



**ST PATRICK'S**  
— Roman Catholic High School —



**THE ST PATRICK'S CENTRE**  
— of Educational Excellence —

*Amazing things happen here*

## Job Application pack

# Cover Supervisor – Part Time



*Helping every child to be the very best version of themselves*

Headteacher: Mrs A Byrne



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56 NEW LANE, ECCLES, MANCHESTER M30 7JJ T-0161 921 2300 E1: [enquiries@stpatricksrhigh.co.uk](mailto:enquiries@stpatricksrhigh.co.uk)  
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## WELCOME

FROM THE HEADTEACHER

Thank you for taking the time to consider applying for the post of Cover Supervisor.

At St Patrick's it is our mission to ensure that children experience a truly great Catholic education that enables them to flourish academically and shine personally, preparing them for a happy and successful adult life. We are committed to helping every child become the very best version of themselves.

Our school motto is, 'amazing things happen here' and you only have to spend five minutes in our school to realise that this is absolutely true. We have a strong and dedicated team of professionals who challenge and support students to achieve amazing things and they work hard to create an environment, built on mutual respect, whereby students rise to the challenges set for them. Our strength comes from our drive for excellence in all that we do and our consistent and persistent approach.

We are committed to providing an inclusive workplace where staff feel valued and trusted and where collaborative working is at the heart of everything we do. We also recognise the importance of supporting our staff to continuously develop in order for them to achieve their own professional career goals.

If you meet the role criteria and are an excellent practitioner and believe that a great education can transform a child's life and future, we would love to hear from you!

Mrs Alison Byrne  
Headteacher



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## Why St Patrick's?

Our core people values are at the heart of every decision that we make as an employer. Our aims are:

- To fulfil our Catholic mission, to ensure our children and staff **live life to the full**
- To **attract, recruit, develop and retain** high performing staff, to ensure that we allow pupils to become the best version of themselves.
- To provide a workplace where staff feel **valued and trusted**.
- To develop and support the growth of **leadership and management**.
- To promote a culture focused on **diversity, inclusivity and wellbeing** by creating a healthy work environment to enable staff to perform at their best.
- To provide **strong and consistent HR services** for all staff, across all school areas.
- To serve the wider education system and **provide opportunities** for our staff to lead across other schools

### Our Benefits

We have a range of employee benefits available to all our staff. We are always looking at ways in which we can improve our offering to ensure the benefits are valued by our staff.

#### CPD

We have a strong focus on CDP for our employees, ensuring that learning and development opportunities are offered throughout the academic year. This includes exciting career opportunities to work across other schools.

#### Pension

An employee earning more than £10,000 and who is more than 22 years of age will automatically be enrolled into one of our workplace pension schemes with excellent employer contributions.

#### Family Leave

Enhanced family leave is available to support our staff with family commitments and emergencies.

#### Flexible working

Where possible, we support staff with the ability to work flexibly and recognise the need to work/life balance.

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#### Subsidised Gym Membership

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Via our payroll provider, Salford City Council, we are able to offer discount on Salford Council run leisure facilities.

#### Wellbeing strategy

We are focused on bringing staff wellbeing to the forefront of our people agenda. With an annual wellbeing calendar place, we run events throughout the year to celebrate staff and our school.

We also have an independent Employee Assistance Programme and Occupational health provider in place to support staff with any wellbeing needs.

We are always looking for ways to improve our offering and staff feedback is at the heart of this.

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**Job Title:** Cover Supervisor

**Contract Details:** FTC until **31<sup>st</sup> August 2026**/ 18 hours per week, 3 days, Part time only

**Grade:** 2C point 14-18

**Start date:** ASAP

## Job Summary

The Governors of St Patrick's RC High School are seeking a Cover Supervisor to join our wonderful school.

### Main purpose

We are seeking to appoint a Cover Supervisor to cover teaching and learning across the school to improve consistency when teachers are on PPA, in school meetings or absent. You will be responsible for delivering teaching and learning during their absence. You will be skilled at engaging and motivating pupils aged 11-16.

Your work will be challenging and rewarding in equal measure and you will be working in a school where we maintain a strong safeguarding culture, where pupils are listened to, respected and involved in as many decisions as possible.

