



**St Cuthbert's  
Catholic High School**

*Live life in all its fullness*

# Cover Manager

## Application Pack

April 2025

**MORE THAN  
A SCHOOL**





April 2025

## Dear Applicant

A warm welcome to St. Cuthbert's. It is a privilege to introduce myself as Headteacher of St. Cuthbert's Catholic High School. Let me start by thanking you for your interest in St Cuthbert's Catholic High School. My colleagues on the Governing Body and I are delighted you are considering making an application for the post of Cover Manager **to commence in September 2025.**

We are a Catholic 11-16 High School in the heart of the community and wonderful things happen at our school every day. Our school has a rich, exciting, broad and balanced curriculum which is expertly sequenced to get the very best from our students. Our teaching and learning is high quality and research-led, and our Pastoral support ensures that all of our children are happy, safe and cared for.

At St. Cuthbert's we challenge our whole school family to live out our core values (which are based on the Gospel Values), every day. We teach our students to have the courage to stand up for what is right, the commitment to know more and be more, the compassion to respect and understand others, and the challenge to work together as one community.

We are proud that our school is well known for its care and recognition of each individual child, its warmth of relationships and its academic excellence irrespective of ability. We are determined to develop the whole child at St. Cuthbert's through our strong Personal Development offer, along with a vibrant extra-curricular and educational visits programme.

Our Vision is clear and our Mission is lived out daily. We are a school where everyone is valued, where everyone matters and where everyone is encouraged to 'live life in all its fulness' (John 10:10). St. Cuthbert's is truly more than a school.

In July 2022, Ofsted Inspectors returned and confirmed that St Cuthbert's **continues to be a good school.** *"Pupils told inspectors that the best thing about the school is the education that they receive. They value the purposeful learning environment. Pupils focus on their work in class and co-operate well with one another. Leaders and staff have high expectations for pupils' behaviour and academic success. Pupils have pride in their work".*

*"Leaders have put together a coherent and well-ordered curriculum across all subjects. The curriculum identifies what pupils will learn and when this content will be taught. Leaders have ensured that the curriculum is broad and balanced from Year 7 to Year 11. The curriculum is ambitious. Leaders have successfully increased the proportion of key stage 4 pupils who study subjects included in the English Baccalaureate".*

I warmly encourage candidates to call me should they wish to discuss the position further, whilst visits to the school can also be arranged. Please telephone my PA, Mrs Geden on 01744 678123, in the first instance to arrange this. On behalf of the Governing Body I look forward to hearing from you and in receiving your completed application form.

Yours sincerely

Mr Stuart Holland  
**Headteacher**





# Our Motto

## *Live life in all its fullness*

John 10:10

## Our Mission

St Cuthbert's is a Catholic High School, in which students, staff, governors and friends will work together as a Christian family to live the message of the Good News of Jesus Christ to love God and our neighbour **(Mark 12:29-31)** by:

learning to know and accept the love of God by the way we treat each other and work together **(Matthew 7:12)**

providing the best education for all students and helping them to *live life in all its fullness* **(John 10:10)**

protect and take pride in all aspects of our environment so that we become stewards of God's creation **(Psalm 8)**

respecting and embracing all cultures and recognising that as individuals we are unique **(Genesis 1:26)**

accepting the support of those in our community who work for the good of the school **(Luke 10:25-37)**

developing the gifts, talents and aspirations of all students and staff **(Matthew 25:14-30)**

reaching out to those who need our help in our world **(Mark 1:39-42)**



St Cuthbert's  
Catholic High School  
*Live life in all its fullness*



## Our Values

Courage  
Commitment  
Compassion  
Community

## Our Vision

A vibrant community uniquely created by God, which embraces everyone, especially those in need and celebrates difference. Enabled by a staff dedicated to our Catholic ethos and a culture of excellence, our young people will be inspired to know more, and be more.



**St Cuthbert's  
Catholic High School**  
*Live life in all its fullness*



# Job Description

<b>Job Title:</b>	Cover Manager
<b>Responsible for</b>	Students, Resources
<b>Salary Scale :</b>	SCP NJC 12-17
<b>Hours</b>	37 hours per week, term time plus two weeks (40 weeks)
<b>Contract:</b>	Permanent
<b>Responsible to:</b>	Assistant Headteacher – Achievement, Data and Assessment
<b>Responsible for:</b>	Cover Supervisor/supply agency staff

## Purpose of the Post

1. To organise the planning, co-ordinate and allocate daily cover arrangements for planned and unplanned staff absences throughout the school.
2. Coordinate the daily work for cover supervisors and supply agency staff to ensure instructions for the lessons and seating plans are provided.
3. To supervise whole classes in the classroom during the short-term absence of teachers with agreed lesson plans in place.
4. To work with and supervise individuals and groups of students under the direction/instruction of teaching and senior staff, inclusive of specific individual learning needs, enabling access to learning for all pupils.
5. To line manage the Cover Supervisor team
6. The primary focus of the role will be to implement staff cover and maintain good order and to keep students on task in the classroom ensuring they progress through the planned curriculum.

