

THE SAINT JOHN HENRY NEWMAN CATHOLIC SCHOOL

Applicant Pack



Cover Manager

April 2026





Welcome from our Headteacher

Dear Applicant,

Thank you for your interest in working at the Saint John Henry Newman School. I hope you find this information pack a useful introduction to our school. We are delighted that you see our school as a place where you can make an impact.

The Saint John Henry Newman Catholic School is a very distinctive community which unequivocally works to be a living Christian community in which each child and young adult is known and loved for who they are. We want our students to enjoy their education – to be happy, safe and secure and to grow in God’s love so that when they leave the school, they are equipped to change the world and make it a better place.

We firmly believe that our parents are the ‘prime’ educators and that our success is a result of the collaboration between parents, school and child working together for the good of the child. Our parents are encouraged to be fully engaged in their children’s education and there are many opportunities for parents to visit the school and contribute to their children’s adult formation and academic success.

This academic success is highlighted by the high rate of progress our students make. The school’s progress 8 score of 0.71 places the school in the top 8% of schools in the country, whilst at Sixth Form our students continue to achieve in excess of national standards. This success at key stage 4 and 5 means that the Saint John Henry Newman Catholic School continues to be officially recognised as one of the highest-achieving schools in the country.

We are however very clear that our ‘Mission’ is to create an environment in which children can discover who they are and what their role in this life is. In the words of our patron, the Blessed John Henry Newman, we believe that “God has created us to do Him some definite service”.

Thank you for your interest in Saint John Henry Newman School. My colleagues and I look forward to reviewing your application.

Yours faithfully,

David Carrasco
Headteacher



Introduction of Our School

The Saint John Henry Newman Catholic School serves the North Hertfordshire Catholic community, with its catchment extending into Bedfordshire, East Hertfordshire and parts of Cambridgeshire. Originally a six-form entry school, the intake was increased to 210 in 1999 and expanded to eight-form entry in September 2015. There is a high retention rate in the Sixth Form and many students apply to join our Sixth Form from other establishments. Consequently, the School has grown in size from 830 in 1993 to approximately 1,621 students, including 410 students in the Sixth Form (as of September 2025). The School became an academy as part of the Diocese of Westminster Academy Trust in 2012 and has benefitted from considerable investment in its buildings, including a £3.5 million Sports and Performing Arts block (The Pavilion).

A major refurbishment of the school estate was completed in November 2023, with all blocks now open and fully operational. The development has provided new teaching accommodation, a dedicated Sixth Form suite, additional computer rooms and significant improvements to the Library, Dining and Hall facilities. The new main block, known as the Mathew Block, was formally opened in January 2024. The redevelopment has transformed the school environment and enhanced facilities for both students and staff.



Our Mission Statement emphasises the practical nature of our religious character. We seek to offer a living Christian experience as a community in which each pupil is valued as an individual and is encouraged to achieve success in school life. Our Chapel is a central part of school life, but it is in the day-to-day operation of school life that the School sees its aims being fulfilled. We want students to enjoy the experience of being part of the Saint John Henry Newman Catholic School community, to gain in self-confidence and to become young adults instilled with a sense of personal responsibility, social commitment and, hopefully, an awareness of their own distinctive spirituality. We want them to be equipped to change their world.

The pupil population is mostly Catholic and the School is heavily oversubscribed for places. Although not all staff are Catholic (teaching staff 45.9% are Catholics), all maintain and support the distinctive Catholic nature of the School and support the Headteacher in implementing the School Mission Statement. There are presently 90 members of teaching staff and a generous complement of support, technical, clerical and maintenance staff.



In Years 7 to 9 students follow a broad and balanced curriculum based on the National Curriculum. Students in Years 10 and 11 follow a core curriculum of English, Maths, Science and RE with three subject choices. At Key Stage 4 we encourage students to follow the EBacc where appropriate, and we offer a wide range of GCSEs. The creative subjects (Art, Drama, Dance and Music) are very popular options. We also offer a range of vocational courses for students for whom this is appropriate.



Our current provision offers vocational courses in Child Development, Catering and Sport. We have a large Sixth Form of approximately 410 students and there is a very wide range of A-level provision. Advanced vocational courses are also offered in Art and Design, Production Arts, Digital Music Production, Music Performance, Applied Science, Sport and Health and Social Care.

