



CARDINAL HEENAN
CATHOLIC HIGH SCHOOL

Recruitment Pack

Cover Supervisor

Full time, Permanent Role

Closing date: Monday 14 October at 9am

Our School

Thank you for your interest in working at our school. I hope that the information below will help to give you a good understanding of the school and our values and that you can see yourself contributing to our continued success.

Cardinal Heenan Catholic High School is a very successful 11-16 school in Leeds. We are heavily oversubscribed in applications each year reflecting on our very positive reputation in our wider community. Our students come from across Leeds, attracting a diverse range of socio-economic backgrounds – we are proud to be a truly comprehensive Catholic school. At Cardinal Heenan we have a strong focus on the personal development of all of our students and encourage in everyone a desire to achieve to their full potential in all areas of school life - spiritual, academic, creative, physical and emotional. Whilst valuing academic excellence through strong academic, vocational and extra-curricular programmes, it is equally important to us that students are able to develop into well-rounded, happy, capable, tolerant, compassionate people who recognise their self-worth and strive to be the best person that they can be.

The successful candidate will work with in strong team of talented and committed specialist practitioners with a wide variety of levels of experience who collaborate and support one another.

You will be joining a school that has a happy, friendly and committed staff, where each member of staff is supported and encouraged to develop professionally. We have excellent links with our local schools and work well together to support the education of the young people in Leeds. We have particular links with the Catholic High Schools in the Diocese of Leeds, other High Schools across the North of Leeds, Notre Dame Catholic Sixth Form, and the Universities in Leeds. We work closely with the Leeds Learning Partnership and are strategic partners with the Leeds Teaching School. Our school is a happy and enjoyable place to work. Colleagues at all levels are supportive and students are engaged and very well behaved.

I hope that this has given you a brief insight into our school community, but please visit our website for further details of what our school offers with links to our Ofsted report, Diocese of Leeds report and school prospectus. If, following your research, you have any questions about our school or would like to arrange a visit, please email recruitment@cardinalheenan.com.

Applications should be emailed to: recruitment@cardinalheenan.com

Thank you once again for taking the time to apply for this post and good luck.

Mr D Kelly
Headteacher

Cover Supervisor

Grade C1, Points 12 – 17

Salary £26,421 - £28,770, pro rata to weeks worked

37 hours per week Term Time only + additional days for training as required

Required as Soon as Possible

Our school is a happy school, where relationships are positive, respect is prevalent and expectations are high. We challenge all members of our school community to “be kind, try your best and follow the rules” – our students are our greatest asset and never fail to inspire and impress staff and visitors. Staff have high expectations of all students, whatever their starting point; students have the drive and ambition to meet these expectations. Our GCSE results in 2023 were once again amongst the highest in Leeds and we were ranked in the top fifty 11-16 schools in the country in the Sunday Times League Tables, testament to the way that our students and staff have worked together to create a positive, ambitious and caring learning environment.

Governors are seeking to appoint an enthusiastic, self-motivated and inspiring cover supervisor. We are looking for someone who is qualified to GCSE Grade C or above in English and Maths or NVQ Level 2 and ideally has experience of working with children in a classroom setting.

You will supervise students completing work that has been set by absent teachers. Other duties will be required under the direction of the Cover Manager. Duties may include examination invigilation and the provision of administrative and clerical support. This post is ideal for candidates who are considering a career in teaching or in the wider education sector or indeed anyone who has a real interest and passion for supporting young people in their learning.

If you can offer vision, drive and a commitment to supporting and developing young people within our Catholic school then we want to hear from you. We are particularly interested in candidates who share our commitment to improving the life chances of young people regardless of background.

Further details and Catholic Education Service application forms are also available from the school website (www.cardinalheenan.com).

Please note that covering letters are not required and will not be used as part of the shortlisting or selection process. There is a section of the application form where candidates may offer further information to support their application. This can take the form of a letter of no more than two sides of A4.

Closing date: Monday 14 October 2024 at 9:00am

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

Our school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) disclosure will be sought, along with other relevant pre-employment checks, for the successful applicant.

We promote diversity and want a workforce which reflects the population of Leeds.

