

# Cover Co-ordinator Recruitment Pack

Dear Applicant

Thank you for considering this post at All Saints Catholic High School, part of the St Clare Catholic Multi Academy Trust.

All Saints Catholic High School is a mixed 11-18 Catholic Academy serving the City of Sheffield. As a Catholic School, our values are fundamental to everything that we offer as a place of education. These are captured by the acronym RUAH:



All Saints is a welcoming faith community living by the values of :

- **R**espect for ourselves, others and our environment.
- **U**nderstanding, accepting and celebrating the uniqueness and diversity of our All Saints' family.
- **A**ffection for all members of our school and wider community in every situation.
- **H**umour in our interactions with each other, showing loving kindness to all.

Our school community demonstrates excellence through :

- Every member of the All Saints' community valuing, respecting, including and loving one another. Together, we engage positively with each other and our wider community, including our hardest to reach.
- Recruiting, developing and retaining a quality, highly skilled and diverse workforce who value learning, are committed to continuous self-development and create a safe and secure school environment.
- A challenging, engaging and wholly inclusive curriculum that fosters high aspirations and inspires joy. Student achievement significantly exceeds national averages.

This post offers an opportunity to join a committed and well qualified staff body who engage with a diverse student population, drawn from across the city. The school is oversubscribed each year at Year 7 and is popular with students for post 16 Level 3 courses.

The school values professional development for all staff at every career stage. In addition, we currently support teacher training and those in the Early Career Framework. We expect our staff to have the highest expectations of both themselves and those whom they teach or support. As cited in the Report from our recent OFSTED Inspection in October 2023. *"A strong ethos of warmth and respect pervades this school. Opportunities are taken to reinforce this throughout all aspects of school life."* Our Inclusion Team delivers excellent care and challenge, working with the teams of form tutors. Together we all work to make a difference to the lives of our young people.

I hope that you will consider that you have the skills and experience to make an application for a role in our school.

Yours sincerely

A handwritten signature in black ink that reads "S P Pender". The signature is fluid and cursive, written in a professional style.

S P Pender  
Headteacher



## Cover Co-ordinator

**Closing Date : Monday 30<sup>th</sup> March (noon)**

<b>Hours</b>	<b>25 hours per week: 7:00 am – 12:00 noon Monday to Friday for 39 weeks per year (term time)</b>
<b>Contract</b>	<b>Permanent</b>
<b>Salary</b>	<b>Grade 4 – Scale Points 7: 12: £26,403 - £28,142 pro rata Actual Salary £15,344 – £16,322 with no previous service</b>
<b>Start Date</b>	<b>Required as soon as possible</b>

All Saints is a highly successful, oversubscribed, 11-18 Catholic Voluntary Academy within the St Clare CMAT. At the last OFSTED inspection in October 2023 the school remained Good. As a wholly inclusive school community we share a clear and ambitious vision for high quality education for all. Staff at all career stages are supported to access innovative and research led CPD and there is a culture of continuous development.

The school wishes to appoint a talented individual to organise the cover system effectively and support line managers by coordinating administration of the sickness absence policy. The successful candidate will also be responsible for working with trip organisers to ensure all administrative tasks are completed.

All Saints is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

We are committed to fairness and social justice and welcome applications from everyone. We value our diverse workforce and aim to work together to make the most of our differences. Under the Disability Confident Scheme, disabled applicants, who meet the essential criteria of this job, are guaranteed an interview.

If you have any queries, please contact Miss C Herridge, PA to the Headteacher:  
[c.herridge@allsaints.sheffield.sch.uk](mailto:c.herridge@allsaints.sheffield.sch.uk)

## Job Description

### All Saints Catholic High School

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<b>Title of Post</b>	Cover Co-ordinator
<b>Responsible To</b>	Member of Leadership Team
<b>Grade</b>	Grade 4 – Scale Points 7 : 12 pro rata
<b>Hours</b>	25 hours per week over 39 weeks of the year
<b>Contract</b>	Permanent

#### Purpose of the Role

- To ensure that the cover system in school works efficiently and in a cost effective way
- To ensure that the school management has accurate data on staff attendance and that absences are recorded according to school policy

#### Key Tasks to Achieve Outcomes

- To record all staff absence and obtain appropriate absence documentation as required
- To implement the staff cover system
- To buy in supply staff as appropriate
- To provide information for Return to Work interviews
- To monitor returns from Return to Work interviews
- To produce absence statistics monthly and annually for the school leadership and for payroll purposes
- Patterns of absence are identified and the member of the Leadership Team is alerted to these
- To manage a cover budget
- To record staff CPD

#### Indicators of Performance

- All lessons are covered appropriately
- The spending on Cover is managed within budget
- Accurate records of absence are available for school and external purposes

The member of the Leadership Team will evaluate the performance by:

- Analysing the Cover statistics
- Analysing the Cover budget
- Analysing the quality of record keeping

## Person Specification All Saints Catholic High School

<b>Title of Post</b>	Cover Co-ordinator
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### Training and Qualifications

Criteria	Evidence
English, Mathematics and ICT skills at level 2	A
Excellent communication and interpersonal skills	A I R

