



**St Edmund Arrowsmith  
Catholic High School**

*Prepare the way of the Lord*

**CANDIDATE INFORMATION PACK**

**COVER SUPERVISOR**



Rookery Avenue,  
Ashton-in-Makerfield,  
Wigan, WN4 9PF  
Telephone: 01942 728651  
Email: [office@arrowsmith.wigan.sch.uk](mailto:office@arrowsmith.wigan.sch.uk)  
Web: <http://www.arrowsmith.wigan.sch.uk>  
Headteacher: Mr. M. J. Dumican  
B.A. (Hons), PGCE, NPQH, MSc, MEd

June 2022

Dear Potential Colleague

Thank you for your interest in the vacancy for a **Cover Supervisor** at St Edmund Arrowsmith **Catholic** High School.

Our aim has always been to inspire every pupil to want to make the world a better place. This aim sits above all others in defining an education for our pupils. Our Catholic faith is central to everything we do, and our pupils are asked to be living witnesses to that faith and develop the values that come with it.

We are seeking to appoint a colleague who is passionate about providing an excellent service to our stakeholders and if you would like to join our school community, then I look forward to receiving your application form.

To apply, please use the CES application form which is available on the school website – <https://www.arrowsmith.wigan.sch.uk/job-vacancies> and return this, along with the associated documents prior to the closing date stated on the advert **Friday 8 July 2022 at 12.00noon** to [recruitment@arrowsmith.wigan.sch.uk](mailto:recruitment@arrowsmith.wigan.sch.uk).

Shortlisted applicants will be contacted as soon as possible and therefore if you have not received any contact within a 2-week period following the closing date, we must advise that you will not have been successful on this occasion.

If you require further information, please do not hesitate to contact the school where you will be sure to find a warm and courteous welcome.

Yours faithfully

**M J DUMICAN**  
Headteacher



## **JOB DESCRIPTION: COVER SUPERVISOR**

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Archdiocese of Liverpool. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. It is subject to the current conditions of service for teachers as contained in the School Teachers' Pay and Conditions document and other current education and employment legislation including that of the Department for Education Teaching Agency.

**The Governing Body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons. The highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the DBS and obtain any other statutorily required clearance.**

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<b>JOB TITLE:</b>	<b>Cover Supervisor</b>
<b>JOB PURPOSE:</b>	To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes during the short term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities
<b>RESPONSIBLE TO:</b>	Headteacher, SLT Cluster Leader, Business Manager
<b>LIAISES WITH:</b>	School Leadership Team, Teachers, Support Staff, Pupils
<b>Hours of Work:</b>	33.75hrs per week, Term Time plus ONE Week Mon– Friday 8.00am – 3.15pm (30 mins lunch break) The role includes a 30 mins duty (pre-school and lunchtime)
<b>Salary:</b>	<b>G4: SCP 5 - 8</b> (£19,650 - £20,852) Full time salary Approximate pro-rata salary £15,331 - £16,269
<b>Contract:</b>	Temporary (for 12 months in the first instance)
<b>Start Date:</b>	1 September 2022
<b>Closing Date:</b>	<b>Friday 8 July 2022 at Noon</b>

## MAIN DUTIES AND RESPONSIBILITIES:

### SUPPORT FOR THE PUPIL

- Use specialist (curricular/learning) skills/training/experience to support a pupil or pupils
- Assist with the development and implementation of IEPs when necessary
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

### SUPPORT FOR TEACHERS

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports, as required, to the teacher on pupil achievement, progress and other matters ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of pupils' work and accurately record achievement/progress if required
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents, as directed
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin support for a nominated department, for example, photocopying, basic typing, filing, collect money, administer coursework, produce worksheets for agreed activities, display pupils' work

### SUPPORT FOR THE CURRICULUM

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies, for example, literacy, numeracy, KS3 and early years, and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

## **SUPPORT FOR THE SCHOOL**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, supporting pupils with medical conditions, confidentiality and data protection, reporting all concerns to the appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings as may be reasonably directed
- Participate in training and other learning activities as may be reasonably directed
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as may be reasonably directed
- Undertake planned supervision of pupils out of school hours – for example; learning activities at lunchtime and after school.
- Supervise pupils on visits, trips and out of school activities as may be reasonably directed
- Any other tasks as directed by your Line Manager or Headteacher which are appropriate to the post

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This job description forms part of the contract of employment of the person appointed to the post and reflects the position at the present time only. A job description may be amended by the Headteacher after consultation with the support staff member and preferably with her/his agreement. On her/his own initiative, a support staff member may request that amendments are made to her/his job description and a request will be considered carefully.



## PERSON SPECIFICATION: TEACHING ASSISTANT LEVEL 3 / COVER SUPERVISOR

The applicant will be required to safeguard and promote the welfare of children and young people and be faithful to the Trust Deed.

	Essential	Desirable
<b>Experience:</b> <ul style="list-style-type: none"> <li>▪ Experience of working with or caring for children of a relevant age and/or learning need</li> <li>▪</li> </ul>		√
<b>Qualifications:</b> <ul style="list-style-type: none"> <li>▪ NVQ Level 3 for Teaching Assistants or equivalent qualification/experience</li> <li>▪ Training in the relevant strategies, for example: literacy, numeracy and/or in a particular curriculum or learning area.</li> <li>▪ GCSE Grade C (or equivalent) in Maths and English</li> <li>▪ A wide range of national curriculum subjects at GCSE Grade C or above.</li> </ul>	√  √	√  √
<b>Knowledge/Skills:</b> <ul style="list-style-type: none"> <li>▪ Very good numeracy and literacy skills</li> <li>▪ Can use ICT effectively to support learning</li> <li>▪ Working knowledge of relevant policies/codes of practice and awareness of relevant legislation</li> <li>▪ Working knowledge of national curriculum</li> <li>▪ Understanding of principles of child development and learning processes</li> <li>▪ Ability to relate well to children and adults</li> <li>▪ Able to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.</li> </ul>	√ √  √  √ √	√  √
<b>Personal Qualities:</b> <ul style="list-style-type: none"> <li>▪ Enthusiasm for, and commitment to, the school's Mission Statement</li> <li>▪ Excellent communication skills</li> <li>▪ The ability to show initiative and accept responsibility for self and workload</li> <li>▪ Willingness to participate in continuing professional development</li> <li>▪ The ability to present as a positive role model for staff and others connected with the school</li> <li>▪ Willingness to be flexible and adaptable to achieve the objectives set in the School Improvement Plan.</li> </ul>	√ √  √ √ √	√

**Note:** Candidates failing to meet any of the essential criteria will automatically be excluded