## Specific Duties and Responsibilities

### Support of Staff Cover

- Planning, co-ordination and arranging daily cover for all absent staff to ensure necessary cover arrangements are in place.
- Responsible for dealing with daily phone calls from staff notifying sickness absence
- Liaison with relevant Curriculum Leaders/SLT to arrange short term cover
- Liaison with supply agencies to arrange bookings and achieve best value
- Produce daily cover list to SLT
- Meet and induct all supply staff, process timesheets and agency invoices
- Record costings of long- and short-term supply staff
- Maintain school diary by updating staff absences and maintain supply diary
- Responsible for updating all staff absences and room changes on SIMS Cover
- Prepare registration cover list of available staff
- Support with cover of lunchtime and break time duties.
- Support recruitment of Cover Supervisors, building and supporting Cover Supervisor team •  
Provide training and support in relation to Cover supervision
- Update staff absence procedures and cover section of staff induction pack annually and circulate to all staff
- Compilation and management of daily cover supply packs making sure they are compliant with school policies and GDPR
- Production of statistical reports, analysis and termly costings in relation to staff cover and absence data as required by SLT to achieve best value and benchmarking
- Responsible for reviewing effectiveness of Cover management systems to improve safeguarding and increase efficiency

- Monitoring daily cover to ensure effectiveness in the classroom in relation to behaviour management and delivery of set lessons to promote a safe and calm learning environment
- Ensuring all cover staff are compliant with school policies and procedures
- Responsible for all admin processes related to cover supply and staff absence
- To provide admin support in the school office as required

### **Support for teachers**

- To provide classroom supervision and learning in the absence of a teacher
- Communicate the work set by the teacher to the students in the classroom
- Communicate feedback from the covered lesson to the teacher
- Oversee the distribution and collection of books and other equipment as directed by the teacher
- Work under the direction of the lead teacher/organiser when accompanying staff on school visits
- Provide clerical/administration support when required
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- 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
- Use the school systems (such as CPOMS and Synergy) for recording of behaviour, attendance and safeguarding information
- Assist in the planning, implementation, assessing, recording and reporting in relation to behaviour management plans
- Carry out and record detentions for staff on appropriate systems who are on short term absence

### **Support for students**

- Act as a role model and set high expectations of conduct and behaviour
- Promote the inclusion and acceptance of all students within the classroom, responding appropriately to individual pupil needs
- Keep students on task and respond to general queries, ensuring adherence to the school's behaviour policy
- Provide consistent support to all pupils,
- Encourage students to interact with others and engage in activities led by the teacher
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure
- Provide feedback to students in relation to progress and achievement under the guidance and direction of the teacher
- Use specialist (curriculum/learning) skills/training/experience to support students

### **Support for the curriculum**

- Support the delivery of agreed learning activities/learning programmes, adjusting activities according to student learning styles and individual needs
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Assist students to access learning activities through specialist support e.g. curriculum/SEN Specialism
- Follow the planned curriculum

### **Support for the school**

- Be aware of and comply with school policies and procedures relating to child protection, student behaviour and discipline, health and safety and security, confidentiality and GDPR data protection regulations. Report all concerns to the appropriate person (as named in the policy concerned)
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

- Attend and participate in regular meetings as appropriate
- Participate in training and other learning activities as required
- Establish own best practice and use to support others
- Assist in the supervision, training and development of cover supervision staff
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- Assist in the planning, delivery and evaluation of training, advice, guidance and support to colleagues in other schools
- Prepare registration cover list of available staff
- Support with cover of lunchtime and break time duties

#### **Other**

- High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.
- To be responsible for improving your own practice through observation, evaluation and discussion.
- The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
- To comply with the School's Health and Safety Policy and associated safe working procedures and guidelines.
- To comply with the School's Equality Policy and to ensure that it is implemented within the service area of the post.
- To comply with the School's Data Protection Policy and Code of Practice within the service area of the post.
- 

#### **General Duties**

- Establish good working relationships with students, acting as a role model and setting high expectations in line with the school values
- Provide consistent support to all students, responding appropriately to individual student needs
- Promote inclusion and acceptance of all students
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents and encouraging students to take responsibility for their own behaviour in line with established school policy
- Encourage students to interact with others and engage in activities
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedures
- Accompany students on school visits, taking responsibility for small groups
- Accompany teaching staff and students on visits, trips and out of school activities as required
- Assist with the display of students' work
- Be aware of and comply with school policies and procedures relating to child protection, pupil behaviour and discipline, health and safety and security, confidentiality and data protection
- Report all concerns to the appropriate person (as named in the policy concerned)
- Be aware of and support different and ensure all students have equal access to opportunities to learn and develop
- Contribute to the school ethos, aims and development/improvement plan
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- Attend and participate in regular meetings as appropriate
- Participate in training and other learning activities as required
- Establish and improve own practice through observation, evaluation and discussion and use to support others
- Assist in the supervision, training and development of classroom support staff
- Assist with the planning of opportunities for students to learn in out-of-school contexts, according to school policies and procedures within working hours
- Assist in the planning, delivery and evaluation of training, advice, guidance and support to colleagues in other schools

