



Saint GREGORY'S
Bath



*Outstanding
Catholic education for all*

Application pack for the post of:

Cover Supervisor

Closing date:

Midnight Sunday 4 October 2020

Interviews:

Thursday 8 October 2020

"In Christ we flourish"



“Saint Gregory’s is simply the best school in every possible way. My children have gone from strength to strength due to excellent teaching and pastoral care. They are confident, capable, well-rounded and above all, happy.”

Parent



*Saint*GREGORY'S
Bath

Mission Statement

As a Catholic school, our inspiration is Jesus Christ. We therefore promote the dignity and well-being of every child and ensure that they flourish with us in a safe, happy and enriching environment.

We believe that everyone is gifted and called by God to fulfil some definite service for the greater good of society. We will help our students to discover their vocation in life, to achieve their full potential and to use their gifts for the greater glory of God.

Student Creed

At St. Greg's, we are a family.
We walk together in the footsteps of Jesus.
We are all equal in the sight of God
So everybody deserves dignity and respect.
We believe that we are all blessed with gifts
And called by God
So let's do something special,
Let's work together for a better future.

In Christ we flourish.



*Saint***GREGORY'S**
Bath

Welcome to Saint Gregory's

Dear Prospective Applicant,

Thank you for your enquiry regarding the post of Cover Supervisor at Saint Gregory's, Bath to start 2 November 2020 or earlier if possible.

Saint Gregory's is an over-subscribed high achieving school with a national reputation for excellence. Our last Ofsted and Diocesan inspections rated us as outstanding and we are committed to maintaining and developing that high standard.

At Saint Gregory's we inspire and encourage our students to fulfil their potential and flourish. We are recruiting for an ambitious and talented Cover Supervisor who has a commitment to academic excellence and who will inspire our students to reach their potential. If you are successful you will be joining an established, successful and highly skilled team.

As a Catholic school we provide our students with a moral compass based on Catholic Social Teaching that supports their growth and development. It is essential that our students are encouraged to have enquiring minds, ask questions and form their own opinions. At Saint Gregory's, we aim to ensure that our students grow into well-rounded, reflective, caring and thoughtful young people, ready to take their place in society.

We are an inclusive school that places the student at the heart of everything we do. As a Catholic school our values are explicitly Christian, however you do not have to be of the Catholic faith to apply for this post.

There is a warm, welcoming family atmosphere at Saint Gregory's that underpins our culture as a school. Teamwork is at the heart of everything we do and by working together we aim to provide the very best opportunities for all our students and staff.

If you possess the necessary skills and experience and would like to apply for this post, please submit your application by midnight on **Sunday 4 October 2020**. Interviews will be held **Thursday 8 October 2020**. If you have any further questions, or would like to arrange a visit, please do not hesitate to contact my PA, Mrs Gormley, on **01225 838200** or by email at gormleys@st-gregorys.org.uk.

Yours faithfully

Ms A Cusack
Headmistress

"In Christ we flourish"



"This is an outstanding school."

Ofsted



Saint GREGORY'S
Bath

About this role

Post:	Cover Supervisor
Contract type:	13 hours per week, Term Time Only (plus two INSET days) Permanent Monday & Tuesday 8.30am – 3.20pm (to include a 20 minute unpaid lunch break)
Salary:	Grade 5, SCP 11-15, £6,447 - £6,979
Start date:	2 November 2020
Closing date:	Sunday 4 October 2020, midnight
Interviews:	Thursday 8 October 2020

We are recruiting for a talented and enthusiastic Cover Supervisor to join our supportive and friendly team.

The successful candidate will work as a Cover Supervisor and take charge of whole classes during the short-term absence of teachers. When not required to provide cover the post-holder will also be part of our Student Support provision offering learning support to our students and administration support to colleagues.

Applicants must possess a minimum of five GCSE passes at Grade C or equivalent including literacy and numeracy and have the ability to safely manage classroom activities and the physical learning space. It is essential that applicants have experience of individual work or group work with children and young people, ideally within a school setting.

Applications are invited from individuals who are currently either working as a Cover Supervisor or an exceptional and aspiring education professional who is ready to take the next step in their career.

The successful candidate must demonstrate:

- Experience of individual work or group work with children, young people and families;
- An understanding of child and family dynamics and child development;
- Knowledge of national curriculum and other learning programmes;
- A flexible and engaging approach, inspiring students to achieve their very best;
- Ability to manage safely classroom activities and the physical learning space.

In return, the successful candidate can expect:

- Outstanding professional support;
- A vibrant and dynamic student body that deserves the very best in teaching and support;
- Free on-site parking;
- Access to the Local Government Pension Scheme

If you would like to be a part of this successful and thriving school, and are a suitably qualified and highly motivated professional, we would like to hear from you.