The School has an excellent academic reputation. In recent years students have achieved strong GCSE and A-level outcomes, with pass rates and high grades well above national averages. The pass rate for vocational courses has consistently been high. We are, however, conscious that we have the capacity to improve further and we are determined to do this on behalf of our students. Exam results, important though they are for opening doors in the future, do not alone determine success and happiness.

Therefore, we have a strong enrichment and wellbeing programme that encompasses every student and a comprehensive careers curriculum. We have been awarded the Kitemark for emotional health and wellbeing for our work supporting students, their families and staff.



The number of students entitled to free school meals is relatively low (7%) with 7.4% of students receiving Pupil Premium. The ethnic composition of the School's population reflects the community it serves. It is predominantly White British but with significant proportions of ethnic minority students, reflecting the Church's worldwide mission and the growing number of new migrants employed primarily in health care and scientific research. Attendance is above the national average with very low unauthorised absence figures.

A Diocesan Section 48 inspection in January 2026 concluded that we are an "Outstanding Catholic School".



The most recent Ofsted Short Inspection in July 2024 confirmed that the School continues to be judged Good, with inspectors noting that pupils are proud of their school, confident, courteous and eager to learn. Classrooms were described as calm and purposeful, relationships between staff and students are strong, and there is a tangible sense of community. Inspectors indicated that the evidence suggests the school could be judged Outstanding if inspected under the full graded framework.

We operate at a very human level and recognise that it is our good and caring staff who sustain and develop our school. Our challenge is to maintain high-quality provision, continue to improve, and above all honour the promise we make to every parent who chooses to send their child to our School: that each child will be recognised and valued for who they are and offered excellent learning opportunities in a safe, caring and inspirational environment.

We are looking to appoint individuals who will enjoy being part of this distinctive community and who will contribute to it by sharing their individual talents, character and commitment and, hopefully, sense of humour.

The Saint John Henry Newman School is committed to safeguarding and promoting the welfare of children and young people.

All appointments are subject to a satisfactory enhanced DBS check.





Our Vision & Values

Our MISSION:

*Inspired by our faith,
hope and love in Christ,
we build an inclusive Catholic community,
striving to transform
our world*

Our Community Values Statement

- We belong to a community where everyone is valued, as **we do not prejudge or discriminate.**
- We belong to a community where everyone feels safe, as **we do not threaten, intimidate or harm others.**
- We belong to a community where diversity is respected, as **we celebrate difference and treat everyone equitably.**
- We belong to a community where success is celebrated, as **we encourage and support others to succeed.**
- We belong to a community where we can communicate our thoughts, feelings and ideas, and **we do this with integrity and sensitivity to the feelings of others.**
- We belong to a community where we can make mistakes, and **we seek dialogue and reconciliation to restore relationships.**
- We belong to a community which respects the environment around us, and **we take pride in and look after the school buildings and outdoor spaces.**
- We belong to a community which extends beyond the school walls, as **we live by these values out of school.**





Our Catholic Life

O Lord and Saviour, in your arms I am safe.
Keep me and I have nothing to fear.
I know nothing about the future, but I rely upon you.
I leave it all to you, because you know and I do not.
Help me to know you,
to believe in you,
to love you,
to serve you,
to always aim at bringing you glory,
to live to you and for you,
and to set a good example to all around me.
Amen.

Source: [John Henry Newman, 1801-1890](#) (Adapted)

The Catholic life of our school community continues to be at the core of everything that we do and to be the reason why our school exists. Our Students shine in every aspect of their lives; they are spiritual, powerful, creative and individual, each one of them inspired by God and talented beyond our comprehension and their own expectations. This is their time to discover who they are and what they could become, and our belief is that they could become anything that they wish to be - the page is blank. That is not to say that we have unrealistic expectations or aspirations for them, but it is to say that we believe that God's plans for them far exceed anything that they can imagine for themselves at this young age.

We believe that each child has his or her unique set of talents – these talents have been entrusted to him or her to be nurtured, developed and multiplied – not to be buried and forgotten. Each child must be given the time and support to become the person that God intended him or her to be. We believe in the need for developing self-respect – valuing our own identity and uniqueness and taking pride in ourselves and our achievements – learning to love ourselves as the person God created us to be.