- Assist in the organisation, monitoring and delivery of training to students and other adults on placement

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.**

The details contained within this job description reflect the contents of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

**Postholder's  
Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Headteacher's  
Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_



# Person Specification

## POSITION: Cover Manager

	Attributes	Essential / Desirable	Stage Identified
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>NVQ III or equivalent relevant qualification</li> <li>Willingness to participate in relevant training and development opportunities</li> </ul>	D E	A A/I
<b>Experience and Skills</b>	<ul style="list-style-type: none"> <li>Experience of working with children</li> <li>Ability to work effectively within a team environment, understanding classroom roles and responsibilities</li> <li>Ability to build effective working relationships with students and colleagues</li> <li>Ability to promote a positive ethos and model positive attributes</li> <li>Ability to adapt own approach in accordance with student needs</li> <li>Good numeracy and literacy skills</li> <li>Good ICT Skills</li> <li>Experience of resources preparation to support learning programmes</li> </ul>	E E E E E E E D	A/R A/I A/I A/I A/I A/I A/I A
<b>Professional Knowledge</b>	<b>Good knowledge and understanding of:</b> <ul style="list-style-type: none"> <li>the principles of child development, learning styles and independent living</li> <li>the national curriculum and other learning programmes</li> <li>how to use student data to monitor and improve performance</li> <li>Effective use of ICT to support learning</li> </ul>	E D D E	A/I A/I A/I A/I
<b>Professional Values and Practice</b>	<b>Candidates should be able to:</b> <ul style="list-style-type: none"> <li>Inspire, develop and motivate students through high expectations of behaviour and application to learning</li> <li>Use clear and effective communication with colleagues, outside agencies, parents and students</li> <li>Demonstrate a genuine respect for all students</li> <li>Manage young people effectively</li> <li>Show a commitment to work flexibly beyond the normal working hours if required</li> </ul>	E  E E E E	A/I  A/I I A/I A
<b>Other</b>	<ul style="list-style-type: none"> <li>Supportive of the Catholic ethos of our school</li> <li>Able to fulfil all spoken aspects of the role with confidence through the medium of English</li> </ul>	E E	A/I I

## Advisory Note to Applicants

### Information for Applicants

Please download, complete and return the CES application form, recruitment monitoring form, disclosure form and consent to obtain references form by the closing date specified.

Please ensure that you fully complete all the relevant sections. Please ensure that you provide an up-to-date email address as we often contact candidates electronically rather than by post.

You should make reference to the person specification and job description stating your particular strengths and how your experience to date has prepared you for this particular role.

Please note that CVs will not be accepted.

### Safeguarding – Disclosure and Barring Service Check

St Cuthbert's Catholic High 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 position advertised is subject to an Enhanced Disclosure and Barring Service Check, medical clearance, satisfactory references, qualification checks and eligibility to work checks under the Asylum and Immigration Act.

### At Interview

If you are invited for interview, references will be taken up prior to your interview.

Applicants are also requested to bring to interview the original documentation of their qualifications. Applicants who have not received an invitation to interview within two weeks of the specified closing date should assume they have not been shortlisted (unless otherwise stated in the advertisement).

### Application Closing Date:

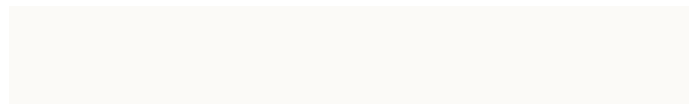
The closing date for applications is **Wednesday, 23<sup>rd</sup> April 2025 at 9:00am.**

Interviews will be held on:  
**TBC.**

Completed application forms should be returned by email to [recruitment@stcuthberts.com](mailto:recruitment@stcuthberts.com)

The Headteacher  
St Cuthbert's Catholic High School  
Berrys Lane  
Sutton  
St Helens  
WA9 3HE

*Thank you for considering St Cuthbert's Catholic High School and we look forward to receiving your application.*





## **St Cuthbert's Catholic High School**

*Live life in all its fullness*

**For more information, please contact  
the Headteacher, Mr Stuart Holland  
on 01744 678123**

St Cuthbert's Catholic High School  
Berry Lane  
Sutton  
St Helens  
Merseyside  
WA9 3HE

**Tel:** 01744 678123 **Email:** [recruitment@stcuthberts.com](mailto:recruitment@stcuthberts.com)  
[www.stcuthberts.com](http://www.stcuthberts.com)



stcuthbertschs



@stcuthbertschs



St Cuthbert's Catholic High School

# **MORE THAN A SCHOOL**