For an open conversation about the role and/or to arrange a visit prior to application please contact the Headmistress' PA, Mrs Gormley, on 01225 838200 or email gormleys@st-gregorys.org.uk to arrange a suitable time.

We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children. We follow safer recruitment practices and appointments are subject to an enhanced DBS check. Details of our CP Policy can be found on our website at www.st-gregorys.org.uk/useful-information/key-documents.



Saint GREGORY'S
Bath

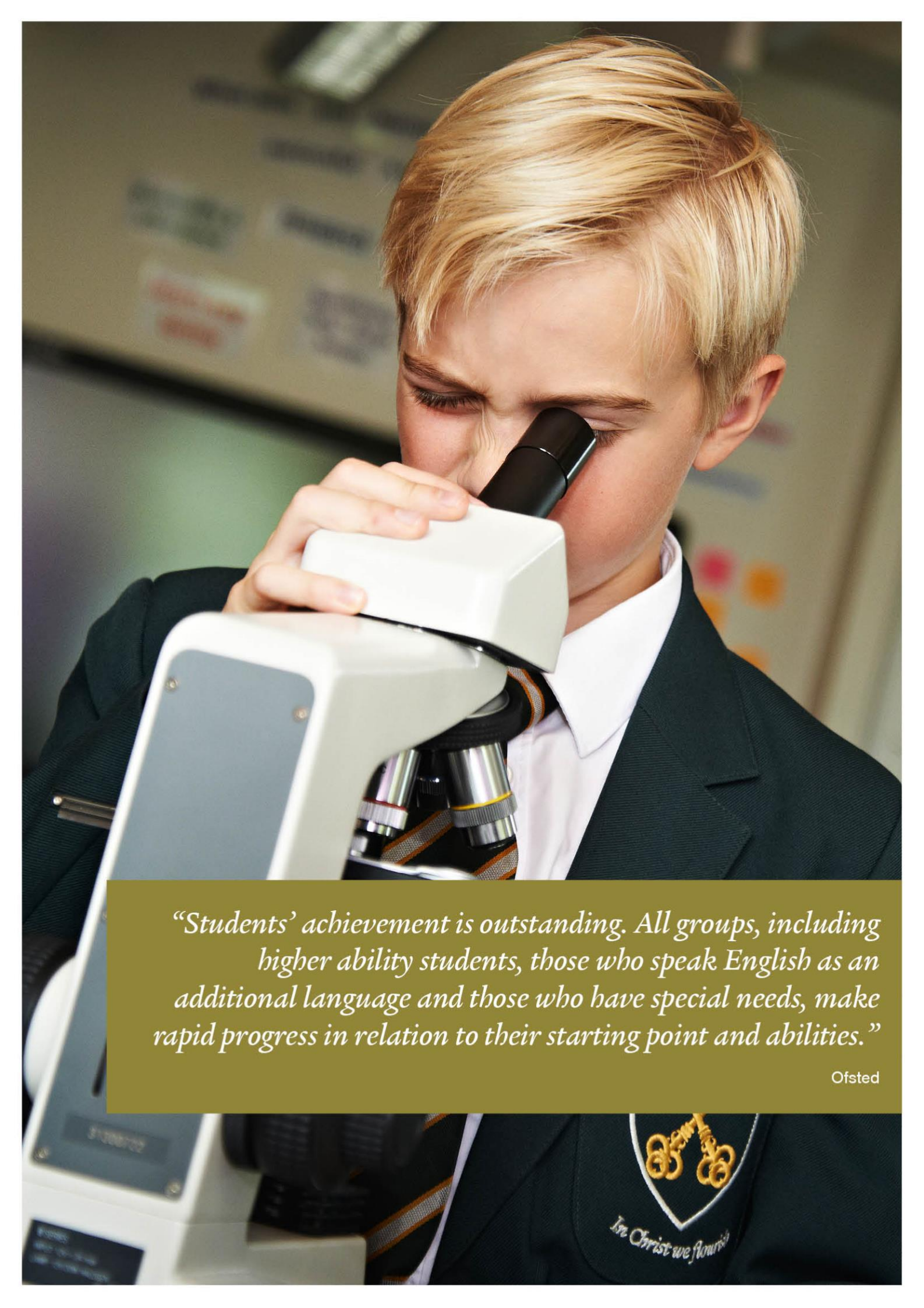
About Saint Gregory's

Saint Gregory's is a Catholic voluntary aided secondary school which was established by the Diocese of Clifton. It primarily serves designated Catholic parishes in Bath and North East Somerset, North West Wiltshire and the north of the County of Somerset and admits students of 11-18 years. We are a popular co-educational school, founded on Catholic Christian values and with a strong family and community ethos. These values envelop the learning of our students, providing them with an academic start to life that is supportive, nurturing and inspiring. Saint Gregory's has a well-deserved reputation for academic excellence, outstanding pastoral care and an excellent enrichment programme.

