

Christ the King
Catholic High School



Cover Supervisor
Salary: Grade 6
Application Pack

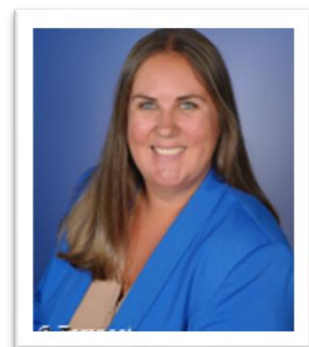


Mater Ecclesiae
Catholic Multi Academy Trust



Welcome

I would like to welcome you warmly and thank you for expressing an interest in the post of Cover Supervisor. At Christ the King, we believe we provide a rich educational environment for each student. We also believe that the traditional values of courtesy and consideration are essential, and our community is ordered, structured and well-disciplined but within a framework of caring for everyone.



Christ is at the heart of our school. Our school motto "Love one another as I have loved you" (John,15) resonates with our distinctiveness as a Catholic school and our students are at the very heart of everything we do. We do this through our approach to modelling "THE CTK WAY" and coupling this together allows students to grow academically, socially and in their faith. The young people in our care reflect what we stand for, as one Year 10 student eloquently described 'We are a family. We are the Body of Christ'.

Inspectors noted from a recent RE and Catholic Life Section 48 report that: *'The quality of provision for Catholic Life is outstanding. The school has a distinctive and undeniable Catholic identity which is lived out by staff and students'*

(Section 48 March 2022)

The dedicated staff are well supported by our experienced Local Governing Body. Our aim to achieve the best possible education for all our children can only be realised in partnership with parents/carers and the community. We are always willing to meet, talk and discuss the progress of students in school to ensure the best possible education can be delivered.

Mrs C Jones
Headteacher



Letter to Applicant

Dear Applicant,

Thank you for your interest in our recent advertisement for the post of Cover Supervisor at Christ the King Catholic High School.

Application

If you wish to apply, please complete the application on My New Term.

Closing Date

Please ensure that your completed application arrives no later than 9am on Monday 01 June 2026. We will not be able to accept applications received after the closing date.

Shortlisting

Shortlisting for this post will take place on the afternoon of Monday 01 June 2026. Shortlisted candidates will be informed, and details of the selection process will then be sent out by email.

Selection Process

Details of the selection process will be made available to shortlisted candidates once shortlisting has been completed. Interviews will take place w/c 08 June 2026

If you require any further information about this post please contact our Business Manager, Mrs A Leaver at aleaver@ctk.lancs.sch.uk.

Your sincerely,

Mrs C Jones
Headteacher

General Information

Above everything else, our faith at Christ the King Catholic High School lies at the heart of all that we do. We have worked hard to develop a strong Catholic ethos, and we take pride in the impact that we have on the life chances of our students, particularly those who are the most disadvantaged by their circumstances.

We serve an area of significant social disadvantage. Around 30% of our student population is eligible for student premium. The overwhelming majority of students who attend our school travel by bus from inner-city social housing estates. At Christ the King we are very proud to be such an inclusive and welcoming school.

Attainment on entry is significantly below average and many of our students come from families with significant and complex needs. As a Catholic school we are extremely proud of our success in securing valuable progression routes for almost all students. Several students access highly successful alternative provision; many of them secure jobs or apprenticeships as a result.





General Information

Thank you for your interest in joining Christ the King Catholic High School. This is an exciting time to become part of our community.

Since September 2022, the school has undergone a period of rapid and focused improvement, driven by strong and collaborative governance. Governors and senior leaders have worked closely together with a shared vision, clear priorities and a determination to strengthen every aspect of school life.



Following the Ofsted inspection in 2022, leaders acted swiftly and decisively to enhance safeguarding, improve behaviour, increase students' engagement in learning and raise the overall quality of teaching. This momentum has continued as we entered a new chapter in January 2024, becoming an academy and joining the Mater Ecclesiae Catholic Multi Academy Trust. As part of this family of Catholic schools across Preston, we continue to grow in partnership, guided by our mission of being *One Family in Christ*.

