



ST THOMAS MORE  
CATHOLIC HIGH SCHOOL



Welcome  
Vitajte  
Fóilte  
Salve  
Willkommen  
Bienvenida  
Bine ati venit  
Bienvenue  
Croeso  
Benvenuto  
Witam  
Bem-vindo  
Svāgata



Recruitment Pack for the Position of:  
**COVER SUPERVISOR**

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COVER SUPERVISOR



Welcome to St Thomas More Catholic High School

Thank for taking time to consider the post here at St Thomas More Catholic High School. The role is a vitally important one in our school and will impact directly on our continued success and future development.

Our school is recognised as one of the very best schools in Cheshire and nationally as our Progress 8 score has been the best in Cheshire East in 2016 and 2017 and in the top 5 since 2018. Our OFSTED inspections of January 2016 and March 2020, together with our pupils' examination results at Key Stage 4 establish our wider reputation as a school with excellent results and pupil progress. The Diocese of Shrewsbury graded the school outstanding in February 2017

I hope that in finding out more about the school and its secure basis on Gospel Values you will feel motivated to apply for the position. I would encourage you to visit the school and meet our exceptional pupils. Please do not hesitate to contact the school if you have specific questions. However do look at our website if you would like more information.

**Your application form and covering letter, including referees should be returned by the advertised closing date.**

The application form and covering letter can be emailed to:

[mrs.mcglone@st-thomasmore.cheshire.sch.uk](mailto:mrs.mcglone@st-thomasmore.cheshire.sch.uk)

Kind regards

Mrs Clare Hogg  
Headteacher



## St Thomas More Catholic High School Keeping Faith in Education

St Thomas More Catholic High School is a high performing, oversubscribed, 11-16 school in the South Cheshire Catholic Multi Academy Trust in the Diocese of Shrewsbury which was once again rated Good by Ofsted in March 2020. Our most recent inspection by Shrewsbury Diocese rated us as an Outstanding Catholic school.

We have a well-deserved reputation for academic excellence balanced by outstanding pastoral care and support which allows our pupils to flourish and develop as rounded individuals.

We continue to focus relentlessly on the quality of teaching leading to excellent results for pupils, very high expectations of behaviour to create a calm and happy school, a strong good pastoral system to care for pupils and their needs, and a range of enrichment activities to engage and motivate pupils to contribute to their wider education to ensure that St Thomas More Catholic High School provides an outstanding education for all pupils.

Every school in the country with high ambitions for its young people would probably say the same, but we have a distinctive foundation or inspiration for our pursuit of excellence: our Catholic Christian values, based on the Gospel of Jesus Christ, which regards every person as a unique creation of God with an 'original gift' to offer the world. Our aim is to help pupils to discover the person they are called to be.

In the day to day life of the school, Gospel values are evident in the culture of respect and the strong 'family' atmosphere which all our visitors comment on and our staff and pupils value highly. Our values and common purpose has enabled us to create a thriving community who experience a full and balanced education which prepares them to live a fulfilling life and able to grasp all job, career, high education and leisure opportunities which the world offers.

### What is special about a Catholic School?

- |                                  |   |
|----------------------------------|---|
| ✦ Form prayers each day          | ✦ Links with Global Schools                     |
| ✦ Assemblies                     | ✦ Caring ethos                                  |
| ✦ Retreats                       | ✦ Inclusion for all                             |
| ✦ Liturgical events              | ✦ Wellbeing Days                                |
| ✦ Faith in Action                | ✦ Curriculum Core RE                            |
| ✦ Equality and Respect of all    | ✦ Supporting the Church Catechetical Programmes |
| ✦ Relationship and Sex Education | ✦ Chaplaincy Team                               |

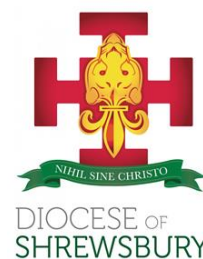


## KEY FACTS

<b>LOCATION:</b>	Crewe, Cheshire
<b>DENOMINATION:</b>	Roman Catholic
<b>DIOCESE:</b>	Shrewsbury
<b>AGE RANGE:</b>	11 - 16
<b>NO OF PUPILS:</b>	647
<b>NUMBER OF STAFF:</b>	78
<b>% OF PUPILS ON FREE SCHOOL MEALS:</b>	17.7%

Crewe is an established town in Cheshire with a population of approximately 84,000. Crewe is known for its large railway junction and its history of manufacturing and overhauling locomotives. Crewe was also the home of Rolls-Royce Motors from 1946 until 2002. The Pym's Lane factory now produces Bentley Motor Cars exclusively.

