

St. Julie's Catholic High School

Cover Supervisor

Application Pack

REQUIRED IMMEDIATELY

Contract: 30 hours per week (Part time)

Monday to Friday 8:30 am to 3:20 pm (50-minute unpaid lunch break)

Term Time including INSET days

Salary: Grade 4, Range Pts 9-17 - £21,200 to £24,127

(26 days holiday included)

Welcome to St Julie's Catholic High School

"Serve the Good God Well with Much Liberty of Spirit"

Dear Applicant

Thank you for your interest in the post of Cover Supervisor at St Julie's Catholic High School. I would like to highlight what makes our community special and how proud we are of our unique school.

St Julie's is a popular oversubscribed 11-18 girls' school in Woolton, South Liverpool. We are an inclusive school welcoming students of all faiths or none and celebrate diversity as central to our core purpose.

GCSE and Sixth Form results demonstrate good progress in line with national results. We benefit from state-of-the-art buildings and an inspiring learning environment which we moved to in 2017.

Our Trustees are the Sisters of Notre Dame and we are part of the Archdiocese of Liverpool family of schools as well as the wider family of Liverpool schools. The Archdiocesan strategy to develop Catholic Multi Academy Trusts, so that every school has a named CMAT to join at the appropriate time, is an ongoing development as part of the changing educational landscape in Liverpool and throughout the Archdiocese.

We aim to be a Catholic learning community through our mission statement:

- which respects and embraces the diversity of all God's people
- where opportunities allow for all individuals to discover their potential and to develop and share their unique talents
- where friendship and enjoyment are experienced by all and a welcome is offered to those who visit
- which provides all with a safe and secure environment
- where faith, prayer and reflection are visible in word and in action
- which takes good care of God's world and all who inhabit it, especially the poor and disadvantaged
- where fairness, care and compassion are central to life.

The Sisters of Notre Dame de Namur were founded in 1809 by St Julie Billiart. St. Julie's predominating trait in the spiritual order was her ardent charity, springing from a lively, devout faith. Her whole soul was echoed in the simple formula which was continually on her lips and pen: "Qu'il est bon, le bon Dieu" (How good God is). She possessed all the qualities of a perfect superior and inspired her subjects with filial confidence and tender affection. Julie is known as the smiling saint.

At St Julie's following in the footsteps of our founder Julie Billiart our community is one of fairness, care and compassion and everything we do reflects these values. Her teachings are at the core of our catholic school and focus our moral purpose.

St Julie lived in very challenging times- through wars, revolution and poor health as well as a constant battle with the authorities to establish the Sisters of Notre Dame de Namur. She said *"Never let the peace of your heart be disturbed by anything in the world."* She also said that *"we must have hearts as wide as the world."*

Our values of faith, truth, joy, love, justice and hope mean we seek to encourage all members of our community to serve with much liberty of spirit. Our young people prove their commitment to these values in their school and daily life. We pride ourselves on the support we provide for some of our more vulnerable pupils who live their lives in challenging circumstances.

We encourage our students to aspire to be successful in whichever field or interest they choose, whether that be in sport, academic and creative achievements, or selflessly helping others. We try to create the opportunities and nurturing environment for their success.

In May 2023 OFSTED stated that

"Students including Sixth Form are proud to be part of this caring and close-knit school community"

"A typical view that students shared with inspectors was that – everyone is welcome here, you can be yourself"

We are seeking to appoint a Cover Supervisor to supervise whole classes undertaking pre-prepared activities provided by a teacher during the short-term absence of a classroom teacher. The primary focus is to maintain order and to keep students on task.

We look forward to receiving your application and hopefully meeting you soon.

