

St Gregory's

CATHOLIC SCHOOL



Cover Supervisor

APPLICATION PACK

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Kent
Catholic
Schools'
Partnership



'Academies in Christ'
Part of the Archdiocese of Southwark



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Letter from the Executive Principal

Dear Candidate,

Thank you for your interest in this exciting role within in our ambitious partnership of two secondary schools in the West Kent Cluster of Kent Catholic Schools' Partnership.

We are a collaborative partnership of proudly Catholic, world class schools connected by our ambitious extended curriculum and passion to nurture the young people in our care into confident, well-rounded Individuals who make the world a better place.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

If you are passionate about making a better world through the power of education and have the determination to help us achieve consistency in the event of teacher absence, we would love to hear from you.

Kind regards

Mike Wilson

Executive Principal

**St Gregory's Catholic School &
St Simon Stock Catholic School**



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School vision and values

Our Vision

We provide the students in our care with a world-class Catholic education. We guide our students to understand their own unique value and dignity. Inspired by the life of St Gregory, we empower our students to approach, with vigour, the opportunities of their education; to recognise and realise their potential as servant leaders and use their discernment to choose how they will make the world a better place.

Our Aims

With Christ's **love** at the centre of all that we do, students;

- **live** life to the full
- **learn** all they can about their world in order to
- **lead** lives which change it for the better

Students accomplish this because our curriculum:

- is appropriately ambitious for all our students, including SEND and Disadvantaged students
- is progressive, interleaved and sequenced to develop knowledge and understanding
- provides opportunities to develop and strengthen literacy across all curriculum areas
- provides opportunities for reading
- promotes opportunities for the development of strong relationships, healthy lifestyles and good wellbeing
- challenges students to apply their knowledge and make informed decisions
- teaches our students how to learn and develop scholarly habits so that they become confident, independent learners
- promotes a learning environment in which students discover and develop new talents helping them to become well-rounded individuals
- provides world class opportunities in our schools' four pillars enabling students to gain a strong understanding of how to achieve success through balance in their lives

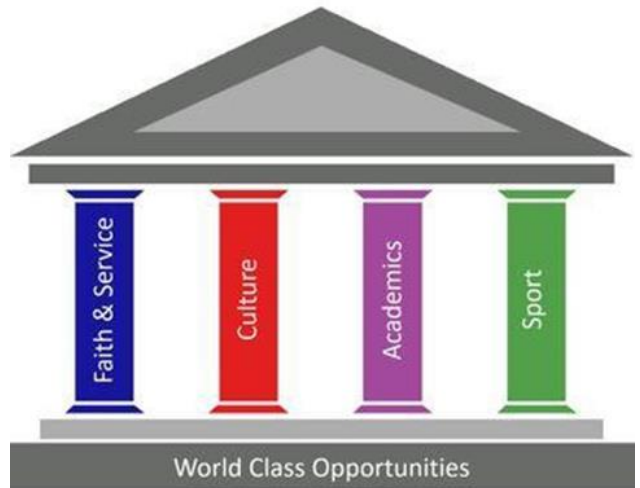
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School vision and values

These pillars provide a framework to focus students as they set ambitious goals for their future.

Our aim, through our curriculum is to develop young people:

- who are happy and feel fulfilled
- who have the confidence, resilience and knowledge to build relationships, pursue active and healthy lifestyles and stay mentally healthy
- who are curious, enjoy learning and have high expectations for themselves and are ambitious for their futures
- who know how to learn and evaluate their own strengths to make progress
- who can make and articulate informed decisions and are aware of their rights and responsibilities in a global society
- who demonstrate respect, compassion and empathy towards the beliefs and values of others
- who possess the cultural capital they need so that they are not disadvantaged by the social context in which they live



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About St Gregory's Catholic School



St Gregory's Catholic School is a Catholic secondary school and part of the Kent Catholic Schools' Partnership (KCSP). KCSP is a multi-academy trust (MAT) established by the Archdiocese of Southwark for Catholic education across Kent and it currently comprises 25 academies of which 20 are primary schools and five are secondary schools.

St Gregory's Catholic School is an over-subscribed seven-form entry secondary school located in Tunbridge Wells and is a popular destination for pupils from its Catholic partner primary schools in Tunbridge Wells, Tonbridge and Sevenoaks.

St Gregory's Catholic School is an inclusive academy. Its dedicated staff, helpers and governance committee members work hard to ensure that every student is supported and challenged to be their very best. Each individual is encouraged to grow spiritually and intellectually, so that unique and positive contributions can be made to society and the world. Its most recent denominational inspection in March 2018 judged it as 'Outstanding' and its most recent Ofsted inspection in March 2013 judged the academy to be 'Outstanding' in all areas.