### Faith Commitment / Understanding

Criteria	Evidence
Commitment to the ethos and development of the Catholic school	A I R

### Professional Competencies

Criteria	Evidence
Experience of working to high standards	A I R
Participation in work with young people	A I R

### Personal Skills and Abilities

Criteria	Evidence
Communication	A I R
Working with others	A I R
Ability to work to high standards	A I R
Think creatively to anticipate and solve problems	I R
Ability to work under pressure in a busy office environment	A I R

### Professional Knowledge and Understanding

Criteria	Evidence
Working in an office environment	A I R
Working to time-based schedules	A I R

Key	
A	Application Form
I	Interview
R	Reference

## About All Saints Catholic High School

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Telephone	(0114) 2724851
Email	enquiries@allsaints.sheffield.sch.uk
Website	www.allsaints.sheffield.sch.uk
Chair of Governors	Mr C Farragher
Headteacher	Mr S Pender
School Population	Year 7 – Year 11: 1033 Year 12 – Year 13: 360
Group Size	Group 7

**All Saints Catholic High School is part of St Clare Catholic Multi Academy Trust, one of two Catholic trusts in the Diocese of Hallam**

### Academic Organisation

Administered through a departmental structure, the curriculum is designed to offer a balanced range of courses to all of our pupils, irrespective of the level at which they may start. In the lower school particular emphasis is placed on the teaching of the basic skills and on helping our pupils towards a deeper understanding of the principal areas of human experience.

At present in Year 7 and Year 8 the year is split into two bands for English, Religious Education, Physical Education, Design & Technology and Mathematics. French or Spanish are taken by all students in Y7 and Y8. Science is set by ability across the whole year group after Year 7. Other subjects in this Key Stage are taught as class groups or in sets. From Year 9 students make choices of subjects to study outside the core offer.

The Integrated Resource and physical modifications to the building allow pupils with a range of special educational needs to be admitted to the school. Specialist staff work in collaboration with subject teachers to support these pupils in both mainstream lessons and withdrawal groups.

### Support for Students

As one would expect in a Catholic school, the organisation of the school is tailored to ensure quality care is given to each and every pupil throughout our school. Students are organised in Year Tutor Groups. Form Tutors play an essential role in the care structure and additional input is given by a range of support services. Five Year Leaders each look after 7 forms. The school management system allows tutors to gain a comprehensive view of performance of pupils in their care. Post 16, there are 16 forms, working to a Director of Post 16 and two Assistant Heads of Post 16.

### Staffing

The school seeks to employ the best teachers as a matter of policy, whilst preserving the Catholic ethos of the school. The Governors restrict some teaching posts to Catholics; most Religious Education staff are Catholic, but other jobs have no such restriction. A significant proportion of staff are non-Catholics. Currently there are 101 teaching staff and 86 Support staff.

## **Management Structure**

The Leadership Group currently consists of the Headteacher, a Deputy Headteacher and seven Assistant Headteachers. The school has three Directors in post who have strategic responsibilities for Core curriculum areas, working with Subject and Curriculum Leaders.

## **Building and Facilities**

The school completed a £16 million Building Schools for the Future programme in 2011, which has given it high quality teaching spaces.

There are outstanding sports facilities which include a double basketball court hall, a single basketball court hall, a Sports Science classroom, a general classroom for Physical Education teaching, a sensory room and four changing areas. Outside there are 10 multi-use synthetic pitches. The centre is used by the community and a commercial company in the evenings and at weekends.

## **OFSTED**

The last OFSTED inspection in October 2023 judged the school to be Good. A Section 48 Inspection in 2023 judged the school's provision to be Good, with some outstanding features.

## **Initial Teacher Training**

The school is actively involved with two local universities in the training of student teachers in a number of subject areas. It also works in partnership with two providers for School Direct and SCITT places. Approximately 20 students have substantial placements each year and a larger number work with the school on short-term projects. There is a developing research culture within the school, with all departments engaged in development work.

## **Community Links**

The school has developed strong relationships with parents, parishes and the local community in general. Contact with our local parishes is close and our priests regularly come into school to celebrate Mass. The Chaplaincy Co-ordinator works in close co-operation with the Religious Education Department and the Year Teams to develop the Christian ethos of our community.

## **Co-location**

All Saints is co-located with Seven Hills School, an Outstanding Local Authority school for children with learning difficulties, on the same site; this shares some facilities with All Saints' students.

## **Safeguarding**

All Saints is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

## All Saints Catholic High School School Prayer

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Lord Jesus Christ, we rejoice that we are part of this School.  
Help us to realise our calling, our vocation, our service of you.  
Wherever we are, wherever we go, may we be a constant sign of the joy of the resurrection, a witness to your Gospel, a bringer of Peace.  
May we always be guided and helped by the intercession of all the Saints of heaven.  
May we, as they, give our lives in your service and the service of your creation.  
We ask this through the same Christ Our Lord

Amen



# All Saints Catholic High School

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## Vision Statement

Our school community demonstrates excellence through :

- Every member of the All Saints' community valuing, respecting, including and loving one another. Together, we engage positively with each other and our wider community, including our hardest to reach.
- Recruiting, developing and retaining a quality, highly skilled and diverse workforce who value learning, are committed to continuous self-development and create a safe and secure school environment.
- A challenging, engaging and wholly inclusive curriculum that fosters high aspirations and inspires joy. Student achievement significantly exceeds national averages.

