



# St Augustine's Catholic College

*Together we're stronger*

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Candidate Information Pack

Cover Supervisor

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## Welcome from the Head Teacher

Thank you for your interest in this exciting opportunity to join St Augustine's Catholic College. As a Catholic Lasallian College, we are part of a global network of educational institutions inspired by St. John Baptist De La Salle, the patron saint of teachers. His mission was to provide the highest-quality education to those most in need, always honouring the dignity of each child as a 'son or daughter of a great King.' We strive to live by this vision every day, fostering a welcoming environment where all students and staff feel valued and included. We are seeking a passionate and aspiring colleague to join our dedicated staff team and make a meaningful contribution to our community.

At St Augustine's, we are committed to sustainable growth and improvement in a constantly evolving world. Our recent OFSTED inspection highlighted this commitment: "The desire to provide educational opportunities which make individuals the best that they can be drives all that the school does." For us, this means not only achieving academic excellence but also nurturing well-rounded individuals who are ready to make a positive impact on society. In recent years, our journey of continuous improvement has led to a complete revision of our curriculum, the introduction of an incremental coaching programme for all teachers, and the development of a behaviour system that ensures students can learn in a disruption-free environment.

Central to our mission is our focus on inclusion, which seeks to ensure that every learner can access the curriculum and the opportunities they deserve and are entitled to. St Augustine's is consistently a high-performing school, with academic achievements well above national averages, reflecting both the quality of our education and the dedication of our students. Our recent OFSTED report also noted, "Staff feel proud to work at the school. Early career teachers receive appropriate guidance and feel well supported." If you join us, you will be entering a supportive and challenging environment where you can grow professionally while sharing your talents with our vibrant community. We look forward to learning more about what you can bring to our team and how we can support you on your journey to reaching your full potential.

Aidan Dowle  
Head Teacher

If you have any further questions, or would like to arrange a visit, please do not hesitate to contact HR on 01225 362007 or by email at [hr@st-augustines.wilts.sch.uk](mailto:hr@st-augustines.wilts.sch.uk).





## Our Values and Purpose

### Our Values

Taught by Jesus Christ, faith, hope and love inspire everything we do. We aim for the highest standards of learning, and look for the development of wisdom. In this way, the gifts possessed by every individual can be valued.

### Our Purpose

St Augustine's exists to provide a Catholic education in order to develop independent citizens of the future.

"Develop" because those who come to St Augustine's are individuals, each with their own quirks and characteristics. We do not aim to produce clones.

"...Independent ..." because self-respect, self motivation and courage are required if one is truly to live one's life according to the teachings of Jesus Christ.

"...Catholic..." because we believe that the Catholic faith provides the best guidance for living a fulfilled adult life, for members of the Catholic church as well as for non-members.

"...Citizens ..." because education is a gift whose fruit is to be re-invested in society: we are called to serve others in whatever way we can. Liberty and Equity cannot be absolute values, but Fraternity can.

"...of the future..." because, if we get it right, our leavers will be applying the lessons learned at St Augustine's for decades to come; in that time they will use the skills they have acquired to learn, unlearn and relearn the things they will need to know to face the challenges that the future brings.





# Safeguarding Statement

We recognise that the welfare of the child is paramount and take seriously our responsibility to safeguard and promote the welfare of the students in our care. The college believes that all children and young people have the right to grow up in a safe and caring environment, which includes the right to protection from all types of abuse.

The students in our care have the right to expect adults in positions of responsibility to do everything possible to foster these rights. They have the right to be safeguarded from harm or exploitation whatever their: • race, religion, first language or ethnicity • gender or sexuality • age • health or disability • political or immigration status

Governors and staff in this college understand the importance of working in partnership with children, their parents/carers and other agencies in order to promote children's welfare.

## Purpose

The purposes of the policies which are linked to this statement are to:

- afford protection for the pupils at St Augustine's
- enable staff and volunteers to safeguard and promote the welfare of children
- promote a culture which makes this school a safer place to learn

## Scope

All policies apply to the Headteacher, all staff (including supply and peripatetic staff), volunteers, governors or anyone working on behalf of St Augustine's

We will endeavour to safeguard children and young people by:

- valuing them, listening to and respecting them
- involving them in decisions which affect them
- making sure all staff and volunteers are aware of and committed to the safeguarding policy and child protection procedures
- sharing information about concerns with agencies who need to know, and involving children and their parents/carers appropriately
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- adopting a code of conduct for all staff and volunteers
- providing effective management through induction, support and training
- ensuring staff and volunteers understand about 'whistle blowing' and dealing appropriately with allegations/concerns about staff or volunteers, in accordance with government guidance





## About the role

We are seeking a committed and confident Cover Supervisor to support the smooth running of the College by providing high-quality classroom supervision during short-term teacher absence. Working from pre-prepared lesson plans, you will supervise classes across a range of subjects, ensuring students remain engaged, focused and supported in their learning.