Under new leadership, the school is firmly grounded in its Catholic identity, placing Christ at the centre of all we do. High expectations, strong pastoral support and a commitment to excellent teaching ensure that every child is known, valued and able to flourish spiritually, academically and personally.

Our standards continue to rise. Behaviour expectations are high, relationships are positive and purposeful, and our learning culture grows stronger each day. We serve around 400 students aged 11–16 and play an important role within the Catholic community of Preston, with strong and developing links across our Trust and with local primary schools.

Attendance, punctuality and behaviour remain key priorities, supported through targeted strategies that work in partnership with students and families. These approaches are helping to secure consistent improvement and ensure that every student is ready to learn, thrive and achieve their full potential.

We are a school with ambition, integrity and a deep sense of purpose. If you share our commitment to nurturing young people and contributing to a joyful, faith-filled learning community, we would be delighted to receive your application.



Job Description

Christ the King Catholic High School

“Love one another as I have loved you” (John, 15)

We believe that Jesus Christ and his Gospel Call – to love God and all people – are at the heart of what we do.

He inspires us, as children of God, to uphold the dignity of each individual.

We strive to develop a community in Christ which fully supports all in achieving their potential – spiritually, academically and personally.

SAFEGUARDING

The governing body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons and the Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure & Barring Service (DBS) and obtain any other statutorily required clearance.

JOB TITLE:	Cover Supervisor
ACCOUNTABLE TO:	Senior Assistant Headteacher
RESPONSIBLE FOR:	N/A
WORKING PATTERN:	37 hours per week – TERM-TIME ONLY
GRADE:	6 - £28142 - £32061 (FTE)



PURPOSE AND OBJECTIVES OF THE JOB

The successful candidate will make a positive contribution to students learning by providing cover supervision for the short-term absence of teacher. Our students have varying degrees of need, so it is vital they receive appropriate support and guidance to enable them to overcome obstacles to learning. A consistent approach is key in ensuring they make the best possible progress, both personally and academically in a calm learning environment. If you are flexible, supportive and understand the needs of children and young people, we would like to hear from you. You should be able to develop a wide range of strategies to promote a good attitude to learning and have a creative and innovative approach to supporting our students. You must be willing to model and support the catholic ethos of Ctk.

The successful candidate will:

- be passionate about improving the life chances of all students
- be experienced at working with vulnerable or disaffected students
- have knowledge of child protection and safeguarding processes
- understand how to support and assist students in overcoming negative behaviours
- have a passion for supporting all our students irrespective of their learning barriers

In return you will join a happy, professional and supportive pastoral team, which is well supported by our Senior Leadership Team whose vision is delivering excellence within inclusion in school.

Main Areas of Responsibility

- To supervise work that has been set for students whose teacher is absent (short term) from the classroom.
- To explain the work set by the class teacher/HOD to the students and to follow all directions given by class teacher.
- To develop positive relationships with all students.
- To manage the behaviour of all students in class and around school.
- To respond positively to questions from students about the work they are undertaking.
- To deal effectively with any problems or emergencies that may arise according to policies and procedures.
- To collect any completed work after the lesson and return it to the appropriate teacher.
- To use all appropriate rewards and sanctions.
- To assist in the administration and supervision of tests and exams.
- To assist in the supervision of students on trips and visits.
- To attend relevant staff training/meetings as appropriate.
- To undertake administrative duties as directed by appropriate staff.
- To assist in the delivery of appropriate schemes of work.
- To assist with early morning break and lunch duties.



- To support the use of ICT in learning.

The details contained within this job description reflect the content of the job at the date it was prepared. Existing duties may change, without changing the general nature of the post or level of description entailed. Consequently, revisions to the job description will be made at relevant times in consultation with the post holder.

Undertake any other duties as appropriate to the grade of the post as requested by the school.

***The applicant will be required to safeguard and promote
the welfare of children and young people.***

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.



Person Specification

Christ the King Catholic High School is committed to safeguarding and promoting the welfare of our students and expects all staff to share this commitment.