## Mission Statement

We are a Catholic community whose mission is to fully prepare our students for the wider world and to send them into it equipped for life and for the service of others. We come together from diverse backgrounds, united by Christ, by the highest aspirations and by a thirst for excellence to instil in our students a respect for themselves, for others and for their environment. We take our inspiration from Jesus' commandment to "love one another".

## Values Statement

All Saints is a welcoming faith community living by the value of :

- Respect for ourselves, others and our environment.
- Understanding, accepting and celebrating the uniqueness and diversity of our All Saints' family.
- Affection for all members of our school and wider community in every situation.
- Humour in our interactions with each other, showing loving kindness to all.

## Privacy Notice – Job Applicants



# ST CLARE

Catholic Multi Academy Trust

**All Saints**  
Catholic High School



### Mission Statement

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**Adopted by St Clare Trust Board;**

June 2022

**Next review by St Clare Trust Board;**

July 2026

## **St Clare Multi Academy Trust Privacy Notice – Job Applicants**

### **Introduction**

When applying for a position in school or in the trust central team, as an organisation we are the Data Controller. That means we have a statutory responsibility to explain how we collect, manage, use and store information about applicants.

You have a right to be informed about how our trust uses any personal data that we collect about you. This privacy notice, and our Data Protection Policy, explains our data usage when you apply for a job with us.

### **Responsibility for Data Protection**

St Clare Multi Academy Trust is registered with the Information Commissioner's Office. The registration number is ZB288989.

The Data Protection Officer (DPO) for the trust is Adnan Bashir. The DPO can be contacted by phone on 0114 256 6401 (Ask for St Clare Multi Academy Trust) or via the contact form on the trust website <https://www.stclarecmat.org.uk/contact-us/>

However, our data protection lead has day-to-day responsibility for data protection issues in our school. If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact Kim Stonebridge, DPO, on 0114 2724851 or [DPO@allsaints.sheffield.sch.uk](mailto:DPO@allsaints.sheffield.sch.uk)

### **What information do we collect?**

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Name, address and contact details, including email address and telephone number
- Copies of right to work documentation
- References
- Evidence of qualifications
- information about your current role, level of remuneration, including benefit entitlements
- Employment records, including work history, job titles, training records and professional memberships

We may also request and collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:

- Information about race, ethnicity, religious beliefs, sexual orientation and political opinions
- Whether or not you have a disability for which the school needs to make reasonable adjustments during the recruitment process
- Photographs and CCTV images captured in school

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

Every school has statutory obligations that are set out in 'Keeping Children Safe in Education' and other guidance and regulations.

## **Why we use this data?**

The school needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

The school needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The school has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the school to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The school may also need to process data from job applicants to respond to and defend against legal claims.

The school may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the school processes other special categories of data, such as information about ethnic origin, sexual orientation, disability or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, the school is obliged to seek information about criminal convictions and offences. Where the school seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The school will not use your data for any purpose other than the recruitment exercise for which you have applied.

## **How do we use the data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, shortlisting and interview panel members involved in the recruitment process (this may include external panel members), and IT staff if access to the data is necessary for the performance of their roles.

The trust/school will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. As well as circulating your application and related materials to the appropriate staff at the school, we will share your personal information for the above purposes as relevant and necessary with:

- Your referees.
- Disclosure & Barring Service (DBS) in order to administer relevant recruitment checks and procedures.
- UK Visas & Immigration (UKVI) in order to administer relevant recruitment checks and procedures.
- Where relevant and as required for some posts, the Teacher Regulation Authority checks

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

## **Automated Decision Making and Profiling**

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

## **Collecting this data**

As a trust/school, we have a legal obligation to safeguard and protect our pupils and also staff, volunteers and visitors to our setting. We collect the data for specific purposes.

## **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the school during the recruitment process. However, if you do not provide the information, the school may not be able to process your application properly or at all.

Whenever we seek to collect information from you, we make it clear whether you must provide this information for us to process your application (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts, tribunals

## **How we store this data**

The trust/school takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

We will dispose of your personal data securely when we no longer need it.

We keep applicant data for a period of up to 6 months if an applicant is not successful. Successful applicants who secure a position then come within the employee/school workforce provisions.

## **Transferring data internationally**

We do not share personal information internationally.

## **Your rights**

You have a right to access and obtain a copy of your data on request; You can:

- require the trust/school to change incorrect or incomplete data;
- require the trust/school to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the school is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the trust or the relevant school office. If you believe that the school has not complied with your data protection rights, you can complain to the Information Commissioner.

## **Complaints**

We take any complaints about our collection and use of personal information seriously. Our complaints policy deals with the different stages of any complaint, and how this is managed within school. You can also contact our Data Protection Officer or contact the Information Commissioner's Office:

Report a concern online at <https://ico.org.uk/make-a-complaint/>

Call 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