In 2019 we were recognised once again as an 'Outstanding' secondary school in our Section 48 Diocesan Inspection, highlighting our school as a flourishing educational community where every child is valued and encouraged to grow as individuals.

Our GCSE and A Level results are excellent and not just in raw terms but also in the context of value-added. Such measures seek to identify the progress that every child makes during his or her time with us and show that our students make outstanding progress.

The achievement of our students consistently places our school as one of the top achieving state schools in the country. Students leaving Saint Gregory's progress to some of the very best academic institutions including Oxford, Cambridge and the Russell Group but more than this, they leave having acquired the academic success, confidence and skills they need to continue their educational or career journey of choice.



“Students’ achievement is outstanding. All groups, including higher ability students, those who speak English as an additional language and those who have special needs, make rapid progress in relation to their starting point and abilities.”

Ofsted



Saint GREGORY'S
Bath

Our Location

We are located at the southern gateway to the World Heritage City of Bath with beautiful views towards the Severn Estuary and over Bath. Access to the school is easy as it is on main bus routes and next to the Odd Down Bath Park and Ride terminus.

The World Heritage City of Bath itself needs little introduction. Over four million tourists a year come to visit its many attractions, such as its Georgian architecture, its festivals, theatres, museums, restaurants and shops. It boasts excellent schools, rugby and football teams and Olympic standard training facilities at the University of Bath.

In 2017 Bath was named as the safest place to live in the UK. It is also a regular feature of the Sunday Times and Telegraph lists for best places to live in the UK, offering a very high quality of life. In 2018, it was named as the best UK city to raise a family by MoneySuperMarket.

Bath is served by many attractive towns and villages, and our staff and students come from diverse locations.

“Students make an outstanding contribution to the Catholic life of the school and benefit enormously from it. The school ethos is demonstrated by the exemplary behaviour of its pupils, their respect and care for one another, as well as their outreach to others outside the school.”

Clifton Diocese Inspection Report



Job Description

This job description should be read in conjunction with the professional duties set out in the governors' Pay Policy and Performance Management Policy.

Key Areas of Responsibility

1. Core Purpose

- 1.1 To actively support and promote the school's vision and values as outlined in the Mission Statement.
- 1.2 To supervise whole classes during the short-term absence of teachers, to maintain good order and to keep students on task.
- 1.3 To support the work of the pastoral teams in implementing and maintaining the school's Behaviour Policy.
- 1.4 To maintain a constructive learning environment.
- 1.5 To provide support to students when not required for cover, including in-class.
- 1.6 To assist colleagues in SEND and other assigned departments when not required for cover.
- 1.7 To act as a tutor if required.
- 1.8 To supervise students at other times of the day and to carry out lunch time duties as required.

2. Monitoring, Evaluation and Planning

- 2.1 To register and record student attendance in lessons using SIMS.
- 2.2 To support students, where appropriate, offering advice and guidance to students of all ages and abilities in order that their work is of a high standard.

3. Curriculum

- 3.1 To liaise with, and report back to, teachers setting work or the Cover Manager.
- 3.2 To develop an understanding of the specific needs of the students concerned.

4. In the event that no lesson cover is required:

The Cover Supervisor will meet with the Data and Cover Manager to be briefed on the requirements for the day which will include, but are not exclusive to, the following:

- 4.1 To co-ordinate and maintain documentation relating to any student including maintaining data on the SIMS database.
- 4.2 To work collaboratively with parents and staff and to attend any relevant meetings.
- 4.3 To mentor disaffected students in danger of exclusion.
- 4.4 To work closely with the Director of Pastoral Care and Heads of Year, in conjunction with the Behaviour Support Manager.
- 4.5 To work with the Assistant Head (Pastoral) and Behaviour Support Manager in developing strategies to support the school's anti-bullying and no-smoking policies.
- 4.6 To offer in-class support to students as required.



5. Post Dimensions

- | | | |
|-----|--------------------------|------|
| 5.1 | Number of staff managed: | None |
| 5.2 | Departmental budget: | None |
| 5.3 | Section budget: | None |

6. Supervision Received

- 6.1 Supervision received from the Data and Cover Manager.

7. Contacts

- 7.1 Appropriate staff within the school, parents and carers, the Local Authority and outside agencies as and when necessary.

8. Professional Development

- 8.1 The postholder will be expected to undertake any appropriate training provided by the school to assist them in carrying out any of the above duties.

9. Resources

- 9.1 To be responsible for the implementation of the School Health and Safety Policy and for the safety and wellbeing of students in his/her classes.

