schools to view what we do well. In 2016 the college achieved a SSAT award for "exceptional student Key Stage 4 attainment" in recognition of being in the top 20% of schools nationally. We also achieved the SSAT award for "exceptional student key stage 4 progress" in recognition of being in the top 10% of schools Nationally. We have received these awards each year since 2009. As part of the SSAT family we have contributed to the system by hosting a range of Conference Days as well as being part of Leading Edge.

The 2019 Progress 8 Headline measure for St John Plessington is 0.42. Our boys achieve a Progress 8 score of +0.33 and our girls achieve +0.53 placing us as the top performing comprehensive school on the Wirral for both of these categories.

What we can offer:

- A chance to work in a cutting edge, outstanding comprehensive Teaching School
- The opportunity to make a significant difference to our children's lives in an environment that has high aspirations for all.
- The chance to help shape and develop our other school through collaborative leadership and dynamic interpersonal skills
- A working environment that is modern and professional
- Great experience for those who want to work at the very highest level in education
- A comprehensive, tailored CPD offer at every level

Application forms for the above post are available attached to this website or online at www.stjohnplessington.com or www.hfcmat.com, under the non-teaching vacancies section. For further details please see the documents attached to this advert or our website. All applications should be made on the CES application form – CVs are not acceptable.

Please submit your application electronically as soon as possible to recruitment@hfcmat.com. This post is subject to an Enhanced Level DBS check.

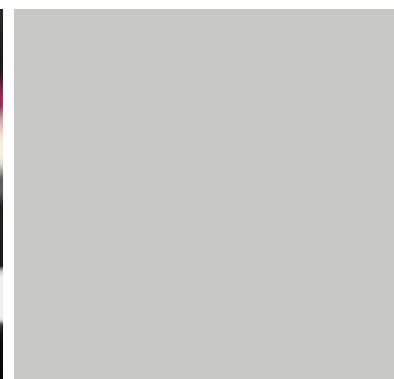
All applicants will be considered on the basis of suitability for the post regardless of sex, race or disability.

We are committed to safeguarding and promoting the welfare of Children and Young People and expect all staff and volunteers to share this commitment



St John Plessington Catholic College -

*Job description, person
specification*





Job Description

Job Description

Introduction

Job Title:	Cover Supervisor
Location:	St John Plessington Catholic College
Responsible To:	Assistant Headteacher
Salary Grade:	Band F 12-17 (£17,567-£19,395 PRO RATA)
Contract:	33 hours per week, 39 weeks per year to include INSET days

Our SJP community is a place where all are respected, celebrated and encouraged to fulfil their true potential.

We plant seeds that one day will grow and water those seeds already planted, knowing that they hold future promise.

We aspire not to have more but to be more.

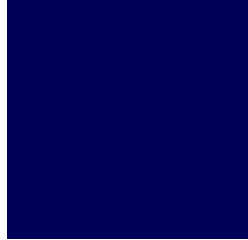
We are a family who strive to be ***‘Always faithful to Christ.’***

Key Purpose of Job

To supervise whole classes of pupils, in the absence of a teacher, and ensure that work set is completed. Cover is provided for the short-term absence of teaching staff so that an effective and tailored provision is delivered.

Description of Duties:

- To support the Catholic Ethos of the school.
- To act as cover supervisor as effectively and efficiently as possible to ensure continuity of learning for the pupils and to minimise the cover that teachers are required to do.
- To act as an invigilator during public examinations when required by the examinations officer.
- To share in the cover for absent non-teaching colleagues if not required to cover for teachers.
- To build up a bank of suitable material which could be used with classes where the teacher is unable to provide it.
- To undertake additional duties that may arise out of changes in the department routine curriculum or as part of the wider College team.
- To be flexible and willing to work with staff to improve teaching and learning.
- To attend relevant courses, particularly in relation to Safeguarding, Health and Safety and deal with any immediate emergencies in accordance with the College policies and procedures to ensure that student / employee safety is assured.
- Manage the behavior of the students whilst they are undertaking their work, to ensure a constructive environment.
- To be called upon to perform other duties that the Head Teacher considers reasonable that are commensurate with the grading and description of this post.



Personal Specification

Source Key: A = Application Form I = Interview R = References C = Certificates

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

[A] Experience

CRITERIA	ESSENTIAL / DESIRABLE	STAGE IDENTIFIED
Experience of working in an educational environment	E	AIR
Understanding the individual student's requirements	D	AIR
Understanding SJP procedures which impact on supervision and Behaviour Management of students	D	AIR

[B] Knowledge and Skills

CRITERIA	ESSENTIAL / DESIRABLE	STAGE IDENTIFIED
Enthusiasm, commitment and flexibility	E	AI
Classroom supervision and student behaviour management skills and techniques	E	AI
Working knowledge of Microsoft Office package	E	AIR
Able to develop relationships with young people	D	AI
High personal standards, in terms of punctuality and attendance as well as meeting deadlines	D	AIR
Good Communication skills	D	AIR
Ability to work as a team player	D	AIR

[C] Qualifications and Professional development

CRITERIA	ESSENTIAL / DESIRABLE	STAGE IDENTIFIED
GCSE English and Maths (grade C or above) or equivalent	E	A
Willingness to identify and take part in relevant self-development opportunities	D	AI
Degree in Education	D	AIR

[D] Personal Qualities

CRITERIA	ESSENTIAL / DESIRABLE	STAGE IDENTIFIED
Support Catholic Ethos	E	A
Enthusiasm & energy	E	IR
Willingness to undertake further training and responsibility	D	AIR