A great challenge to which we aspire every day...





Benefits of working at The Saint John Henry Newman Catholic School

SUPERB WORKING CONDITIONS

- Excellent transport links – close to the A1 and 30 miles to central London. Stevenage to London is just over 20 minutes on the train.
- Stevenage is an area with more affordable housing, than other areas of Hertfordshire. Staff also choose to live in the beautiful villages and market towns of North Hertfordshire.
- Secure free car parking for all members of staff
- Excellent staff facilities including free tea and coffee and microwaves and fridges in the staffrooms
- Staff association which provides gifts, flowers and cards for leavers and staff with significant life events
- Social activities e.g. Friday after school football, staff choir, staff book group, running club, Christmas party, informal nights out, staff pantomime
- Flu vaccinations for all staff
- Excellent teaching facilities with the new and refurbished buildings
- Supportive of flexible working
- Ensuring equality and diversity is a priority
- Governors focused on Staff wellbeing



A THRIVING COMMUNITY WHERE YOU CAN ENJOY TEACHING

- Oversubscribed school with close link with the community and supportive parents
- Exemplary student behavior which is always commented on by visitors
- Extensive range of extracurricular activities and enrichment
- All teachers are issued with a laptop
- Workload is constantly being reviewed e.g. email protocols to reduce number of emails, assessment policy to reduce time spent marking
- Generous non-contact time
- Very large sixth form so many opportunities to teach this age group
- Lessons are taught by subject specialists
- Many opportunities to work with students and participate and support in local, national and international fundraising and awareness opportunities

A SERIOUS COMMITMENT TO PROFESSIONAL DEVELOPMENT

- New staff induction program
- Performance Management that is focused on developing teacher's careers in the areas that they wish
- Bespoke professional development opportunities – Masters, NPQs, Educator Led Development Program, exam board training, in school opportunities to develop teaching and leadership, ECT and ECT + 1 program
- Whole school CPD focuses on teaching and learning and there are many opportunities for staff to become involved in the design and facilitating of INSET



Application Process

How to apply:

This recruitment is managed by The Saint John Henry Newman School, in line with the latest guidance on safer recruitment. Please apply online at www.teachinherts.com or send your completed application form to hr@jhn.herts.sch.uk. You can also contact us on 01438 314 643.

Application Form:

Applicants must use the standard application form provided (CVs are not accepted). Please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving your education. Include all the training you have completed. Application is done by Teach in Herts, CES or DfE application. However, we will ask successful applicants to backfill an official CES application form.

Person Specification and Personal Statement:

When writing your personal statement, you must address each of the requirements in the person specification. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.

References:

Please make sure your referees are aware of your application and that they are able to provide a swift turnaround. Preferred referees are your last two employers, and you should provide their official organisation email address for us to contact. If you have worked in a school previously one referee should be your last Headteacher.

School Visits:

School tours are a standard part of the interview process. However, School visits are welcomed by prior arrangements. To arrange this, please contact Megan Mcdevitt hr@jhn.herts.sch.uk or by phone 01438 314643.

Please Note:

Please note any job description is not necessarily a comprehensive definition of the post. The duties and responsibilities listed in the job description describe the post as it is at present, the post holder is expected to accept any reasonable alterations that may from time to time be necessary.

The job description will be updated regularly in line with school's development plan.



Job Description for Cover Manager

Job title:	Cover Manager
Publish Date:	March 2026
Hours:	Up to 37 hours per week, term time only plus 1 INSET Day
Salary Band:	HCC H7.19 £32,061 FTE (subject to pro rata)
Contract:	Permanent
Reports to:	Deputy Headteacher, Mrs Ramsey
Department:	Cover Department (Classroom Support Staff)

This job description is not necessarily a comprehensive definition of the post. The duties and responsibilities listed below describe the post as it is at present, the post holder is expected to accept any reasonable alterations that may from time to time be necessary.

The job description will be updated regularly in line with school's development plan.

1. INTRODUCTION

- 1.1 You are accountable to the Governing Body through the line management structure shown in the Staff Handbook.
- 1.2 You are required to maintain and develop the Catholic character of the School in accordance with the direction given by the Governors and expressed in the Mission Statement. You are required to support the Headteacher in implementing the Mission Statement and in maintaining the distinctive Catholic nature of the School.

