



*St Gregory's
Catholic College
Bath*



An education for the whole person
Academically, personally and spiritually

Application pack for the post of:

Cover Supervisor

32.5 hours per week, permanent, term time only plus 2 INSET days. To start as soon as possible.
Grade 5 SCP 11-15, £29,070-£31,015 (full time, all year around), £21,644-£23,092 actual.

Closing date: Midnight, Wednesday 30 September
Interviews: Week commencing 12 October

In Christ we flourish

St Gregory's, Catholic College
Combe Hay Lane, Bath, BA2 8PA
T 01225 832873
www.st-gregorys.org.uk

Welcome

Dear Prospective Applicant

Thank you for your enquiry regarding the post of **Cover Supervisor** at St Gregory's starting **as soon as possible**.

St Gregory's is an over-subscribed high-achieving school with a national reputation for excellence. Our motto is 'In Christ We Flourish' and we place great emphasis on our inclusive 'family' atmosphere where all are nurtured to develop their God-given gifts and virtues.

Our most recent Ofsted inspection judged us as 'Good' with 'Outstanding' features in both 'Behaviour and Attitude' and 'Personal Development'. We are also recognised as an 'Outstanding' secondary school in our CSI Inspection, highlighting St Gregory's as a flourishing educational community where every child is valued and encouraged to grow as individuals.

We are a school community which prioritises the safety and wellbeing of our students and staff. Everyone at St Gregory's is responsible for the safeguarding and wellbeing of our staff and students and we are committed to following safer recruitment practices to ensure we provide a safe environment for our students.

At St Gregory's we inspire and encourage our students to fulfil their potential and flourish. As a Catholic school we provide our students with a moral compass based on Catholic Social Teaching that supports their growth and development. It is essential that our students are encouraged to have enquiring minds, ask questions and form their own opinions. The pastoral care at St Gregory's ensures that our students grow into well-rounded, reflective, caring and thoughtful young people, ready to take their place in society.

We are an inclusive school that places the student at the heart of everything we do. As a Catholic school our values are explicitly Christian, however you do not have to be of the Catholic faith to apply for this post.

There is a warm, welcoming family atmosphere at St Gregory's that underpins our culture as a school. By working together we aim to provide the very best opportunities for all our students and staff.

If you possess the necessary skills and experience and would like to apply for this post, please submit your application as soon as possible and ideally before the deadline. We reserve the right to interview earlier than stated. Interviews will be held **week commencing 12 October**. If you have any further questions, please do not hesitate to contact Mrs Sharon Waldron, Cover Manager by email at WaldronS@st-gregorys.org.uk

Yours faithfully

Mrs M George
Headteacher

Mission Statement

As an associate Lasallian Catholic school, our inspiration is Jesus Christ. We therefore promote the dignity and well-being of every child and ensure that they flourish with us in a safe, happy and enriching environment in the presence of God.

We believe that everyone is gifted and called by God to fulfil some definite service for the common good. We will help our students to discover their vocation in life through quality relationships so that they achieve their full personal, spiritual and academic potential, using their gifts for the greater glory of God.

Mission Statement, approved by the Governing Body

Cover Supervisor

Post:	Cover Supervisor
Start date:	As soon as possible
Contract type:	Permanent, Term time only plus 2 INSET days
Hours:	Monday – Friday, 32.5 hours per week
Salary:	Grade 5 SCP 11-15, £29,070-£31,015 (full time, all year around), £21,644-£23,092 actual.
Closing date:	Midnight, Wednesday 30 September
Interview date:	Week commencing 12 October

Our students are amazing. They are clever, kind and a joy to work with. They inspire, challenge and drive us as professionals to deliver the highest standards of education and care; to fill their school life with academic rigour, compassion and laughter. School is a busy and varied place of work, but as a team, we work together to reach out, find solutions and truly make a difference in the lives of young people.

We are seeking exceptional individual to join our team on a permanent basis as a Cover Supervisor, taking on this highly rewarding and valued role within our school community.

The successful candidates will possess the confidence and skills to take charge of whole classes during the short-term absence of teachers. This role provides a fantastic opportunity to cover lessons across our whole curriculum. When not required to provide cover the post-holder will also be part of our student support provision offering learning support to our students and administration support to colleagues. We are therefore looking for a rounded team-player, with a positive and flexible can-do attitude who is willing to take on a key role within our support team.

Applicants must possess a minimum of five GCSE passes at Grade C or equivalent including literacy and numeracy and have the ability to safely manage classroom activities and the physical learning space. It is essential that applicants have experience of individual or group work with children and young people, ideally within a school setting.