### Some duties include:

- To take responsibility for groups or classes of students in the short-term absence of their usual teacher. In this context, the Cover Supervisor will be responsible for:
- supervising work that has been set in accordance with school policy;
- liaising with teaching staff with regard to work set for a class;

- managing the behaviour of students to ensure a constructive environment whilst undertaking work;

Application packs can be downloaded from Greater Jobs. Please apply via this website.

Closing Date: 19<sup>th</sup> January 2026

Interview: 22<sup>nd</sup> January 2026

Further information can be found at [www.stpatricksrchigh.co.uk](http://www.stpatricksrchigh.co.uk).

This 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 will be required to complete an enhanced DBS check.

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## Job Description

The job description below gives an insight into the responsibilities of the **Cover Supervisor** and while this is not an exhaustive list, it should allow candidates to have an understanding of what this role entails, and for what the successful candidate will be held accountable for. The person specification provides an indication of the skills and experience that we are seeking.

St Patrick's is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

### Duties and responsibilities

- To take responsibility for groups or classes of students in the short-term absence of their usual teacher. In this context, the Cover Supervisor will be responsible for:
- supervising work that has been set in accordance with school policy;
- liaising with teaching staff with regard to work set for a class;
- managing the behaviour of students to ensure a constructive environment whilst undertaking work;
- responding to any questions from students about process and procedure;
- dealing with any immediate problems or emergencies in accordance with the school's policies and procedures;
- collecting any completed work and resources after the lesson and returning them to the appropriate teacher or subject leader;

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- reporting back, as appropriate, using the school's agreed referral procedures, on the behaviour of students during the class, and any other issues arising;
- Student registration of a class.
- In a controlled environment, to supervise students who have been isolated from their peers as a behaviour sanction.
- To take part in whole school INSET activities to enhance job effectiveness.
- To accompany students on trips, visits and other educational activities.
- To undertake a 'duty' as part of the school's duty system (including break and lunch).
- Support the work of classroom teachers when not deployed directly covering a class.
- Support and contribute to the development of an "activity bank" of resources.
- Support and contribute to the creation and maintenance of classroom displays.
- Invigilate internal and/or external examinations.
- To support general school administration when demand for cover is low.
- To deliver subject based 1:1 or small group intervention when not deployed directly covering a class.

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### Other areas of responsibility

Promote the catholic ethos of the school.

The cover supervisor will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

The post holder will be expected to undertake other tasks/duties as directed by the Headteacher that are commensurate with the responsibilities of a Cover Supervisor.

This is a supervisory post rather than a teaching post and is open to applicants without a teaching qualification.

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## Person specification

QUALIFICATIONS	
Essential	Desirable
1. Level 2 Qualification (or equivalent) in Numeracy and Literacy	1. ITQ Level 2 qualification or equivalent 2. First Aid qualification 3. Level 3 qualification
EXPERIENCE	
2. Experience of working with children with SEMH difficulties, young people, parents and families, preferably within an educational context 3. Experience of liaising and building relations with internal and external partners in a school environment	4. Significant experience of a similar role in a secondary school 5. Experience of using a school management information system
KNOWLEDGE/SKILLS (ABILITY TO)	
4. Ability to remain calm under pressure 5. Ability to use solution focused approach 6. Excellent listening skills 7. Excellent organisational skills 8. Ability to demonstrate a good level of oral and written communication skills, with strong attention to detail 9. Understanding of the barriers to achievement and wellbeing	

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10. Knowledge of Equality and Diversity and an understanding of issues faced by vulnerable children and young people.
11. Willingness to learn and develop new skills

#### **PERSONAL/OTHER RELEVANT ATTRIBUTES**

##### **Essential**

12. Commitment to the provision and improvement of quality service provision
13. Demonstrate vigour and persistence to achieve goals and targets
14. Ability to work under pressure and meet deadlines
15. Set consistently high expectations of self and others
16. Self-motivated
17. Ability to build on the experience, advice and contributions of others
18. Ability to be flexible and adaptable if required
19. A commitment to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges and developing new skills.

##### **Desirable**

6. Driver's Licence and or access to a vehicle for work purposes

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|--|--|
| 20. Resilient and determined to achieve goals and targets set by Senior Leadership |  |
| 21. Commitment to the highest standards of safeguarding and child protection       |  |

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