Yours sincerely

Mrs Kate McCourt

Headteacher

"Let us help each other with all our hearts and with all prayers"

St Julie Billiart

Job Description

Post Title: Cover Supervisor

Working Time: 30 hours per week - 39 weeks/year – Term Time Only including INSET Days

Salary/Grade: GRADE: 4 [Points: 9-17]

Hours of work: Monday to Friday: 8.30 am to 3.20 pm (50-minute unpaid lunch break)

Line Manager: Deputy Headteacher / Information Services Manager

CRB/DBS Disclosure Level: Enhanced

Post Title:	**Cover Supervisor**
Main Purpose:	To supervise groups and whole classes undertaking learning activities that have been set by teaching staff during the short-term absence of a classroom teacher. The Cover Supervisor will maintain a safe, positive and inclusive learning environment, promote high standards of behaviour and engagement, and support continuity of learning in accordance with school policies and procedures. The postholder is not responsible for planning lessons, assessing pupils' progress or undertaking activities that are the professional responsibility of a qualified teacher.
General Responsibility:	All school staff are expected to: • Support and actively promote the school's Catholic mission, ethos, values and objectives. • Safeguard and promote the welfare of children and young people in accordance with statutory guidance and school procedures. • Work within the school's safeguarding, child protection, behaviour, health and safety, equality, attendance and inclusion policies. • Promote equality, diversity and inclusion, ensuring that all students are treated with dignity and respect. • Maintain positive and professional relationships with students, parents/carers, colleagues and external agencies. • Support the school's commitment to high standards of attendance, punctuality and behaviour.

	• Maintain confidentiality and comply with the requirements of the General Data Protection Regulation (GDPR) and Data Protection Act. • Use school technologies, systems and resources appropriately and professionally. • Participate fully in appraisal, training and professional development activities. Undertake any other duties commensurate with the grade and responsibilities of the post as reasonably directed by the Headteacher.
Core Responsibilities and Tasks:	**Classroom Supervision** • Supervise whole classes, small groups or individual students completing work set by teaching staff. • Ensure students understand the tasks and expectations provided by the absent teacher. • Maintain a calm, orderly and purposeful learning environment conducive to learning. • Promote positive behaviour and manage student conduct in accordance with the school's behaviour policy. • Encourage students to participate fully and remain engaged in learning activities. • Monitor students' progress during lessons and provide support within agreed parameters. • Respond appropriately to questions and provide clarification of instructions where necessary. • Take appropriate action to ensure the safety and wellbeing of students at all times. • Register attendance in accordance with school procedures. • Record and report behaviour, achievement, attendance or welfare concerns using agreed systems and procedures. • Collect completed work and ensure it is returned to the appropriate member of staff. • Provide feedback to teaching staff regarding lesson completion, behaviour and any issues arising during supervision. **Student Support** • Act as a positive role model and support students in developing confidence, independence, resilience and self-regulation. • Support students with Special Educational Needs and Disabilities (SEND), medical conditions and other additional

	needs in line with guidance provided by teaching and pastoral staff. • Encourage students to take responsibility for their learning and behaviour. • Foster positive relationships with students that promote engagement, wellbeing and achievement. • Respond appropriately to safeguarding concerns and follow reporting procedures without delay.
Wider School Responsibilities:	• Supervise students during breaktimes, lunchtimes, before-school or after-school activities as directed. • Undertake examination invigilation duties in accordance with Joint Council for Qualifications (JCQ) regulations and school procedures. • Support educational visits, enrichment activities and other school events as required. • Assist with student welfare duties, including first aid responsibilities where appropriately trained. • Support the preparation, organisation and maintenance of learning resources and learning environments where required. • Contribute to the wider life of the school and participate in relevant school events and activities.
Safeguarding Responsibilities:	The postholder will: • Be familiar with and adhere to the school's safeguarding and child protection policies. • Undertake all mandatory safeguarding training and updates. • Maintain an awareness of current safeguarding issues and statutory guidance. • Report any concerns relating to the welfare or safety of a child immediately, in accordance with school procedures. • Contribute to creating a culture in which pupils feel safe, valued and supported.
Knowledge, Skills and Experience:	Essential: • GCSE Grade 4/C or above (or equivalent) in English and Mathematics. • Experience of working with children or young people in an educational, community, youth work or similar setting. • Effective literacy, numeracy and ICT skills. • Good communication and interpersonal skills. • Ability to build positive relationships with students and adults. • Ability to work independently and use initiative.