2. THE ROLE OF AN COVER MANAGER AT THE SAINT JOHN HENRY NEWMAN SCHOOL

2.1. Main purpose of the post:

- Identify in advance where cover is required
- Overseeing the cover requests and annual leave for all staff.
- Ensure that the Headteacher or DHT has authorised both the absence and cover
- Obtain the services of a supply teacher where this has been authorised by the Headteacher or DHT and set up their timetable.
- Supervise classes when required to do so by the Senior Leadership Team
- Ensure that supply staff receive appropriate documentation and induction
- Deploy internal and external cover staff in a sensitive and fair manner
- Knowledge of national agreement of staff well-being and rarely cover policy
- Negotiate with teaching staff in order to ensure demands for cover are reasonable
- Arrange and maintain staff duties - Dinner Duty rota, After School Duty & SLT Management by Walking About Rota
- Carry out daily lunch duties
- Manage the current academic year school diary for staff absences & school trips
- Arrange the booking, payment and cover of staff training and inset
- Process supply staff timesheets
- Distribute documentation for staff absences



- Monitor staff absence e.g. number of days in a period and patterns of absence and inform DHT or AHT Staff Development
- Assist in the planning and running of interview days for the recruitment of new staff
- Assist with re-rooming requests, room allocations and bookings as required
- Assist with booking rooms in liaison with the Exams Department during mock and public exams.
- Assist in the general administration and supervision of the “My Tutor” Intervention group under the direction of the Senior Leadership Team

3. ACCOUNTABILITIES

4.1 You are responsible to the Headteacher, the Leadership Team Member with responsibility for your Department and the Cover Manager.

4.2 You are required to:

- Undertake all reasonable precautions to safeguard the health and safety of students and staff at all times.
- Ensure that all students are treated fairly, consistently and with respect, that opportunities for reinforcing positive self-images are sought, that gender and race discrimination are actively discouraged.
- Encourage an environment and ethos which underpins and enhances students; learning and rewards students; achievements.
- Take active responsibility for formulating fair and consistent standards of discipline and follow up concerns according to the school’s procedures

4. EQUALITIES

4.1 Be aware of and support school policies that promote equality within and beyond the school community.

5. HEALTH AND SAFETY

5.1 Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

6. DISCLOSURE & BARRING SERVICE

6.1 This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the pre-employment checks.

8. SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

8.1 You will ensure that child protection and the safeguarding of students are given the highest priority at all times.

8.2 The Saint John Henry Newman School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.



Person Specification

Essential	Desirable
Skills, Qualifications & Knowledge	
<ul style="list-style-type: none"> ▪ A good standard of English and Maths GCSE or equivalent at grade C or above as a minimum ▪ Experience of working with secondary age pupils in a voluntary or paid capacity ▪ Ability to prioritise workload and meet deadlines in a fast-paced environment ▪ Ability to coordinate multiple tasks and respond effectively to daily operational demands ▪ Experience of working collaboratively with staff and external agencies ▪ General understanding of national curriculum and relevant learning programmes and strategies ▪ Excellent administrative and organisational skills ▪ Excellent written and oral skills ▪ Excellent Microsoft Office and IT skills ▪ Willing and able to learn and operate new IT systems and databases as appropriate ▪ 	<ul style="list-style-type: none"> ▪ First Aid training ▪ At least the equivalent of one year’s full time working experience with children of secondary age ▪ An understanding of relevant policies/codes of practice and awareness of relevant legislation ▪ Experience of managing staff rotas, cover systems or timetabling ▪ Experience of using school management systems
Personal	
<ul style="list-style-type: none"> ▪ Excellent interpersonal skills when working with staff and students ▪ Ability to lead, support and line manage staff including Cover Supervisors ▪ Flexible, highly organised and able to multitask and prioritise work to meet deadlines ▪ Ability to demonstrate resilience and remain calm when working under pressure ▪ Ability to communicate effectively and build positive working relationships ▪ Ability to work independently while also contributing constructively as part of a team ▪ Effective time management and strong organisational skills ▪ Commitment to equality of opportunity and the safeguarding and welfare of all pupils ▪ Full support for the school’s aims, values and Catholic ethos ▪ Demonstrates excellent attendance, punctuality and professional standards 	



Headteacher: Mr D Carrasco-Morley

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