



ST JAMES'  
CATHOLIC HIGH SCHOOL



# Cover Supervisor

Candidate Information | September 2024



# A message from the Headteacher



Thank you for your interest in St James' Catholic High School. This is an exciting time to join St James' as we look to move our school to the next level.

We are a good oversubscribed school (OFSTED 2022) located in Stockport, South of Manchester. Our school is made up of 825 students and 100 staff. St James' Catholic High School is a thriving Catholic community that places children at the centre of everything we do. The Diocese of Shrewsbury judged our school to be an "Outstanding" Catholic school.

St James' is a highly academic performing school:

- **Impressive positive progress 8 scores** for the previous four years
- In 2024, **77% of students attained a Grade 4 or above in both English & Mathematics (the equivalent to the old Grade C)** with **59% achieving a Grade 5 or above in both English & Mathematics**
- **87 grade 9s and 128 grade 8s were awarded to our students in 2024**, demonstrating exceptional attainment across a wide range of subjects
- Exceptional results in open, Maths and English subjects placing us in the **top 20% of similar schools nationally**

Our school is at the cutting edge of teaching and learning and thrives on providing outstanding opportunities for the young people we serve. All our staff work to provide our young people with the skills, knowledge and understanding in order to achieve their full potential.

Inspired by the example of St James, the purpose of our school is 'To educate and develop global Catholic citizens'. Our three school values of Family, Faith and Excellence are lived out every single day by staff, students and all stakeholders.

The reputation of our school is exceptional within Stockport and across the Shrewsbury Diocese for academic excellence, impeccable pupil conduct and for providing outstanding additional opportunities for our young people. The result is that our young people develop into global Catholic citizens who are proud to profess their faith and who make a positive contribution to society.

At the root of our success is our St James' community. This is built on strong, positive relationships between all staff, students and parents. Our parents support our school and develop their children at home whilst our dedicated staff are relentless in driving excellence by providing the best educational experiences and opportunities for our students. Underpinning this excellence are our unique values, Catholic ethos and our mission. We are inspired and driven by the Gospel where we are told: 'With God all things are possible' (Matthew 19:26).

If you would like to find out more about our school and community, please contact Kirsty Bowers, PA to the Headteacher on 0161 482 6900 or at [headteacherpa@stjamescheadle.co.uk](mailto:headteacherpa@stjamescheadle.co.uk)

**Anthony Pontifex**  
Headteacher



The Governors wish to appoint a

## Cover Supervisor

Full time, Permanent. 30 hours per week (term time only)

Scale 6: £29,269 - £31,364 pro rata

(£20,299 - £21,752 actual salary)

The St James' Catholic High School Mission:

*To ensure everyone within our school **family** achieves their full potential, to encourage learning and development through **faith**, and to strive for **excellence***

Applications are welcome regardless of the personal faith of the applicant, providing they are supportive of the school's Catholic ethos

St James' Catholic High School is a popular and oversubscribed 11-16 mixed comprehensive Catholic High School which was judged by OFSTED to be a "Good" school in April 2022

The Diocese of Shrewsbury judged our school to be an "Outstanding" Catholic school

The governors of the school wish to appoint an outstanding, dynamic and highly motivated Cover Supervisor

Please note a current CES application form (version 14) and a Model Rehabilitation of Offenders act 1974 – Disclosure form (available from our website) must be completed for this post – CVs will not be accepted. Forms can be emailed to [headteacherpa@stjamescheadle.co.uk](mailto:headteacherpa@stjamescheadle.co.uk)

St James' Catholic High School is an equal opportunity employer which is "Positive about Disabled People". Whilst all applicants will be judged on merit alone, we particularly welcome applications from groups currently under-represented in the workforce, who meet the person specification for the post

St James' Catholic High School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service



# Cover Supervisor

## School Mission Statement

St James' Catholic High School aims to ensure everyone within our school family achieves their full potential, to encourage learning and development through faith, and to strive for excellence.

## Purpose

To work under the guidance of teachers and/or members of the school leadership team and within an agreed system of supervision. To support individuals and groups of children to enable access to learning. This could include those requiring detailed and specialist knowledge in particular areas. To supervise whole classes during the absence of the teacher. The main focus of such cover will be to respond to questions, assist children to undertake set activities, stay on task, and manage behaviour.