	• Ability to manage student behaviour positively and consistently. • Understanding of safeguarding responsibilities when working with children and young people. • Ability to work effectively as part of a team. • Commitment to promoting equality, inclusion and high expectations for all students. • Level 3 qualification in Supporting Teaching and Learning, Education, Childcare or a related field. Desirable: • First Aid qualified or working towards Certification • Previous experience as a Cover Supervisor or Teaching Assistant in a secondary school. • Knowledge and understanding of SEND and inclusive educational practices. • Experience of using educational technology and school information systems. • Understanding of restorative approaches and positive behaviour support strategies.
Professional Development:	The postholder will: • Participate in the school's appraisal process for support staff. • Engage in continuous professional development and training relevant to the role. • Undertake mandatory training, including safeguarding, behaviour management, health and safety, first aid (where appropriate), online safety, SEND awareness and data protection. • Keep up to date with developments in education, safeguarding and support staff practice. • Reflect on and evaluate their own performance to improve effectiveness and contribute to school improvement priorities.

This Job Description is not exhaustive and therefore other duties of an appropriate level and nature may be required, as directed by the Headteacher.

This role is envisaged to be as above, subject to negotiation with the post holder.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification

The Governors wish to appoint a candidate who has the qualifications, experience, knowledge and skills described in this specification. The successful candidate will be able to demonstrate that they meet all of the essential criteria listed below.

	ESSENTIAL	DESIRABLE
Qualifications:	• Completed a common core programme of induction for working with children • Working at or towards the national occupational standards (NOS) level 3 (core and mandatory as required, including STL 17, STL 57) in supporting teaching and learning and knowledge /skills equivalent to forthcoming Qualification and Credit Framework Certificate in cover supervision level 3. • First Aid qualified or working towards Certification • Appropriate IT skills to support learning • Good numeracy and literacy skills	
Experience:	• Experience of working with or caring for children of relevant age (11 - 16). • Ability to follow procedures and to work under pressure • Ability to promote a positive ethos and model positive attributes • Ability to work effectively within a team environment, understanding classroom roles and responsibilities	• Experience of working as a Teaching Assistant • Experience of assisting children to use resources for learning • Liaising with other professional colleagues
Skills, knowledge and qualities:	• Excellent organisational skills • Excellent interpersonal skills • Excellent communication skills	

Personal Qualities:	• Commitment to the highest standards of child protection • Desire to enhance and develop skills and knowledge through CPD • Ability to work as part of a team with a general understanding of classroom roles and responsibilities.	
Pastoral Skills:	• The ability to carry out the role of Cover Supervisor effectively • Willingness to be involved in the pastoral aspects of the school • Able to maintain a professional, yet caring and compassionate approach to dealing with students • Suitable to work with children. An Enhanced Disclosure with Children's Barred List check will be completed on the successful applicant.	
Extra-Curricular:	• Willingness to be involved in extra-curricular activities.	
General:	• A personal manner in keeping with the school ethos towards parents/carers, children, the community, and wider community • Ability and motivation to interact with students, staff, parents and carers • Energy, enthusiasm • Flexibility, energy, resilience and a sense of humour • Work autonomously in completing core job functions.	

The successful candidate will be an adaptable and flexible team member who is discreet, calm and efficient with a sense of humour.

All staff appointed to St Julie's are expected to be committed to supporting the school's aims and actively implement the school's policies.

Closing date for applications: **Friday 4th December at 9am**

Shortlisting will take place: **Monday 7th December 2026**

Interviews will be held: **Monday 14th December 2026**

Key Information

Status	**Voluntary Aided** **Trustees- Sisters of Notre Dame**
OFSTED	**St Julie's continues to be a good school May 2023 (Section 8)**
Section 48	**Good with outstanding for Catholic Life & Mission, Feb 2024**
Forms of Entry	**6**
No of pupils on roll	**1040**

- Safeguarding Policy
- Code of Staff Conduct
- Safer Recruitment Policy

Visit our website for more information www.stjulies.org.uk