



# ST. CATHERINE'S COLLEGE

A CHURCH OF ENGLAND ACADEMY



Cover Supervisor

Single Status Grade 5 - £25,183pa pro rata



## Thank you for your interest in joining our team at St Catherine's College.

We are delighted to have the opportunity to share the information for this role with you. We invite you to take a moment to explore our website at [www.stcatherines.college](http://www.stcatherines.college), to find out more about us. We hope you find these resources helpful, as you consider this exciting opportunity.

St Catherine's College is situated on the sunshine coast, beautifully set between miles of unspoilt coastline, part of the South Downs National Park, Beachy Head and 1066 country. Eastbourne is a wonderful place to live and work.

As a Church of England Academy and part of the Diocese of Chichester Academy Trust, we are unique in East Sussex. We are committed to putting our students at the heart of everything we do. We believe that by emphasising high standards and firm boundaries, all underpinned by our Christian vision and values, we create a safe and nurturing environment where students can thrive.

St Catherine's College prides itself on forging strong relationships with families, students and staff alike. We are always hugely oversubscribed as a result of the high standards and values we promote.



At St Catherine's College, we take great pride in our talented and highly motivated staff and students. Our team works tirelessly to provide the best possible learning experience, and we value the unique contributions of every member of our community.



We provide a welcoming and supportive environment for staff where we actively promote opportunities for personalised CPD. All our staff are precious to us; their health and wellbeing is of paramount importance and therefore we offer a highly subsidised membership to Benenden Private Medical Healthcare.

Our vision is to prepare our students to excel locally, nationally, and globally, to become independent learners and responsible citizens, and to embrace the challenges of an ever-changing world. We believe that education is not only about academic excellence, but also about nurturing the values, attitudes, and behaviours that enable individuals to learn to live together in a supportive, accepting, and compassionate manner.



We strive to empower every student, regardless of their background, to become an active participant in shaping their community and society. By focusing on life skills such as communication, collaboration, and self-motivation, we equip our students with the tools they need to become confident, aspirational, and resilient individuals.

We are delighted that you are considering applying for this post. We look forward to working together to enable our students to excel and flourish in their secondary education and beyond. As Jesus said, **'I have come that you may have life, and have it to the full' (John 10 v10b)**. We believe that by working together, we can help our students achieve their fullest potential.



Staff "set very high standards for students' behaviour. Students respect these expectations. As a result, behaviour is good in this school and classrooms are calm and purposeful." *Ofsted*

"There is powerful team camaraderie present in this school. Staff work very well together to help students fulfil their potential." *Ofsted*

## **Cover Supervisor**

**Salary: Local Government Single Status Grade 5**

**£25,183.00 pa pro rata**

**Hours: 18 hours per week                      Permanent post**

**To be worked Wednesday, Thursday and Friday school term time only**

**8.30am – 3.05pm with a 35-minute unpaid lunch break**

Are you interested in developing your teaching skills in the classroom?

Would you enjoy working in a busy and challenging secondary school environment?

Are you thinking about pursuing a career in teaching?

Did you know that classroom experience is often a prerequisite for a route into teaching?

Are you already a newly qualified teacher who would consider this role while waiting for the right post ?

Have you previously worked in education and would like to return to the classroom?

Would you like to be part of a fantastic staff team?

If the answer to any of these questions is yes than this is the job for you!

**Actual salary: £10,584.00**

### **We offer you:**

Local Government Pension Scheme

Free private health care through Benenden

Free flu vaccine

Free parking

A fabulous staff room with complimentary tea and coffee

CPD starts immediately upon employment

This is a term time only post, so you will not be required to work during the school holidays.

Our café serves food at breakfast, break and lunch time.

St Catherine's College is part of DCAT (Diocese of Chichester Academy Trust)

# Job description

**POST:** Cover Supervisor  
**GRADE:** Single Status Grade 5 Spinal Column 12 - 13  
£25,183 - £25,583 pa pro rata

**RESPONSIBLE TO:** Head of Personnel  
18 hours per week, term time only, permanent post

## Main Purpose of the Job

To work as a **Cover Supervisor** undertaking whole class supervision in the absence of the class teacher. During times of low cover to work in other areas of the school as required. We intend this post to add capacity to our existing cover team reducing the necessity for teacher cover and to support other areas of the school.

## Main Functions

- To undertake whole class supervision and delivery of the lesson in the absence of the class teacher, setting work previously prepared by the teacher, across key stage 3 and 4 in all curriculum subjects
- To support pupils to complete the work set to the best of their ability, engaging in the lesson materials with enthusiasm
- To take an Arbor register at the start of each lesson
- To confidently use classroom technology to assist in delivering the lesson
- To develop curricular knowledge as required by the college
- To consistently apply the college's behaviour management policy and report any difficulties to the class teacher, Head of Department or Head of Personnel
- To set homework previously prepared by the teacher
- To take tutor groups in the absence of the tutor including participation in worship and delivery of PSHE lessons
- To be available on occasions to be involved in college trips and other activities
- To cover staff duties
- To respond to urgent requests for cover during the college day
- To support examination invigilation during periods of low cover
- To provide consistent and effective support in line with the requirements and responsibilities of your role
- To take part in training activities to further your knowledge and skills
- To abide by and work towards all the policies within the school e.g. Behaviour Management, Equal Opportunities
- To be a First Aider
- To undertake such other reasonable duties as may be required within the College

*This job description sets out the duties of the post at the time it was drawn up. The post holder may be required, from time to time, to undertake other duties within the college as may be reasonably expected, without changing the general character of the duties or the level or responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.*

# Person specification

## **Qualifications and training**

GCSE Maths and English

Good standard of ICT

An existing First Aid qualification or be prepared to do the training

## **Experience**

Work in a school / college environment or with young people

Experience of supporting children in a school or classroom environment

Experience of teaching, lecturing or training others desirable but not essential

## **Skills and knowledge**

Ability to provide classroom cover within agreed parameters in the absence of the teacher

Must be confident to lead whole classes and enjoy delivering lessons in a wide variety of subjects

Consistently and effectively implement college behaviour management strategies

Use language and other communication skills that pupils can understand and to which they can relate

Ability to demonstrate developed interpersonal and communication skills

Ability to work under pressure

Ability to demonstrate initiative

Ability to work effectively and supportively as a member of the school support team

## **Personal qualities**

Be flexible and enjoy variety

Sensitivity and understanding, to help build good relationships with colleagues and pupils

A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school

Commitment to maintaining confidentiality at all times

Good health and attendance record

A positive and enthusiastic work ethic

Willingness to positively promote the College aims and Christian ethos

# Your Application

Completed application forms and letters of application should be sent directly to the college addressed to [swindsor@stcatherines.college](mailto:swindsor@stcatherines.college)

The closing date for this post is 12 noon on **Monday 2 June 2025**

Please note that we reserve the right to consider applications as they arrive.

Please use the standard application form accompanied by a letter of application. We are unable to consider CVs in place of application forms unless you are a person with a disability and a CV is the most convenient method of applying. In your letter of application, you should clearly address the relevant sections of the Person Specification for this post and may find it helpful to use headings.

St Catherine's College is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work. The aims of our Safer Recruitment procedures are to help deter, reject, or identify people who might abuse children or are otherwise unsuited to working with them. An enhanced DBS check is required for all successful applicants. Prohibition and overseas checks will also be completed if necessary.

For more information about this position, to organise a tour of the College or to have a confidential discussion about the role, please contact Sandie Windsor, Head of Personnel, on 01323 465469.