## Key Responsibilities

- To register and record student attendance using Sims Lesson Monitor
- To instruct students regarding the work left by the teacher
- To provide students with the necessary resources for their learning
- To enable orderly entrance and exit of classrooms
- To promote the inclusion and acceptance of all children within the classroom
- To create a calm and purposeful environment in which children can complete work set by the classroom teacher and engender high expectations
- Manage the behaviour of students in line with the school's behaviour policy and follow-up sanctions that have been issued.
- To report back as appropriate using the school's referral procedures on the behaviours of children during the class and any issues arising
- To manage resources effectively and ensure classrooms are left tidy and ready for the next lesson
- To collect any completed work after the lesson and return it to the appropriate teacher
- To liaise with teacher(s) about cover work
- Follow lesson plans and use resources to support the learning of individuals/groups/whole classes of students using strategies appropriate to the needs of students, providing feedback and liaising with colleagues. Facilitate the intellectual and social development of students. Deploy appropriate aids, materials and equipment, including ICT, to assist learning.
- To assist with setting homework across a wide range of subjects.
- Be adaptable and mentally agile in order to cover teach a wide spectrum of subjects across the whole school day.
- To be aware of particular children's specific needs as identified in IEPs and on the medical needs register
- To support children in using basic ICT as directed
- Support the curriculum when supervising classes in the absence of a teacher
- Be aware of, and comply with all school policies and procedures
- Contribute to the overall ethos, work, and aims of the school

- Recognise own strengths and areas of expertise and use these to advise and support others
- To assist with the preparation of teaching materials, displays, and reprographic production
- To assist with Form registrations and deliver PSHCE lessons as required
- To plan and lead intervention for small groups of children as directed by the teacher
- To support in leading a team of Learning Support Assistants under the guidance of the SENCO

## Planning

- To contribute effectively to teacher's planning and preparation of lessons
- As directed by the teacher, to plan own role in lessons, including providing feedback to children and colleagues on children's learning and behaviour
- To contribute to the selection and preparation of teaching resources that meet the diversity of children's needs and interests

## Monitoring and Assessment

- To support teachers in evaluation of children's progress through a range of assessment activities
- To monitor children's responses to learning tasks and modify approaches as accordingly
- To monitor children's participation and progress, providing feedback to teacher and giving constructive support to children as they learn
- To contribute to maintaining and analysing records of children's progress
- Produce feedback on a weekly basis to subject leaders recording the work done by pupils during cover lessons and any pupil issues in their subject.
- Assist in the evaluation and revision of lesson and work programs using knowledge gained when working with students.

## General

- Liaise and communicate effectively both verbally and in writing with staff and children
- To adhere to strict confidentiality practices in relation to all personal information
- To participate in staff development and training and undertake Safeguarding training

## Other Specific Duties

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. This post is subject to Enhanced DBS disclosure.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.

The post holder will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job description.



# Cover Supervisor

Job Requirements	Status of Criteria		Method of Assessment	
	Essential	Desirable	Application	Interview/task
<b>Training and Qualification</b>				
Good standard of education to at least GCSE standard or equivalent; at least GCSE Grade C or equivalent in English or Maths	?		?	
Excellent Skills equivalent to Level 3 (A Level) in Ebacc subject – Maths/English/Science/History/Geography/French/Spanish		?	?	
Training in relevant strategies e.g. Literacy/Numeracy and behaviour		?	?	
<b>Experience</b>				
Experience of working in a school environment	?		?	
Experience of assisting in planning and preparing lessons		?	?	?
Ability to make sound judgements and prioritise multiple demands	?		?	?
Ability to quickly adapt to covering different classes across a wide spectrum of subjects at very short notice.		?	?	?
Experience of behavior management		?	?	?
Ability to act on own initiative, dealing with any unexpected problems that arise	?		?	?
Ability to make effective use of ICT and other technology		?	?	?
Ability to observe, monitor and provide constructive feedback on childrens’ progress		?	?	?
Ability to understand the principles of child development and learning processes and in particular barriers to learning		?	?	?
Ability to use clearly structured teaching and learning activities to interest and motivate children and advance children learning		?	?	?
<b>Professional Knowledge</b>				
Knowledge of, and commitment to, relevant school policies including Safeguarding/Child Protection and Health and Safety		?	?	?
Ambition to succeed, develop, and engage in continuous Professional Development		?	?	?
Involvement in extracurricular activities		?	?	?
Demonstrable knowledge of how pupils learn including some knowledge of how pupils acquire a second or additional language.		?	?	?
Demonstrable knowledge of curriculum requirements.		?	?	?
<b>Personal skills and qualities</b>				
Supportive of the ethos of a Catholic School	?		?	?
Ability to maintain confidentiality and to be able to deal with matters with discretion and sensitivity	?		?	?
Willingness to accept the demands and challenges of the post and respond in a flexible and approachable manner	?		?	?