Candidates must be able to demonstrate:

- Experience of individual work or group work with children, young people and families
- An understanding of child and family dynamics and child development
- Knowledge of national curriculum and other learning programmes
- A flexible and engaging approach, inspiring students to achieve their very best
- Ability to manage safely classroom activities and the physical learning space

Why you should join St Gregory's:

We passionately believe that every child can discover their own remarkable place in the world and the contribution that you bring to our school deserves its own rewards. As a member of our team, you can expect:

- To join a supportive and friendly team
- A supportive employer that will work with you to meet your working needs
- Access to the Local Government Pension Scheme
- A positive and innovative learning culture where well-being and workload are effectively managed
- A vibrant and dynamic student body that deserves the very best in teaching and support
- Professional support to help you develop your career
- Free Parking
- The opportunity to take an unpaid "career break" after five years of continuous service



"Saint Gregory's is simply the best school in every possible way. My children have gone from strength to strength due to excellent teaching and pastoral care. They are confident, capable, well-rounded and above all, happy."

Parent

About St Gregory's

St Gregory's is a Catholic voluntary aided secondary school which was established by the Diocese of Clifton. It primarily serves designated Catholic parishes in Bath and North East Somerset, North West Wiltshire and the north of the County of Somerset and admits students of 11-18 years. We are a popular co-educational school, founded on Catholic Christian values and with a strong family and community ethos. These values envelop the learning of our students, providing them with an academic start to life that is supportive, nurturing and inspiring. St Gregory's has a well-deserved reputation for academic excellence, outstanding pastoral care and an excellent enrichment programme.

In 2022, we were rated Good overall with Outstanding Behaviour & Attitudes and Personal Development by Ofsted. We are also recognised as an 'Outstanding' secondary school in our CSI Inspection, highlighting St Gregory's as a flourishing educational community where every child is valued and encouraged to grow as individuals.

Our GCSE and A Level results are excellent and not just in raw terms but also in the context of value-added. Such measures seek to identify the progress that every child makes during his or her time with us and show that our students make outstanding progress.

The achievement of our students consistently places our school as one of the top achieving state schools in the country. Students leaving St Gregory's progress to some of the very best academic institutions including Oxford, Cambridge and the Russell Group but, more than this, they leave having acquired the academic success, confidence and skills they need to continue their educational or career journey of choice.

We are located at the southern gateway to the World Heritage City of Bath with beautiful views towards the Severn Estuary and over Bath. Access to the school is easy as it is on main bus routes and next to the Odd Down Bath Park and Ride terminus.

The World Heritage City of Bath itself needs little introduction. Over four million tourists a year come to visit its many attractions, such as its Georgian architecture, its festivals, theatres, museums, restaurants and shops. It boasts excellent schools, rugby and football teams and Olympic standard training facilities at the University of Bath.

Bath is served by many attractive towns and villages, and our staff and students come from diverse locations.

Behaviour for Excellence



St Gregory's Catholic College at a glance

RE

- Religious Education
- Philosophy and Ethics
- Chaplaincy

English

- English Language
- English Literature
- Literacy and Oracy

Maths

- Maths
- Computer Science
- Business and Economics

Science

- Biology
- Chemistry
- Physics

Performing Arts

- Music
- Dance
- Drama

Leadership

- Headteacher
- Director of Studies (Deputy Head Academic)
- Director of Pastoral Care (Deputy Head Pastoral)
- Assistant Headteacher Director of Sixth Form
- Assistant Headteacher Teaching and Learning
- Assistant Headteacher Wider Participation and Enrichment
- Assistant Headteacher Pastoral: Behaviour and Attendance
- Director of Finance and Operations

PE

- Physical Education

Careers

- Careers

Technology

- Food Technology
- Design and Technology

Art and Photography

- Art
- Photography

MFL

- Spanish
- Mandarin

Humanities

- History
- Geography
- Sociology
- Psychology

Inclusion

- SENCo
- LSAs
- One to one and small group

Pastoral

- DSL, DDSL
- Behaviour and Attendance
- Heads of Year
- Alternative provision
- Medical

Business Operations

- Attendance
- Admissions
- Data
- Exams
- Finance
- HR
- Main Office
- Secretariat
- Sixth Form

Facilities and ICT

- ICT
- Facilities



“Inspiration from the Gospel values are the ‘hallmarks’ of the education that pupils receive. Pupils reflect positively on their own beliefs and opinions, as well as those of others. Interactions between staff and pupils and between pupils are warm and respectful.”

