



GREYFRIARS
CATHOLIC SCHOOL



Cover Supervisor



Dear Applicant,

Thank you for your interest in the role of Cover Supervisor at Greyfriars Catholic School, part of The Pope Francis Multi Academy Company (PFMAC) and Archdiocese of Birmingham.

Come and be an integral part of our school team, making a difference to the lives of young people in our community.

We believe in the huge potential of our students and focus relentlessly on high aspirations and high achievements. We are a vibrant and improving school, which uses its core Catholic values to provide strength and direction for all our students.



Greyfriars Catholic School is seeking to appoint a Cover Supervisor who has excellent communication and organisation skills. This role requires the successful candidate to have confidence and class room presence providing cover for absent teachers. The successful candidate will deliver in-class cover across a range of subjects and will need to have confidence in managing behaviour and have the ability to build professional relationships with students.

The successful candidate would ideally have previous experience in a school environment. We encourage applications from graduates looking to pursue a career in teaching. We can offer AOR training to gain QTS for the right candidate subject to criteria requirements. We are situated in the diverse and lively area of East Oxford, and serve a local population with a wide range of backgrounds and needs; we pride ourselves on our close-knit community, and our commitment to enabling every student to thrive.

To be in such a vital role and part of this school at such a positive and important time will also ensure that there is significant career development over time; it will equip the successful post-holder with a range of experiences that will ensure career progression and development, which we will happily support with professional development opportunities. There are lots of ways we can support further career development, including moving into teacher training, for the right candidate.

Our vision at Greyfriars School is that we are a Catholic School that champions so they flourish individually and collectively. We champion students through teaching them well and holding them to account when they need guidance and support. Championing students means that we have a school where learning is disruption free with the highest expectations and ambition for students. We know that working hard and being kind helps students feel personally and academically successful. This role will help them flourish.

Please do not hesitate to contact us to seek further information. Greyfriars School website <https://www.greyfriarsoxford.org.uk/> will also provide further information on the school. I will be delighted to show you around our wonderful school and discuss this role in more detail.

Yours faithfully

Ms Lyndsey Caldwell

Headteacher

Application Details

We hope you are interested in this exciting opportunity and would like to submit an application.

To apply for the post of Cover Supervisor please -

- Fully complete the application forms, ensuring all details are accurate and all declarations are signed. Please ensure you include details of two professional referees with one being your current employer (with email addresses).

For further information please contact the School Business Manager, Sophie Upellini, s.upellini@gfcs.uk Tel: **01865 749933**

Application submission: by 4pm Thursday 9th May

Interview date: proposed date – 15th May

Job start: 1st September 2024

As we are a Catholic school, applicants must complete the CES application form in order to be considered for an interview. There is no requirement to be Catholic in order to be successful at an interview.

To comply with the Asylum and Immigration Act 1998 (as amended by S147 of the Nationality and Immigration and Asylum Act 2002) all prospective employees will be required to supply evidence of eligibility to work in the UK.

Greyfriars Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant for any position will be required to undertake an enhanced disclosure via the DBS (disclosure and barring system) and appropriate Right to Work clearances and our recruitment and selection practice

Overview of Pope Francis MAC

The Pope Francis Catholic Multi Academy Company (PFMAC) is a family of Catholic schools in Oxfordshire, who work together to promote the teaching of Christ and the Catholic faith.

PFMAC comprises nine Catholic primary schools and two Catholic secondary schools and is an integral part of the Catholic Archdiocese of Birmingham ensuring that the Church's educative mission is fulfilled.

We believe each person is a unique creation made in the image of and likeness of God, called by name, with a special vocation and gifts to bring to the world. We seek to develop these talents in each individual by being a beacon for Catholic education in Oxfordshire.