You will create a calm, positive and well-managed learning environment, upholding the College's expectations for behaviour, safeguarding, attendance and health and safety. The role requires strong communication skills, the ability to build positive relationships with students and staff, and a flexible approach to the changing needs of a busy secondary school.

As a member of our supportive staff team, you will contribute to the wider life of the College and uphold its Catholic ethos, vision and values. A strong commitment to safeguarding and promoting the welfare of children and young people is essential.

The staff at St Augustine's are highly skilled, they keep abreast of developments in the understanding of effective teaching and learning and they are passionate about students and their progress. If you would like to work in an environment which sets the highest standards and are keen to progress in your career, we may be the school for you.





## Job Description

*St Augustine's Catholic College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires a satisfactory enhanced DBS disclosure.*

<b>Job Title:</b>	<b>Cover Supervisor</b>
<b>Reports to:</b>	<b>Office &amp; Cover Manager</b>
<b>Pay:</b>	<b>Grade F - £14.13 - £14.82 per hour (Actual - £18,905 - £19,829)</b>
<b>Hours:</b>	<b>30 hours per week. Term time only. Worked over 5 days Fixed Term to 22<sup>nd</sup> July 2026</b>

### Job Purpose:

To provide cover for absent teachers, carrying out the functions of the teacher in accordance with the stated aims and objectives of the College and of the absent teacher's department.

### Duties and Responsibilities

Cover Supervisors are expected to carry out the following duties to cover for short-term teacher absence:

- Deliver lessons appropriate to the age and ability of the students so as to facilitate progression in students' learning; the plans and resources for these lessons to be provided by the Head of Department or absent teacher
- Manage the classroom and teaching equipment so as to create a positive learning environment which makes effective use of the available resources
- Implement College policy with regard to registration, student absence, dress code, behaviour
- Enforce College rules relating to Health and Safety
- Provide advice and guidance to staff, students and others
- Assess, record and report on the development, progress and attainment of the students assigned to them, within the Academy guidelines
- Attend relevant meetings and carry out relevant administrative tasks
- Provide classroom assistance and support for individual student needs if necessary

### General

- Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, SIMS, E-mail).
- Use administration and teaching supplies resourcefully
- All staff share responsibility for the pastoral care of students by supporting teaching partners and support staff with day to day issues.
- Ensure effective communication with all colleagues (teaching and support staff).
- Participate in the College Performance Management process, and engage in professional development activities to enhance personal performance, fulfil professional potential, and be able to participate effectively in the implementation of the College ambitions and Development Plans.
- All employees of St Augustine's Catholic College are expected to be supportive of the Christian ethos of the college, its vision and core values

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.



## Person Specification

	Essential Requirements	Desirable Requirements	How identified
<b>Qualifications/ Training</b>	GSCE English and Maths (A* - C) or equivalent (Level 2 Basic Skills Literacy/Numeracy)	NVQ Level 3 (or equivalent) in a relevant area	Application form
<b>Professional Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Experience of working with students aged 11-16</li> <li>• Evidence of addressing large groups of students/giving presentations</li> <li>• Competent use of ICT packages</li> <li>• Understanding of the principles of the teaching and learning</li> <li>• Ability to work on own initiative with minimum of supervision</li> <li>• Experience of promoting positive behaviour and maintaining discipline in line with clear expectations</li> <li>• Ability to relate well to students, be an effective role model and motivate students to achieve success</li> <li>• Ability to raise standards of attainment and aspiration</li> <li>• Professional manner at all times</li> <li>• Excellent interpersonal and organisational skills</li> <li>• Strong numeracy and literacy skills</li> <li>• Excellent communication skills, both verbal and written</li> <li>• Understanding of health and safety requirements in an educational environment</li> <li>• Awareness of equality, diversity and inclusion, and how these apply in schools</li> </ul>	<p>Previous teaching experience</p> <p>Knowledge of the national curriculum, school policies and procedures</p>	Application form/ interview
<b>Personal and Professional Qualities and Attributes</b>	<ul style="list-style-type: none"> <li>• Committed to safeguarding and promoting the welfare of students.</li> <li>• Good oral and written communication</li> <li>• Ability to inspire and motivate pupils</li> <li>• Excellent interpersonal skills and ability to develop teamwork</li> <li>• An ability to work under pressure whilst helping others to remain calm</li> <li>• Confident and able to use own initiative</li> <li>• Ability to develop positive relationships with students, parents and colleagues.</li> <li>• Enthusiastic and motivated</li> <li>• Approachable and empathetic</li> <li>• Organised and resourceful</li> <li>• Flexibility, resilience and the ability to adapt activities to support a range of learning needs</li> <li>• Commitment to the pastoral care of all students.</li> <li>• Reliability, punctuality and good organisational skills</li> <li>• Integrity, honesty and discretion</li> <li>• Willingness to reflect on practice and engage constructively in performance management</li> <li>•</li> </ul>	<p>Confidence in providing classroom-based support for individual students</p> <p>Practicing Catholic / Christian</p>	Application form/ interview



## A Career at St Augustine's

St Augustine's Catholic College is seeking to appoint outstanding individuals. Staff are our most valued asset and we aim to support them both in their current roles and to develop them for future careers. Working alongside the teaching staff, we have a skilled support staff team who perform vital roles within the College. Continuous professional development plays an important role in ensuring that the quality of teaching is very high within the College. There are many opportunities for development, with staff working collaboratively with neighbouring secondary schools within the area.