Ofsted,

Job Description

This job description should be read in conjunction with the professional duties set out in the governors' Pay Policy and Performance Management Policy.

The Governors of St Gregory's are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced certificate from the Disclosure and Barring Service including a Children's Barred List Check is required for this post prior to commencement plus other rigorous pre-employment checks

Key Areas of Responsibility

1. Core Purpose

- 1.1 To actively support and promote the school's vision and values as outlined in the Mission Statement.
- 1.2 To supervise whole classes during the short-term absence of teachers, to maintain good order and to keep students on task.
- 1.3 To support the work of the pastoral teams in implementing and maintaining the school's Behaviour Policy.
- 1.4 To maintain a constructive learning environment.
- 1.5 To provide support to students when not required for cover, including in-class.
- 1.6 To assist colleagues in SEND and other assigned departments when not required for cover.
- 1.7 To act as a tutor if required.
- 1.8 To supervise students at other times of the day and to carry out lunch time duties as required

2. Key Duties and Responsibilities

2.1 Monitoring, Evaluation and Planning

- 2.1.1 To register and record student attendance in lessons using SIMS.
- 2.1.2 To support students, where appropriate, offering advice and guidance to students of all ages and abilities in order that their work is of a high standard.

2.2 Curriculum

- 2.2.1 To liaise with, and report back to, teachers setting work or the Cover Manager.
- 2.2.2 To develop an understanding of the specific needs of the students concerned.

2.3 In the event that no lesson cover is required:

The Cover Supervisor will meet with the Data and Cover Manager to be briefed on the requirements for the day which will include, but are not exclusive to, the following:

- 2.3.1 To co-ordinate and maintain documentation relating to any student including maintaining data on the SIMS database.
- 2.3.2 To work collaboratively with parents and staff and to attend any relevant meetings.
- 2.3.3 To mentor disaffected students in danger of exclusion.

- 2.3.4 To work closely with the Director of Pastoral Care and Heads of Year, in conjunction with the Behaviour Support Manager.
- 2.3.5 To work with the Assistant Head (Pastoral) and Behaviour Support Manager in developing strategies to support the school's anti-bullying and no-smoking policies.
- 2.3.6 To offer in-class support to students as required.
- 2.3.7 To support other staff on duty before school, at break time, at lunch time or after school.

3. Post Dimensions

- 3.1 Number of staff managed: None
- 3.2 Departmental budget: None
- 3.3 Section budget: None

4. Supervision Received

- 4.1 The post holder will be directly managed by the Cover Manager.

5. Contacts

- 5.1 Appropriate staff within the school, parents and carers, the Local Authority and outside agencies as and when necessary.

6. Physical Effort and Working Environment

- 6.1 The post is not subject to any physical effort or strain in excess of work in a day to day classroom or office environment.
- 6.2 The post is not exposed to any unpleasant conditions over and above those experienced in a day to day classroom or office environment.

7. Additional Responsibilities

- 7.1 The postholder will be expected to undertake any appropriate training provided by the school to assist them in carrying out any of the above duties.
- 7.2 This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.
- 7.3 To perform, in accordance with any direction which may reasonably be given to you by the Headteacher from time to time, such particular duties as may reasonably be assigned to you.

8. Safeguarding

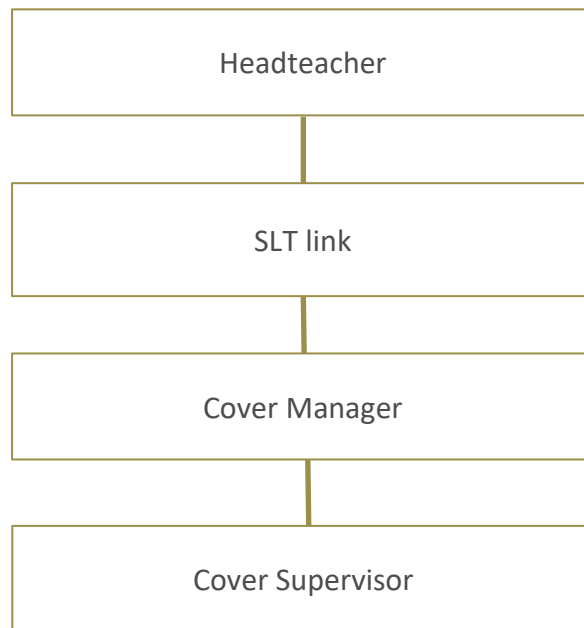
- 8.1 The Governors of St Gregory's are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced certificate from the Disclosure and Barring Service is required for this post prior to commencement.