JOB DESCRIPTION FOR COVER SUPERVISOR

Grade:	Grade 6 – Point 8 to 13, £24,702 to £26,873 FTE Actual Salary on Point £18,192 Hours: 32.5 hours per week
Work Pattern:	8.30am – 3.30 pm Monday – Friday Term Time ONLY (includes a daily 30 minute lunch break)
Contract Type:	Permanent
Disclosure Level:	Enhanced DBS

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Purpose

- Provide cover for absent teachers
- In-class support
- Curriculum support, including planning and administration
- Maintaining a positive learning environment
- Responsible for the behaviour management of the students during the lesson
- Exam invigilation

Key responsibilities and Duties

Cover for Teacher Absence

- Cover for absent teachers, taking responsibility for their class and ensuring the students undertake pre-set work and/or activities during the absence of the regular teacher, including introducing and closing the class.
- To register each class using the electronic register system.
- Maintain good order and manage behaviour proactively and constructively.
- Promote self-control and independence
- Keep students on task as necessary.
- Respond appropriately to questions raised by students.
- Collect any completed work and return it to the appropriate teacher.
- Deal with immediate problems and emergencies in accordance with the school's policies and procedures.
- Report back on behaviour of students during the class, and on any issues directly arising.

- To invigilate exams during exam periods and other administrative tasks as may reasonably be assigned by the Headteacher or Line Manager which fits within the pay and grading of the post holder's skills and experience.

In-Class Support

- When not required to cover for absent teachers, in-class support may be carried out.
- This may include assistance to individual students or to a group of students, as directed by the class teacher.

Curriculum and Administrative Support

- With emphasis on curriculum enrichment or administration as required by the Heads of Faculty or other school leaders.

Maintaining a Positive Learning Environment

- On a rota basis, supervise students within the school during breaks, lunchtimes and at the end of school.
- Maintain a positive learning environment in a specific designated area of the school in terms of display and presentation.
- Assist in the supervision of students on school visits.

Exam Invigilation

- Assist as part of a team in invigilating examinations, either internal or external exams.

Continuing Professional Development

- Attend training provided by the school

School Ethos

In addition to the specific responsibilities of this post, every member of staff at the Greyfriars Catholic School will commit to:

- Promoting courteous and respectful relationships with students at all times
- Using their influence with other staff and students to promote high standards of behaviour and order within the school
- Working to maintain the School at the forefront of educational practice
- To support the Catholic ethos of the PFMAC.
- To play a full part in the PPMAC's school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To support the MAC in meeting its legal requirements for worship
- To continue personal development as agreed

Notes

The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at Greyfriars Catholic School). It is not intended to be a comprehensive listing of every task that a SGTG employee might be called upon to undertake. Neither is it a legal document, although it may be referred to in Contracts of Employment.

- 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.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employees who develop a disabling condition.
- This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

By my signature, I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein. I understand that the PFMAC may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

Employee Name:	
Employee Signature:	Date:
Line Manager Signature:	
Employee Signature:	Date:

PERSON SPECIFICATION FOR COVER SUPERVISOR

Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could contribute to this school.



Qualifications

→ Essential

- GCSE grade C/ 5 pass in both English and Maths or comparable experience

→ Desirable

- A higher qualification, e.g. 'A' Level or Graduate

Skills and Experience

- Experience working with children of secondary school age
- Good organisation and ICT skills to effectively support learning
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

- Experience within an education environment.

Faith Commitment

- Caring and compassionate with a willingness to support the distinctive ethos of a Catholic School
- An understanding of the role in the spiritual development of students

- Secure understanding of the distinctive nature of a Catholic School
- Understanding the schools role in the parish and wider community or recent experience in a Catholic or voluntary aided school

Curriculum

- Working knowledge of curriculum and other relevant learning programmes/strategies
- Knowledge and understanding of a range of curriculum areas
- Evidence of the production of differentiated learning resources
- Higher ability in English Literacy and Numeracy

Students

- Understanding of the importance of supportive student/teaching assistant/teacher relationships
- Ability to communicate effectively with young people and to maintain high expectations
- Evidence of effective relationships with young people and a positive approach to managing students' behaviour

Parents & Community

- Ability to communicate effectively with parents and outside agencies
- Evidence of effective and supportive communication with parents