### Professional Development

We are an SSAT leading edge College and use the TEEP model as a framework for Teaching and Learning, and development of outstanding practise. At St Augustine's, we tailor CPD to an individual's aspirations and make sure that lesson observations are developmental and thoroughly supportive. We run pop up hotspots led by staff, to coach and mentor one another, encouraging a culture of collaboration. All support staff meet annually with their line manager to discuss their career aspirations and how the College could help support those. There is a well-developed induction programme to ensure that new staff settle in well and any additional needs are discussed. Training courses on a wide range of topics are available and the College is always open to consider appropriate professional qualifications. Staff are encouraged to join supportive peer groups which may be comprised of local or national colleagues working in a similar role and the College works hard to foster links with other local schools to share ideas and support each other. Support staff are considered integral to the successful running of the school and are expected to take part in whole school training and team building events where appropriate.

### Cyclescheme

St Augustine's Catholic College is a registered employer of the Cyclescheme which is the UK's most popular Cycle to Work benefit, providing staff members with the opportunity to purchase a bike of their choice, tax free. Staff can save 25-39% of the cost of a new bike and accessories whilst also spreading the cost. Payments are deducted via payroll over a term of 12 months.

### Staff Wellbeing

A Staff wellbeing group has been set up, giving opportunities for staff to suggest strategies that would possibly impact wellbeing, alongside regular wellbeing audits. We pride ourselves on being a family-centred College, with policies such as Shared Parental Leave and Flexible Working to reflect this.

We understand the importance of a healthy work/life balance so we make sure that there is minimal report writing and data capture is measured and timely – we report progress two or three times a year (depending on year group).

We also have a marking and feedback policy that considers a teacher's workload and is tailored to each individual department.





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## **Pension Scheme Contributions**

The Local Government Pension Scheme (LGPS) is available to all support staff and is a Defined Benefit pension scheme based on your salary and how long you have paid in. It offers a secure income for life which increases every year in line with inflation. The College pays in a large percentage to ensure that your fund is sufficient at the time you retire.

Benefits are:

- You will receive tax relief on the contributions you pay (calculated as a % of your annual pay)
- You have the option to increase your own contributions
- There is a 50/50 option where you can pay half of your normal contribution in return for half your normal pension when times are financially tough
- Your family receives immediate life cover and there is a pension for your spouse or partner and eligible children in the event of your death in service
- If you become seriously ill you can take your pension straight away
- Your pension is normally payable from your normal pension age but you can choose to retire or flexibly retire any time after 55 which will increase or decrease your pension.

The Teachers' Pension scheme is available to all teaching staff and is a Defined Benefit pension scheme based on your salary and how long you have paid in. It offers a secure income for life which increases every year in line with inflation. The College pays in a large percentage (currently 28.68%) to ensure that your fund is sufficient at the time you retire. Benefits are:

## **Support**

The school calendar and training is planned in advance across the whole year so people know what is happening and when. We have a highly effective and proactive support staff that play an important role in supporting teaching and learning, including an in-house cover supervision team.

## **Community Focused**

At St Augustine's we are a community working together with a common purpose and motivation. An important part of working together as a community involves valuing each other, working together and living in friendship; empowering us all to be the best we can be. Our aim is to ensure that all staff feel welcome, recognised and valued as members of our inclusive Christian community. Every member of staff is treated with equality, dignity, and respect; staff are protected from discrimination, and diversity is embraced. We aim to give every member of staff equal access to opportunities, while catering to individual needs, which will allow them to contribute fully and fairly to flourish in our faith community.



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## How to apply

If you feel that you would like to join this thriving department, and that you can offer what we seek, please complete the application form via MyNewTerm. Please consider all the details of the candidate information pack, complete all sections of the application form including your supporting statement that sets out your interests in this post, how you meet the requirements for this role and your ambitions for the College.

Completed application forms should be returned via email to [HR@st-augustines.wilts.sch.uk](mailto:HR@st-augustines.wilts.sch.uk) before the deadline date.

Applications will be reviewed as they are received. Early application is therefore advised with interviews possibly being arranged in advance of the closing date.

St Augustine's Catholic College reserves the right to make an appointment before the closing date.

To arrange a tour or an informal conversation about the role, please email [HR@st-augustines.wilts.sch.uk](mailto:HR@st-augustines.wilts.sch.uk).

Please visit our website at [www.st-augustines.wilts.sch.uk](http://www.st-augustines.wilts.sch.uk) for more information about our College.



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