



ELLESMERE PORT

Catholic High School

"I have come so that they may have life and have it to the full"

JOHN 10:10

Inspired by Excellence & Innovation

“I have come so that they may have Life and have it to the Full” – John 10:10

Headteacher's Welcome

I would like to welcome and introduce you to Ellesmere Port Catholic High School.

Our mission says, ‘I have come so that they may have life and have it to the full’ (John 10:10) and we believe that every student here can achieve great things wherever their skills and talents lie.

Students tell us that the time they spend here is very special. Within our caring community, new skills are learnt, knowledge increased, new friends made, and futures planned. When students look back before they leave us to go to university, college, an apprenticeship or employment, they are frequently amazed at what they have achieved and how they have developed as a confident young adult.

As a prospective employee, we encourage you to visit our school, look around and please contact us if you would like to know more.

Mrs Vile
Headteacher



Ellesmere Port Catholic High School is a school with a unique sense of community, where every student is known, where there is exemplary student behaviour, a culture built on striving for excellence and where there are exceptionally high aspirations for everyone.



“Leaders and staff place as much emphasis on pupils’ personal development as they do on academic achievement. Most pupils are confident and well-mannered.”

Ofsted June 2021



With 948 students on roll at Ellesmere Port Catholic High School, we are a successful, oversubscribed school situated in Ellesmere Port. We are approximately 7 miles from Chester and approximately 14 miles from Liverpool making commute times short.

Values & Mission Statement

Ellesmere Port Catholic High School aims to provide a Roman Catholic education in an environment within which all members of the community are encouraged to develop their spiritual, moral, academic, creative and physical potential, based on the teachings of Jesus.

Our Vision

Our school's vision is:

- To promote the dignity and worth of each person
- To have a strong catholic Ethos
- To ensure every child is known
- To have high expectations of everyone
- To have excellent leadership at all levels
- To provide excellent teaching
- To encourage exemplary behaviour and personal standards
- To be at the heart of the community
- Promotion of British values

Our priorities

- To raise achievement – meet targets for GCSE and vocational results
- To develop the quality of teaching – 100% of lessons as “good or outstanding”
- To develop leadership – all staff leading learning
- To focus on behaviour and safety – improve attendance and reduce exclusions
- To encourage literacy and numeracy skills – promote effective literacy and numeracy across the school



ELLESMERE PORT CATHOLIC HIGH SCHOOL

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Cover Supervisor

Permanent

Actual Salary - Grade 6 £22,327 - £24,726

29.16 hours per week – 8.30am – 3.00pm term time plus 1 week for Inset Days

Required as soon as possible.

In addition to the above, we offer an employee assistance programme to you and your family, continued professional development, an excellent staff wellbeing programme, and an attractive pension scheme.

Governors are seeking to appoint an enthusiastic, hardworking, and experienced Cover Supervisor to join our school.

This will be a highly rewarding role and the successful candidate will form part of an exceptional team of highly committed and dedicated staff.

Previous experience is essential as well a commitment to providing the best for children. It may be an advantage to have experience of working with children with autism.

Application forms and further details are available to download from the school website www.epchs.co.uk and can be emailed to Human.Resources@epchs.co.uk or posted back to Miss T Moore at the school.

Applications should be returned by 9.00am Monday 8th July 2024

Interviews will be held Tuesday 9th July 2024

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Criminal Records Bureau. The level of check required for this job is Enhanced Disclosure.

Our school community places the highest priority on keeping children safe. Applicants for all posts will be subject to an enhanced Disclosure and Barring Service check and Google search.

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire, CH65 7AQ

Tel: 0151 355 2373

Email: admin@epchs.co.uk www.epchs.co.uk

Headteacher: Mrs C. Vile B.Ed. Hons





June 2024

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Permanent

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Dear Applicant,

Thank you for your interest in the above post at Ellesmere Port Catholic High School. We are looking for a cover supervisor to work 29.16 hours per week between the hours of 8.30am and 3.00pm on a term time plus 1 week basis over 39 weeks per year.

The successful candidate is expected to be enthusiastic, highly motivated with developed skills and have the ability to work well with students.

Enclosed is a copy of our job description, person specification and application form. The completed application form should be returned by **9.00am on Monday 8th July 2024**. Following completion of the short-listing process, candidates will be invited for interview Tuesday 9th July 2024. Please return complete application forms to Human.Resources@epchs.co.uk

The application form allows some space for a letter of application. The letter will form an important part of the initial selection process for short-listing. Should you decide to apply for the post you should not feel constrained by the space available, and a separate sheet is perfectly acceptable. Please complete the application form in full. CVs will not be accepted as a substitute for the information required.

We take our responsibility to protect and safeguard the welfare of our students seriously. Successful candidates will be DBS checked. The school is committed to Equality of Opportunity.

Yours Sincerely,

Mr Carl Jones
Business Manager

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire, CH65 7AQ

Tel: 0151 355 2373

Email: admin@epchs.co.uk www.epchs.co.uk

Headteacher: Mrs C. Vile B.Ed. Hons



JOB DESCRIPTION

JOB TITLE	Cover Supervisor – Secondary Schools	JOB REF NO	AAAE5080
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BASIC JOB PURPOSE

Supervise whole classes of students and ensure that set work is completed in the absence of the teacher. Cover is provided for the short-term absence of teaching staff so that an effective and tailored school policy to cover is delivered.