St Thomas More Catholic High School is located within the parish of St Mary's the Immaculate, Crewe, under the Diocese of Shrewsbury. We work closely with our partner feeder primary schools, St Mary's Catholic Primary School, Crewe; St Anne's Catholic Primary School, Nantwich and St Gabriel's Catholic High School, Alsager. With a PAN of 128 and approximately 650 pupils on roll the school is increasingly oversubscribed.



St Thomas More Catholic High School has an excellent reputation within the Catholic and local community. We are a successful and popular school. Examination results and Levels of Progress are above local and national averages across Key Stage 3 and 4.

Please read our latest Ofsted Report to find out more:

<https://files.ofsted.gov.uk/v1/file/50151054>



## Job Description: Cover Supervisor

Reports to: Deputy Headteacher Responsible for Cover

### Key purpose of the job

To provide cover for members of teaching staff who are unavailable to take their normal lessons.

### Responsibilities of a Cover Supervisor:

- Responsibility for the supervision of classes in the absence of the subject teacher as per the daily cover requirements.
- To liaise with the appropriate staff about the work that has been set so that the requirements of it are fully understood.
- To deliver the pre-planned lesson giving all pupils the opportunity to progress their learning.
- To ensure that work and information from lessons is returned to the appropriate teacher.
- To give clear information and instructions relating to the work to be completed by the pupils, including motivating and encouraging when required, to aid the pupils learning as effectively as possible.
- To ensure the safety of the pupils both in lessons (whole class, in small groups or individually) and being supported outside lessons.
- To know and implement the school's Attitude to Learning Policy.
- To keep accurate attendance records of pupils in supervised lessons.
- Assist in any pupil support work, and work with pupils in a variety of capacities to maximise their potential. Thereafter, to provide regular feedback to the relevant Head of Department.
- When not required as a Cover Supervisor, to support SEND pupils within a class as a Teaching Assistant.
- To safeguard and promote the welfare of pupils.
- To participate in professional development activities.
- To ensure lesson codings are used to support the school behaviour policy.
- To meet and greet any daily supply staff in the morning and explain their cover responsibilities.
- To support the person with responsibility for setting cover with any morning tasks such as room changes.

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

## Person Specification : Cover Supervisor

### **Skills and Abilities:**

- A commitment to making a positive contribution to the education of young people.
- Resilience and patience to deal with occasional difficult situations and behaviours.
- To follow the school's safeguarding guidelines.
- Flexibility and self awareness to realise when alternative strategies and approaches are required for different pupils.
- Good personal organization skills.
- Self-confidence and firmness to establish a positive working atmosphere in classes.
- Ability to work on own initiative.
- Ability to work as part of a team.
- Able to communicate effectively with staff and pupils at all levels and establish positive working relationships with young people.
- Able to maintain absolute confidentiality regarding pupils' personal details.

### ➤ **Knowledge / Qualifications**

- An education standard equating to GCSE grade C in English and Mathematics.
- Background knowledge of the National Curriculum.
- Knowledge of legislation and regulations applicable to the support and care of pupils.
- To be numerate and literate.

#### DESIRABLE:

- A qualification relevant to supporting the learning process in schools.
- Knowledge of school systems and procedures.
- An understanding of the Secondary Education Sector.

### ➤ **Experience:**

- Experience of working with pupils in an educational setting.

#### DESIRABLE:

- Experience in a similar role or a role requiring similar skills, abilities and knowledge.

### ➤ **Other Requirements:**

- Commitment to excellence and desire for continual improvement.
- A good sense of humour and a willingness to work co-operatively as part of a team.

#### DESIRABLE:

- A knowledge and interest in the education environment.



## ENHANCED DISCLOSURE

Thank you for interest in St Thomas More Catholic High School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including pending convictions, cautions, reprimands and warning which would otherwise be regarded as “spent” under this Act. Further details will be sought prior to appointment.

An Enhanced Disclosure is carried out by the Disclosure and Barring Service and will check criminal records for information on any convictions, cautions, reprimands and warnings held on Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Disclosure and Barring Service Code of Practice of Disclosure Information.

If your application is successful, you will receive further information on how to complete the Enhanced Disclosure.



“Our school community believes in every person, encouraging their love of learning, their love of each other and their love of Christ”