Able to work under pressure and manage own workload and commitments through excellent time management skills	?		?	?
Good interpersonal skills and able to communicate effectively with a range of people	?		?	?
Creative, imaginative and enthusiastic approach to working with children		?	?	?
Ability to supervise, motivate and engage with children		?	?	?
Ability to defuse and deescalate situations		?	?	?
Ability and willingness to identify own training needs, to participate in training and to evaluate own learning	?		?	?



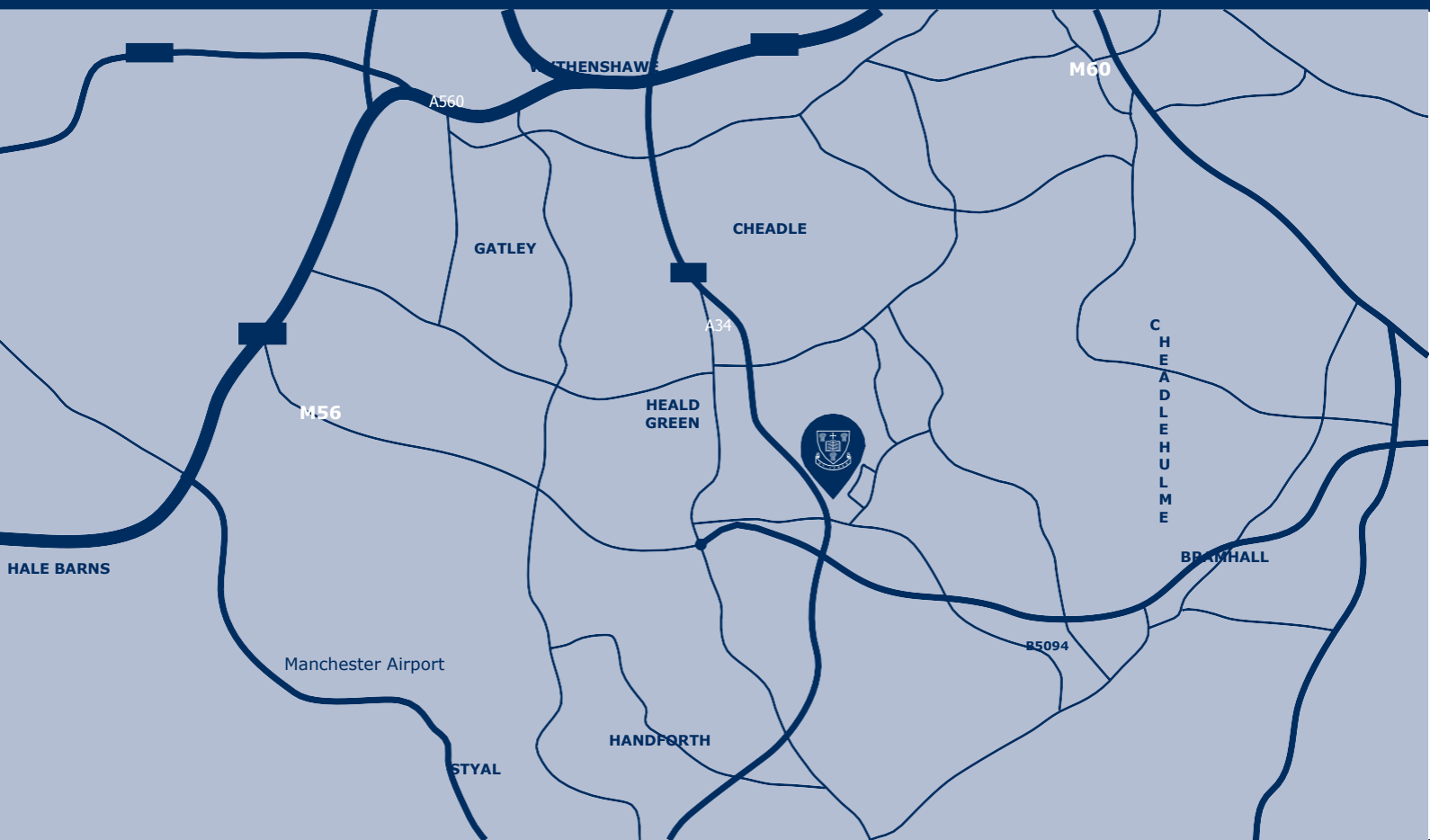
# Contact

**Kirsty Bowers**  
PA to the Headteacher

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[www.stjamesheadle.co.uk](http://www.stjamesheadle.co.uk)

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With God all things are possible

Matthew 19:26