MAIN RESPONSIBILITIES	
1	Supervise students who are undertaking work that has been set in accordance with the school policy so that teaching and learning continues.
2	Manage the behaviour of students whilst they are undertaking their work to ensure a constructive environment.
3	Respond to any questions from students about process and procedures so they can continue with their set work.
4	Deal with any immediate problems or emergencies in accordance with the school's policies and procedures to ensure that student/employee safety is assured.
5	Collect any completed work after lessons to ensure it is returned to the relevant member of the teaching staff.
6	Report back, using the school's agreed referral procedures, on the behaviour of students during class and any issues arising so that the relevant member of the teaching staff is fully aware of the situation.

Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

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PERSON SPECIFICATION

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JOB TITLE: Cover Supervisor (Secondary)

GRADE: 6

JOB REF: AAE5080

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
Qualifications	NVQ Level 3 in Childcare or equivalent, with 1 year post qualification experience	GCSEs (or equivalent) with Maths and English at Grade C or above Evidence of continuing professional development	Application Form
Experience	Experience of working with children with Special Educational Needs Ability to support the implementation of strategies suggested by external advisors. Experience in a Secondary School Classroom	Experience of working in a similar post	Application Form References Interview
Job Related Knowledge	Implementation of interventions for SEN students	Classroom supervision and student behaviour management skills and techniques. Understand and interpret the teacher's lesson plans and requirements for set work. An awareness of requirements across a variety of subject areas	Application form References Interview



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		<p>and educational key stage levels.</p> <p>An understanding of individual student requirements, differentiated learning, medical conditions, individual education/behaviour plans, statemented and SEN student reports.</p>	
Interpersonal Skills	<p>Ability to positively relate to students with challenging behaviour.</p> <p>Ability to work with small groups of students under supervision</p>	<p>Ability to work closely as a member of a team and able to adapt to the varying demands of differing students</p>	<p>Application form Interview</p>
Aptitude and Personal Qualities	<p>Committed to providing the best for children.</p> <p>Flexibility to be able to deal with changing demands and situations.</p> <p>Understanding and appreciation of the needs of students with learning difficulties and associated impact of social and educational issues.</p>	<p>Motivated individual who demonstrates initiative and who aims for very high standards.</p> <p>A commitment to the Inclusion of all children.</p> <p>Good communication skills</p> <p>Reliable</p> <p>Flexible and adaptable approach</p> <p>Good organisational skills</p> <p>Computer literate</p>	<p>Application form Interview</p>

Guidance for Applicants

How to apply

The Job Description and the Person Specification for this role are essential to the recruitment process. Please ensure you refer to both documents when completing your application.

If you feel you have the right qualities to join our forward-thinking school, please complete the application form which is available to download from our vacancies section on our school website. We are committed to treating our applicants fairly and with respect, only application forms that are fully completed will be accepted. If you wish to include a supporting letter, please ensure it is no longer than 2 sides of A4.

Shortlisting

The shortlist process will consist of an interview panel who will be objective and follow a thorough and rigorous analysis of all applications. The decision on interview selection will be based on how well applicants meet the job description and person specification. Any discrepancies or anomalies in the information provided will be taken up at interview.

Candidates will be contacted and invited to Interview and will be informed that references will be requested before the interview. Referees must know that they are going to be contacted before application. The requirements are that you must provide a contact name of a person, not a company in general, their position, a postal address, telephone number and email address.

New Safer recruitment guidelines state that we must now also complete an online search for all shortlisted candidates.

The Interview

During the interview process we will take every opportunity to find out if you are the right person for the role. It will offer you a range of opportunities to demonstrate your potential to meet the requirements of the post and for you to find out more about the school and those who work here. Depending on the role you are applying for there may be different procedures used:

- A Lesson Observation
- A Celebration of the word
- A Presentation
- A Data task
- A formal interview
- A Student panel
- A Tour of the school

Once interviews are complete, you will be told when you are likely to be informed of the decision. Unsuccessful applicants are able to request feedback.

Following acceptance, applicants will be required to complete an enhanced DBS check and a medical questionnaire, these must be completed as soon as possible.

Safeguarding statement

Ellesmere Port Catholic High School is committed to Safeguarding and promoting the welfare and safety of our students. We expect all staff and volunteers to share this vision. Therefore, applicants will complete a Criminal Record Check (Disclosure) from the Disclosure and Barring Service. You will also be required to complete a Rehabilitation of Offenders Act 1974 form; this will show any spent conviction. Applicants must disclose whether they have any previous convictions whether or not they are spent. This will be discussed with the Headteacher/Business Manager giving the opportunity to establish suitability for the role. Any information you provide will be kept in confidence and will only be used in respect of your application for the position.



Contact Details:

<p>1</p> <p>Phone 0151 355 2373</p>	<p>2</p> <p>HR Email Human.Resources@epchs.co.uk</p>	<p>3</p> <p>Admin Email Admin@epchs.co.uk</p>	<p>4</p> <p>Website www.epchs.co.uk</p>	<p>5</p> <p>Address Ellesmere Port Catholic High School Capenhurst Lane Whitby Ellesmere Port Cheshire CH65 7AQ</p>
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“Great things happen when you care”

PSALM 21:
He asked for life and you gave it to him



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