



ST RICHARD REYNOLDS CATHOLIC COLLEGE

ST RICHARD REYNOLDS CATHOLIC PRIMARY SCHOOL
ST RICHARD REYNOLDS CATHOLIC HIGH SCHOOL

VIDETE BONA DOMINI

Videte Bona Domini

We are looking to appoint an experienced and enthusiastic Cover Supervisor to provide support to both our High School and Primary School working with colleagues who are committed to delivering outstanding lessons across all key stages.

This is a term-time position working 36 hours per week/39 weeks per year (Term time + 5 Inset Days). The appointment is for a fixed-term period initially until 31 August 2025 with potential to extend.

Salary negotiable dependent upon calibre and experience.

The successful candidate will provide non-teaching supervision for absent teachers and carry out general administrative tasks at other times. It is essential that the candidate demonstrates an ability to work with a range of people at all levels including young people.

Key responsibilities:

- Cover duties as required
- Supervising pupils in cover lessons, maintain good order and safety and ensuring high quality learning
- Providing feedback to Department Heads on the lesson as appropriate
- Management of the inclusions process, including supervising pupils, setting their objectives and work for the day and reviewing the impact of the inclusion at the end of the day
- Providing office and departmental administrative support when not covering lessons or inclusions
- Accompanying pupils on school trips
- Undertaking any other duties as requested, which are commensurate with the grading and responsibilities of the post

You will have:

- A love for working with and supporting young people
- An empathy with, and be fully supportive of our Catholic identity and mission, if not a practising Catholic
- A positive and proactive attitude to life and work



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www.strichardreynolds.org.uk • @stRRCCollege

Principal: Richard Burke BSc MA
Diocese of Westminster



ASCENSION
CATHOLIC ACADEMY TRUST

- Good organisational skills, with the ability to prioritise tasks, and manage your own workload
- Excellent communication skills, being able to competently deal with all of our stakeholders
- Confidence, resilience and enthusiasm
- A friendly, approachable demeanour with an adaptable and flexible outlook
- Excellent time-keeping and a responsible, reliable and mature attitude towards work
- A willingness to learn and develop
- At least 5 GCSE grades, including English and Maths
- Desirable: Experience working as a teacher or in a similar role with young people. This role would suit someone that has taught previously or has an interest in teaching as a future career.

St Richard Reynolds Catholic College is a vibrant community consisting of a federation of two Outstanding schools: SRR Catholic Primary School and SRR Catholic High School which includes a Sixth Form. Our community is a place where our young people come first, are loved, listened to, challenged and inspired. The College is part of the Ascension Catholic Academy Trust. Further information can be found on the Trust website - [The Ascension Catholic Academy Trust - Home](#)

Full details and an application pack for these posts can be downloaded from our website: <https://strichardreynolds.org.uk/whole-college/vacancies-2/>

Please also get in touch if you would like to talk in more detail about the role.

Please send the CES application form, two references and a covering letter to: recruitment@srrcc.org.uk by **10am 14th October 2024** for an interview later that week.

Start date: ASAP, negotiable depending on candidate circumstances

Please note that applications will be considered as they are received and you are therefore advised to submit your application as early as possible, as some interviews may take place, and an appointment may be made, before the closing date is reached for these positions.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post is subject to an enhanced DBS check.