



St Simon Stock Catholic School

LABORA CUM AMORE

Cover Supervisor

APPLICATION PACK

[Letter from Headteacher](#)

[About St Simon Stock Catholic School](#)

[Role description](#)

[Job description](#)

[Person specification](#)

[Application process](#)

Kent
Catholic
Schools'
Partnership



'Academies in Christ'
Part of the Archdiocese of Southwark



Oakwood Park, Maidstone, Kent ME16 OJP 01622 754551

Letter from the Headteacher

Dear Candidate

Thank you for your interest in this exciting role within 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 skills to help us showcase the work we do, we would love to hear from you.

Andrea Denny

Headteacher St Simon Stock Catholic School



Labora cum Amore ~ Work with Love

About St Simon Stock Catholic School

St Simon Stock Catholic School is a Catholic secondary school located in Maidstone, Kent and part of the Kent Catholic Schools' Partnership (KCSP). This multi-academy trust (MAT), established by the Archdiocese of Southwark for Catholic education across Kent, currently comprises of 26 academies (21 primary and 5 secondary schools).

St Simon Stock is an over-subscribed, co-educational, high achieving school with a long tradition of academic success. We have over 1100 students on roll, including over 200 in Sixth Form and a staff of almost 100.

We value all our students equally and welcome the wide variety of cultures and experiences they bring to our school.

By modelling exemplary behaviour towards each other, carrying out service to others in school, at home and in the wider community, students develop a strong work ethic and sense of personal achievement helping them to take their place in the wider world.

We are rated by Ofsted as a Good Provider and in our last denominational inspection we were graded as Outstanding.



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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 by the Assistant Headteacher who oversees cover or by the Headteacher. 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.

St Simon Stock Catholic School students love to gain new knowledge and skills and all our teachers relish the opportunity to deliver challenging, engaging and interesting lessons, with high expectations of behaviour. Opportunities for excellent Continued Professional Development and staff well-being are at the forefront of our commitment to all staff at St Simon Stock Catholic School.

Benefits of working at St Simon Stock Catholic School:

- A friendly, supportive and caring working environment for staff and students, where we 'Work with Love'
- Excellent behaviour where students are expected to be 'Ready, Responsible and Respectful'
- A research-informed approach to curriculum design and assessment
- Fully planned and resourced schemes of work for KS3 and 4
- Dedicated and bespoke CPD time for all staff each term
- Opportunities to complete external qualifications
- Kent Rewards Scheme
- Access to Employment Assistance Programme



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Job description

Job Title:	Cover Supervisor
Salary Grade:	Kent Range 5, £22,595 to £23,693 FTE (pro rata £16,958 to £17,782 approximately)
Hours/week:	Monday to Friday 32.5 hours per week (8:25 am – 3:25 pm)
Weeks/year:	Term time only plus 2 non-pupil days, 38.4 weeks per year

Overall Responsibility

- 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 in the corridor at times of lesson changes and to secure good behaviour
- When not covering lessons, support the whole school administration as directed by the Assistant Headteacher who oversees cover or by the Headteacher.
- 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
 - Ensuring the behaviour policy and procedures are implemented
 - Ensuring attendance registers are taken
 - Ensuring the classroom environment is safe in terms of safeguarding and health and safety
 - Responding to any questions from students about processes 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 or cause for praise.



Job description

Requirements

Experience

- Experience working with or caring for children of relevant age

Skills

- Good numeracy/literacy skills
- Good communication skills
- Use basic technology – computer, IWB, photocopier, Microsoft packages and school systems

General

- 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
- Confident with behaviour management skills and be able to keep groups of students on task
- Familiar with the full range of school policies, particularly those regarding health and safety, behaviour, equal opportunities, Special Education Needs and Disability (SEND), 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 SEND needs



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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
	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

Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description.



Application process

You are welcome to contact HR at HR@ssscs.co.uk if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly from Kent Teach: [click here](#)

Should you be shortlisted for interview, additional information may be requested at that time.

Closing date for applications: 04 March 2024

Interviews to be held: w/c 04 March 2024

Start date: ASAP

All applicants need to have the Right to Work in the UK to be considered for this role. This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly.

Safer Recruitment *St Simon Stock Catholic School 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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