10. Additional Responsibilities

- 10.1 This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

11. Safeguarding

- 11.1 The Governors of St Gregory's Catholic College are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced certificate from the Disclosure and Barring Service is required for this post prior to commencement.

12. Special Notes and Conditions

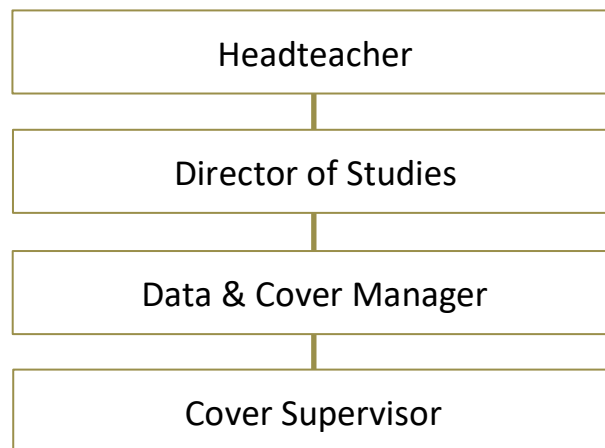
- 12.1 The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- 12.2 The postholder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- 12.3 All employees of Saint Gregory's Catholic College are expected to be supportive of the Christian ethos of the school, its aims and Mission Statement.




Saint GREGORY'S
Bath

13. Organisational Management Chart

This job description will be reviewed annually or more frequently if necessary by the Headmistress in consultation with the post holder.



A close-up portrait of a young boy with dark, spiky hair, wearing a dark green school blazer over a white shirt and a green and yellow striped tie. He is smiling slightly and looking towards the camera. In the background, other students in similar uniforms are visible but out of focus. The lighting is soft and natural, suggesting an outdoor setting.

"Saint Gregory's is a truly nurturing environment for children, allowing them to grow and flourish into wonderful human beings."

Parent



Saint **GREGORY'S**
Bath

Person Specification

Cover Supervisor	Essential	Desirable
Qualifications and professional development		
Minimum of five GCSE passes at Grade C or equivalent including literacy and numeracy	✓	
Relevant professional qualification or equivalent		✓
Experience/Knowledge		
Experience of individual work or group work with children, young people and families	✓	
An understanding of child and family dynamics	✓	
Understanding of child development	✓	
Computer literate	✓	
Experience of working in a school setting		✓
Experience of working with vulnerable children		✓
Experience of using a range of learning strategies whilst working with children with various needs		✓
General understanding of national curriculum and other learning programmes/ strategies/codes of practice		✓
Ability to effectively use IT to support learning and use of other equipment technology, i.e. computer, video		✓
Skills		
Ability to manage safely classroom activities and the physical learning space	✓	
Ability to relate well to both children and adults	✓	
Able to work as part of a team	✓	
Able to prioritise own workload and self-motivate	✓	
Excellent communication skills	✓	
Child centred approach to working	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities		✓



*Saint***GREGORY'S**
Bath

Person Specification

Cover Supervisor	Essential	Desirable
Personal Attributes		
A positive role model for students and staff	✓	
Supportive of the Christian ethos of the school	✓	
Emotionally intelligent	✓	
Motivated	✓	
Enthusiastic and positive	✓	
Calm under pressure	✓	
Organised and punctual	✓	
Practising Catholic		✓
Willing to contribute to the wider life of the school		✓
Safeguarding Children		
A clear understanding and commitment to safeguarding and promoting the welfare of children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Appropriate attitudes to the use of authority and maintaining discipline.	✓	



“Sporting, artistic and dramatic opportunities are outstanding and all students take full advantage of the range of opportunities to develop clear, personal values and to make an impact on school life.”

Ofsted



Saint GREGORY'S
Bath

How to apply

Closing date for applications: **Sunday 4 October 2020 at midnight**
Interviews will be held on: **Thursday 8 October 2020**

Applicants are asked to submit their application to:

The HR Department by email to hr@st-gregorys.org.uk or online at www.TES.com

We are not currently able to accept postal applications at this time.

No other material (such as testimonials, résumés or CVs) will be considered during the selection process.

To arrange a visit prior to application or to discuss the role further with the Data and Cover Manager, please contact Mrs Tyler, on 01225 832873 or email tylerk@st-gregorys.org.uk.

We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children. We follow safer recruitment practices and appointments are subject to an enhanced DBS check. Details of our CP Policy can be found on our website at www.st-gregorys.org.uk/useful-information/key-documents.



Saint GREGORY'S
Bath

Saint Gregory's, Bath

Combe Hay Lane,
Odd Down, Bath, BA2 8PA

T 01225 832873

F 01225 835848

E stgregorys_sec@bathnes.gov.uk

www.st-gregorys.org.uk

An outstanding Catholic education for all