Job Description

Postholder	Cover Supervisor
Salary/Scale of Post	Grade C1, Points 12 – 17, Salary £26,421 - £28,770, pro rata to weeks worked 37 hours per week Term Time only plus additional days for training as required
Line Manager	Assistant Headteacher
Purpose of Post	<p>To supervise whole classes during the short-term absence of teachers. The primary focus will be to ensure that students can access appropriate work (set by their teacher) and are able to complete given tasks. Classroom management will include ensuring a calm and focused environment in the classroom, allowing all students to work effectively in a safe and structured environment. Although we do not expect a particular subject specialism, a willingness to support student's in their work and help students that are struggling is essential.</p> <p>Duties will also include:</p> <ul style="list-style-type: none"> • Supervision of pupils at the beginning and end of the school day, break and lunchtimes and at other times as directed. • Supervision of school detentions. <p>To undertake other duties to meet the needs and demands of the school as directed by line manager.</p>
Responsibility	<ul style="list-style-type: none"> • To use specialist (curricular/learning) skills/training/experience to support students' learning. • To provide cover supervision for the short-term absence of teachers. • To establish productive working relationships with students, acting as a role model and setting high expectations. • To promote the inclusion and acceptance of all students within the classroom. • To support pupils consistently whilst recognising and responding to their individual needs. • To encourage pupils to interact and work co-operatively with others and engage all students in activities. • To promote independence and employ strategies to recognise and reward achievement. • To monitor and evaluate student responses to learning activities. • To provide objective and accurate feedback and reports as required to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence.

Responsibility	<ul style="list-style-type: none">• To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.• To undertake where required, marking of students' work that has predetermined answers and involves no element of professional judgement or assessment. Accurately recording of achievement/progress.• To promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.• To administer and assess routine tests which have predetermined answers and involve no element of professional judgement or assessment. Invigilate exams/tests.• To provide general clerical administrative support as required.• To support the use of ICT in learning activities and develop pupils' competence and independence in its use.• To be aware of and support differences and ensure all students have equal access to opportunities to learn and develop.• To contribute to the overall ethos/work/ aims of the school.• To establish constructive relationships and communicate with other agencies/ professionals in liaison with the teacher, to support achievement and progress of students.• To attend and participate in regular meetings, training and other learning activities as required.• To supervise student's on visits, trips and out of school hours learning activities as required which fall within the remit and hours of the post.• To ensure promotion and support of Equal Opportunities and Health & Safety.• Ensure high standards of professional appearance in line with the school's dress code.• To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.• Have a commitment to safeguarding and promoting the well-being of all students in line with school policy and national guidelines.• Undertake any responsibilities commensurate with the scale and responsibility of the post as directed by the Line Manager/Headteacher.
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Person Specification

Selection Criteria	Essential (E) Desirable (D)		Method of Assessment
	E	D	Application – A Interview – I References - R
Qualifications/Knowledge			
Commitment to delivering high quality support and service to our school	E		A, I, R
Understanding of the central role of a cover supervisor within a school setting	E		A, I
Experience of working with young people		D	A, I
High level ability to use ICT to enrich support learning	E		A, R
Interest in collaborative working	E		I
Interest in developing creative approaches to learning	E		I
Commitment to continuous professional development	E		A
Commitment to inclusion and equality	E		A
Commitment to Safeguarding children	E		A, I, R
Ability to make an effective contribution to the Catholic ethos of the school	E		A, I
Training and Qualifications			
Evidence of relevant continuing and active CPD		D	A
GCSE English and Maths at Grade 4 or above (Grade C)	E		A, I
Commitment to your own CPD needs and development	E		A, I



Person Specification

Selection Criteria	Essential (E) Desirable (D)		Method of Assessment
	E	D	Application – A Interview – I References - R
Personal Skills and Attributes			
Outstanding communicator	E		A, I, R
Enthusiasm	E		I, R
Calm, consistent and predictable	E		I
Ability to work with young people in a leadership role	E		I
Commitment to raising standards	E		A, I
Ability to work as part of a team	E		A, R
Effective time management and organisational skills	E		A, R
Excellent inter-personal skills	E		I, R
Supportive of the values and vision of the school	E		A, I, R
Potential to think creatively	E		A, I
Access, analyse and interpret information	E		A, I
Accept support from others including colleagues from within the school		D	I
Prioritise, plan and organise themselves	E		A, R
Commitment to contributing to the wider aspects of school life including-extra-curricular activities	E		A, I
Strengthening the Community			
Build and maintain effective relationships with staff, students, parents, carers, partners and the community, that enhance the education of all students	E		A, I, R

Safer Recruitment

Cardinal Heenan is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

Application Form

If you wish to apply for the vacancy, please complete our Catholic Education Service application form which is on the school website (www.cardinalheenan.com).

References

Please include the contact details of 2 referees on your application form.

In accordance with Keeping Children Safe in Education we will obtain and scrutinise references on all short-listed candidates, where possible prior to interview.