9. Special Notes and Conditions

- 9.1 All employees of St Gregory's are expected to be supportive of the Christian ethos of the school, its aims and Mission Statement.
- 9.2 The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager or Safeguarding Lead.

- 9.3 The postholder will be required to promote, monitor and maintain health, safety and security in the work place.
- 9.4 This job description will be reviewed annually or more frequently if necessary by the Headteacher and Chair of Governors in consultation with the post holder.

10. Organisational Management Chart



Person Specification

Cover Supervisor	Essential	Desirable
Qualifications and professional development		
Minimum of five GCSE passes at Grade C or equivalent including literacy and numeracy	✓	
Relevant professional qualification or equivalent		✓
Experience/Knowledge		
Experience of individual work or group work with children and families	✓	
An understanding of child and family dynamics	✓	
Understanding of child development	✓	
Computer literate	✓	
Experience of working in a school setting		✓
Experience of working with vulnerable children		✓
Experience of using a range of learning strategies and/or interventions whilst working with children with various needs		✓
General understanding of national curriculum and other learning programmes and strategies to support vulnerable learners		✓
Ability to effectively use IT to support learning and use of other equipment technology, i.e. computer, video		✓
Personal Attributes		
Ability to manage safely classroom activities and the physical learning space	✓	
Ability to relate well to both children and adults	✓	
Able to work as part of a team	✓	
Able to prioritise own workload and self-motivate	✓	
Excellent communication skills	✓	
Child centred approach to working	✓	
A positive role model for students and staff	✓	
Supportive of Christian (Catholic) ethos of school	✓	
Emotionally intelligent	✓	
Motivated	✓	
Enthusiastic and positive	✓	
Calm under pressure	✓	
Organised and punctual	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities		✓
Willing to contribute to the wider life of the school		✓
Safeguarding Children		
A clear understanding and commitment to safeguarding and promoting the welfare of children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Appropriate attitudes to the use of authority and maintaining discipline.	✓	



“Pastoral care for all members of the community is exemplary and stands as a cornerstone of the school’s identity.”

Catholic Schools Inspectorate Report



Why work for us?

An inclusive and diverse workplace

We are fully committed to sustaining a positive and mutually supportive working environment free from harassment, discrimination, bullying and victimisation where staff can work collaboratively and productively together, and where all staff are equally valued and respected.

Through working collaboratively with Staff, Students, Parents, Volunteers and Governors we aim to remove barriers that you may face and promote equality of opportunity so that you can achieve your full potential in our school.

Applications

Closing date: Midnight, Wednesday 30 September

Interviews: Week commencing 12 October

Applicants are asked to submit their application online via <https://mynewterm.com/> and via <https://www.eteach.com/>.

We are not currently able to accept postal applications at this time.

No other material (such as testimonials, résumés or CVs) will be considered during the selection process.

Please note that you must have the existing right to work in the UK to apply for this post.

We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children.

We follow safer recruitment practices, and all appointments are subject to an enhanced DBS check, satisfactory professional references, qualification verification and overseas certificates of good conduct.

Successful applicants must have the right to work in the UK as we do not hold a sponsorship licence.

As the position you are applying for gives you privileged access to vulnerable groups, you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, unless they are “protected” convictions or cautions under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (in 2013 and 2020) and, therefore, not subject to disclosure. Shortlisted candidates will be provided with a Rehabilitation of Offenders form to complete.

Failure to disclose any disclosable criminal convictions could lead to your application being rejected or, if you are appointed, to summary dismissal if it is subsequently discovered that you have any disclosable criminal convictions. A referral to the police may also be made.

All staff are expected to undertake comprehensive child protection training and must share in the school’s commitment to the safeguarding and wellbeing of our students and staff.

A copy of the Safer Recruitment Policy and our CP Policy can be found on our website at <https://www.st-gregorys.org.uk/key-information/item/3/safeguarding>.

School Creed

At St. Greg's, we are a family.

We believe in the living presence of God in our school, our community and world.

We are all equal and worthy of dignity and RESPECT in a community founded on inclusion and diversity.

We support each other and recognise our potential to thrive.

ASPIRATION and quality education are at the heart of our mission.

We walk together in the footsteps of Jesus and witness to the Gospel.

Our RESPONSIBILITY is to always be kind and caring to all and to be stewards of creation. We all have VIRTUES and are valued and loved in the sight of God. Each of our lives is a gift to be nurtured as we journey together towards our true vocation.

In Christ we Flourish

Amen

Written by the students of St Gregory's Catholic College



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