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Role description

We wish to appoint a Cover Supervisor to join our friendly and dedicated team. The job involves supervising work that has been set for short term absences using material supplied. Other duties may involve supervising private study, assisting teachers in the classroom, and in other areas of the school as directed. Full training will be provided to the successful candidate. This is also an ideal opportunity for potential teaching candidates to gain experience before making a training application. We are looking for a proactive, confident and reliable candidate with excellent organisational and communication skills.

Our Offer: We create an environment where our staff can thrive and enjoy the work that they do which enables our young people to flourish, gain confidence, achieve and be happy. We have a reputation for being a very caring environment and we have a great record for investing in staff training and development.



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Job description

Job Title:	COVER SUPERVISOR
Salary Grade:	Kent Range 6, £21,801 to £23,262 FTE (pro rata £16,544 to £17,653 approximately), term time only plus 5 non-pupil days (39 weeks per year).
Hours:	Monday to Friday for 32.5 hours per week
Line Manager:	Cover Manager

The Role:

- To cover lessons and be responsible for the whole class in the absence of the regular class teachers – this will involve delivering the set work, monitoring the class and making sure students are kept on task and behaving appropriately
- To be visible on the corridor at times of lesson changes and to secure good behaviour
- When not covering lessons, to support whole school administration as directed by the office manager
- On a daily basis, cover supervision is likely to include:
- Supervising work that has been set in accordance with the school policy
- Managing the behaviour of students whilst they are undertaking this work to ensure a constructive environment
- Responding to any questions from students about process and procedures
- Dealing with any immediate problems or emergencies according to the school’s policies and procedures
- Collecting any completed work after the lesson and returning it to the appropriate teacher
- Reporting back as appropriate using the school’s agreed referral procedures on the behaviour of students during the class, and any issues arising



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Job description

	Experience
	Good numeracy/literacy skills
	Good communication skills
	Knowledge/Skills
	Use basic technology – computer, IWB, photocopier
	Ability to relate well to students and adults
	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
	Working with or caring for children of relevant age

	Qualifications
	To be confident with behaviour management skills and be able to keep groups of students on task



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Job description

	Qualifications General
	Applicants should also note that, given the nature of the work, it is highly likely that a criminal record check (enhanced disclosure) from the Criminal Records Bureau would be required, to ensure their suitability for working with children
	In general terms, those undertaking cover supervision should:
	Be familiar with the full range of school policies, particularly those regarding health and safety, behaviour, equal opportunity issues, special education needs (SEN) safeguarding and the staff code of conduct
	Have the necessary skills to manage safely classroom activities, the physical learning space and resources for which they are responsible
	Understand and be able to use a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs
	Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

This job description outlines the main duties and level of responsibility of the post for the time being. It is not a comprehensive or exclusive list and it cannot anticipate future service demands. There is a clear expectation of the post holder that they will make a positive contribution to enhancing and adapting services.

Job descriptions will be reviewed, in consultation with the postholder, at least annually or whenever there may be a significant change to the role.



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Person specification

	Criteria	Essential / Desirable
Faith Commitment	Understanding of the distinctive nature of a faith school	D
	A practising Catholic	D
Qualifications	Good level of education to at least GCSE standard or equivalent, including Maths and English at least Grade C / 4	E
	Education beyond 16 and a higher education qualification e.g. degree	D
Knowledge & Experience	Ability to organise and prioritise workload and work on own initiative	E
	The ability to work constructively as part of a team, understanding School roles and responsibilities and the post holder's position within these	E
	Ability to communicate well in writing and face to face to all stakeholders	E
	Producing high quality experiences and outcomes for students	E
	Experience with working with young people	E
Skills, Qualities & Abilities	Empathy with students	E
	Ability to use ICT effectively	E
	A commitment and understanding of the use of ICT within the curriculum	E
	Excellent communication skills	E
	Excellent interpersonal skills	E
	Excellent organisation skills	E
	Dedication	E
	Ability to remain positive and enthusiastic when working under pressure	E
	Ability to organise work, prioritise tasks, make decisions and manage time effectively	E



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Application process

Please contact the school at HR@sgschool.org.uk to obtain an application form or download it from our website [here](#).

If you wish to visit the school before applying or require any support with your application, please contact HR@sgschool.org.uk

Please send your application form and related documents to the HR Hub
HR@sgschool.org.uk

Closing date for applications: Monday 6 February 2023

Interviews to be held on: Week commencing 20 February 2023

This vacancy will close on or before the specified closing date depending on the volume of suitable applicants. If you have not heard from us within 21 days of the closing date, please assume that you have not been shortlisted on this occasion. We wish to stress that no discourtesy is intended in following such a procedure, and you should not let this deter you from future applications

All applicants need to have the Right to Work in the UK to be considered for the role.

Safer Recruitment

St Gregory's is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. We are an equal opportunities employer.



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