If currently employed, one reference must be from your current manager and the other from the establishment before that. The reference for school based staff must be the Headteacher.

Referees will be asked for information about:

- all disciplinary offences (including those where the penalty is “time expired” if related to children) and
- all child protection allegations including the outcome of any child protection investigations.

Disclosure and Barring Service (DBS) Check

Before any offer of employment can be confirmed a satisfactory enhanced DBS check must be completed.

Under the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013 and 2020), all roles at our school are classed as regulated activity and as such an enhanced DBS check will be carried out.

We will also conduct checks against the DfE Barred List and conduct a check to see if a Prohibition Order issued by the Secretary of State for Education or GTCE sanction exists for roles in the teaching profession.

Online Checks

Online checks will be carried out for all shortlisted candidates to determine if there is any information in the public domain that may impact on their suitability to work in a professional role with children.

The online check will be conducted for shortlisted candidates before interview, where possible, so that any issues or concerns can be explored further with the candidate at interview.

The online check will only consider material that is relevant to their role working with children, their professional reputation or the reputation of the school.

Right to Work in the UK

All applicants will be asked for verification of their identity and proof that they are entitled to live and work in the United Kingdom. Original documentation will be required.

Our Commitment to Wellbeing

The term “wellbeing” can be used to describe our holistic health, including our physical, mental and emotional health. When we have good levels of wellbeing we feel that life is in balance and that we can generally cope well. We feel motivated and engaged and that we can “bounce back” from life’s challenges.

(Supporting staff wellbeing in schools, Anna Freud Foundation, 2023)

At Cardinal Heenan Catholic High School our Catholic identity drives our mission to look after our staff body and we understand that happy, healthy staff add so much to the communities that they so proudly serve. Staff are proud to work at this school. We are also acutely aware of the challenges existing across the profession, and we see it as our duty to support our colleagues. We have a strong commitment to wellbeing.

Our wellbeing initiatives include:

Catholic Life

- A strong Chaplaincy tradition so that all staff can feel part of the Catholic Community.
- Voluntary staff prayer every Friday morning.
- Fortnightly voluntary Masses held in school for both staff and students.
- Staff have access to Catholic Care support services.

Staff Professional Development

- A clearly planned and structured internal CPD provision that develops teaching and support staff.
- Bespoke support for individual career progression.
- All new initiatives are workload assessed.
- Fully supportive of external CPD opportunities for all staff.
- A staff wellbeing library where staff can borrow books and resources to support their wellbeing.

Workload

- Teaching ratio of 83% to support staff development.
- Careful consideration given to staff timetables.

Communication

- A visible and approachable SLT who all hold wellbeing as a key value for the whole school community.
- Clear communication with staff in the form of a weekly staff briefing and bulletin.
- Wellbeing drop in’s so that staff can share views.
- Supervision support for support staff.
- A staffroom committee which meets with the headteacher regularly.
- Regular staff surveys.
- Staff suggestion box.
- Solution Circles for staff to share their concerns and support other staff.
- Staff have access to Leeds City Council Employee Assistance Service.

Community

- A welcoming, supportive and active staffroom.
- Staff activities including weekly HIIT, staff football, cake Friday.
- Fair and open opportunities for all to attend trips and events.
- Whole school staff recognition in the form of weekly “staff star”.
- Staff gratitude slips.

Inspiring excellence by encouraging every individual to be the person God calls them to be.

Our Mission Statement

John Carmel Heenan (1905-1975) was Bishop of Leeds, Archbishop of Liverpool and Cardinal Archbishop of Westminster. This school is a living tribute to a very faithful servant of God. We are proud to bear his name.

We wear the word Veritas (Truth) on our school blazers in memory of St Thomas Aquinas. He lived a life of prayer and study which led him to the Dominican Order, whose motto is “Veritas” or “Truth”. He sought truth wherever it could be found and burned with the desire to know the one truth, God, which gives meaning to all truths.

The Catholic Christian community at Cardinal Heenan endeavours to help students to know and build a relationship with Jesus Christ and to live the Catholic faith through prayer, sacraments and service. We are committed to making learning challenging and enjoyable for all so that we will secure the best outcomes and remain lifelong learners who are committed to seeking truth.

We strive to help all to learn and grow, treating one another with respect and generosity, whilst supporting parents as the first and most important educators of our children. Our aim is to inspire excellence by encouraging every individual to be the person that God calls us to be, in preparation for this life and the life to come.



Cardinal Heenan Catholic High School

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www.cardinalheenan.com