Requirements	Essential (E) or Desirable (D)	To be identified by: Application form (A), interview (I), reference (R)
<p>Qualifications</p> <p>NVQ level 2 or above qualification –appropriate to the post (or equivalent)</p>	D	A
<p>Experience</p> <p>Experience of working with children of relevant age</p> <p>Experience of working in a school</p> <p>Experience of Administrative work</p>	D D E	A, I A, I A, I
<p>Knowledge/skills/abilities</p> <p>Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard</p> <p>Ability to relate well to children</p> <p>Ability to work as part of a team</p> <p>Good communication skills</p> <p>Time management skills</p> <p>Organisational skills</p> <p>Knowledge of classroom roles and responsibilities</p> <p>Knowledge of the concept of confidentiality</p> <p>First Aid/Paediatric First Aid Certificate</p> <p>Administrative skills</p> <p>Good numeracy and literacy skills</p> <p>Ability to make effective use of ICT</p> <p>Flexible attitude to work</p>	E E E E E D E D E E E	A, I A, I A, I A, I A, I A, I A, I A, I A A, I A, I A



<p>Other</p> <p>Commitment to undertake in -service development</p> <p>Commitment to safeguarding and protecting the welfare of children and young people</p> <p>Satisfactory attendance record/commitment to regular attendance at work</p>	<p>E</p> <p>E</p> <p>E</p>	<p>A</p> <p>A, I</p> <p>R</p>
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It gives me great pleasure and excitement to welcome you to our growing, dynamic family of Catholic schools. Mater Ecclesiae is one of three Catholic multi academy trusts created by the Diocese of Lancaster to play an important part in shaping Catholic education across the Diocese.

The Trust currently consists of seven primary schools and one secondary school. In line with the Bishop's vision for schools across the Diocese of Lancaster and following a hugely successful first year, we are due to grow to 17 schools before the end of the calendar year, when we will be delighted to welcome five more primary schools into the Trust. When fully-formed, the Trust will consist of 20 primary schools and 3 secondary schools covering the Preston and rural Preston area.

This is a fabulous opportunity for a talented and experienced professional to join us and work with a fantastic group of committed leaders and staff who believe passionately in education and working to improve the life chances of our children and young people.

The Trust currently serves over 3000 students and employs over 360 staff across our schools. The context of our schools means almost half of our secondary students and a third of our primary students' experience challenges based on socio-economic and deprivation-associated factors. Our aim is to expertly deliver an ambitious Catholic curriculum that opens hearts, broadens horizons and accelerates social mobility.

The core principles of the Trust are to educate the whole person, striving for excellence and working together as 'One Family in Christ', serving others. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of the children and young people develop a sense of 'compassion, confidence and community' and reach their full potential by realising their God-given talents.

Our Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. Our core values of Compassion, Confidence and Community underpin all of our relationships; between staff, students, families, parishes and local communities.

For more information on our Trust, please visit <https://mater-ecclesiae-trust.co.uk/>. We look forward to hearing from you.



Yours faithfully,

Peter Duffy

Chief Executive Officer



Our **Vision**

We are **'One Family in Christ'** serving the family of Catholic schools in the Preston area, under the patronage of Mary the Mother of the church - Mater Ecclesiae.

Our vision is to work together to meet the needs of all and strive for excellence. Within our family, members of our community are loved and valued as unique individuals made in the image of God. They are respected and cherished and given every opportunity to grow together.

As **'One Family in Christ'** we embrace, celebrate and inspire our diverse communities to achieve their full potential.

Our **Values**

One family in **Compassion**
One family in **Community**
One family in **Confidence**



One Family in Christ



Mission Statement

"Love one another as I have loved you" (John, 15)

We believe that Jesus Christ and his Gospel Call – to love God and all people – are at the heart of what we do.

He inspires us, as children of God, to uphold the dignity of each individual.

We strive to develop a community in Christ which fully supports all in achieving their potential – spiritually, academically and personally.



CHRIST THE KING CATHOLIC HIGH SCHOOL

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