



St Ralph Sherwin
Catholic Multi Academy Trust



Saint Benedict
A Catholic Voluntary Academy

Saint Benedict Catholic Voluntary Academy

Saint Benedict Catholic Voluntary Academy, Duffield Road, Darley Abbey, Derby, DE22 1JD

Tel: 01332 557032

[www.http://saintben.derby.sch.uk/content/.uk/](http://saintben.derby.sch.uk/content/.uk/)



Application Pack

**Class and Pupil Manager (Cover Supervisor)
Saint Benedict Catholic Voluntary Academy
Derby**

Welcome



St Ralph Sherwin
Catholic Multi Academy Trust



Dear Applicant,

Thank you for expressing an interest in applying to work within the St Ralph Sherwin Catholic Multi-Academy Trust (CMAT). As CEO, I want to provide you with an introduction to our Trust and to give you a flavour of what working within our Trust would be like.

Firstly, you do not need to be a Catholic to work in our Trust. There are certain reserved positions, which require someone to be Catholic, i.e. CEO, Headteacher, Deputy Headteacher, Subject Leader/Head of RE and Lay Chaplain but other than that a respect for our ethos and a willingness to participate in what we do is all that is required.

Everybody who works within our Trust, in a school or central offices is in some way a teacher. Whether you are the headteacher, a classroom teacher, receptionist, cook, cleaner, caretaker, HR or Finance manager/assistant you have an impact on the children we serve. We are a family and building a community which supports and upholds our gospel values of tolerance, respect, compassion and love are central to our success going forward.

This is a hugely important time in the life of our Trust. As of 1st September 2018, we have brought together 25 schools from Derby City, Derbyshire, Staffordshire, Stockport and Nottinghamshire (of which 20 are primary and 5 are secondary) to work within the Trust.

As CEO of the Trust I understand the huge responsibility I have to ensure that every child and young person benefits from the establishment of this new Trust.

The St Ralph Sherwin Catholic Multi-Academy Trust has been formed to preserve, maintain and develop Catholic education in the areas served by its academies. We are committed to providing the highest quality of education for every child and young person we serve.

We have a vision for our Trust that goes beyond our individual academies and that changes our perceptions from *my* academy to *our* academy. Working together through the Trust, each academy will benefit educationally from the expertise within the Trust as a whole and practically from the services procured and provided centrally. By formalizing the links between secondary and primary schools we will provide a stable, challenging and consistent education through the phases to those pupils and families we serve. Our Trust will be a dynamic entity, which will grow and adapt with those who are working and learning within it. It will respond to the needs of its community while adhering to the Catholic principles upon which its member academies are founded.

We have been given a wonderful opportunity to shape the future of Catholic education for around 8,000 young people who attend our schools across the Trust.

Schools are special places where we get the chance to improve the lives of young people in a unique way. The best schools are places where we develop young minds; we must focus on growth not just in the brain but the growth of character, the development of the whole person.

I hope you are excited by this vision of what we want to achieve and if you feel you want to be part of this, I would encourage you to apply for this position within our Trust.

Yours sincerely

Sean McClafferty

CEO, Saint Ralph Sherwin Catholic Multi-Academy Trust

About Saint Benedict

Saint Benedict Catholic Voluntary Academy

Part of St Ralph Sherwin Catholic Multi Academy Trust

Saint Benedict Catholic Voluntary Academy, Duffield Road, Darley Abbey, Derby, DE22 1JDh

Tel: 01332 557032

Email: enquiries@saintben.derby.sch.uk

<http://saintben.derby.sch.uk/content/.uk/>

Saint Benedict Catholic Voluntary Academy, part of the St Ralph Sherwin Catholic Multi-Academy Trust are seeking to appoint an experienced Class and Pupil Manager to join our busy, hardworking team.

We are seeking to appoint a passionate and committed Class and Pupil Manager who will work as part of a very effective and well supported team of cover teachers. This role is critical in ensuring continuity for our students in the absence of their usual teacher. CPMs in our school are highly regarded by both pupils and staff alike.

This important and challenging role requires a conscientious, articulate and composed individual with excellent interpersonal and communication skills. The position requires the delivery of pre-prepared lessons to pupils in class across a range of subjects during the short-term absence of their normal class teacher. You will also act as a Form Tutor, leading form time activities and daily worship, and also as an after school Sports Coach.

The role requires the ability to relate to pupils, teachers, other professionals and parents. You will be expected to administer the schools behaviour management "C" system when and where appropriate for which full training will be given. You will be attached to a subject department and will carry out administrative duties both for them and other departments in the school. You must possess as minimum qualifications GCSE grade C or above, or equivalent English and Mathematics and have experience of working with young people aged 11-19 years.

Situated in the beautiful Darley Abbey area on the outskirts of Derby, Saint Benedict is the city's only Catholic Secondary school. We serve a wonderfully diverse community of students who come from over forty countries around the world and who come from all parts of Derby and beyond.

This is a great time to be joining us and 2018 has been a great year for the school. In our most recent inspection in May 2018, Ofsted graded us as Good in every category. We celebrated our best ever GCSE and A-level results this Summer with a Progress 8 score of +0.27 and 100% pass rate at A-level. As a Catholic School, the values of the Gospels underpin all of our work and a key part of our mission is to champion those in society who are disadvantaged.

We are most proud of the fact that our rapid improvement in outcomes has been in an inclusive and supportive environment, as Ofsted described 'a distinctive feature of pupils' behaviour in this school is their sense of a community and the care that they extend towards one another'. In addition to setting out a clear vision for school improvement we work hard to ensure that every child has their needs fully met by our outstanding SENCO and our Inclusion Team. As a community of professionals we are also highly supportive of one another.

The successful candidate will be supported by a very strong senior leadership team and Director of Learning and will work in a school on a journey of improvement where the culture is focused on ensuring every child can become the best that they can be.

Visits to the school are encouraged and appointments can be made by calling Ruth Darby on 01332 557032 or emailing rsdarby@saintben.derby.sch.uk.

How to apply

For more information, an application pack and to apply please visit <https://srscmat.co.uk/vacancies> or email vacancies@srscmat.co.uk.

Closing date: 4th March 2019

Interviews: 8th March 2019

Job Description

Class and Pupil Manager

General

To provide stability and continuity for pupils whose lessons are affected through short-term teaching staff absence and to provide support for teaching staff and pupils within a curriculum area and in other areas of the school operation as directed.

Key Tasks

To provide classroom management to classes in the absence of a teaching member of staff.

To act as co-form tutor to a form of students aged 11-18 and contribute to their written reports – meeting parents where appropriate

To create a purposeful and orderly environment in which pupils can complete work set by the classroom teacher.

To collate a bank of supervision work for subjects at Key Stages 3 and 4 in liaison with the Curriculum Directors. Cover and supervision work should continue to be set by the department.

To work within designated curriculum area and carry out tasks as requested by the Curriculum Director, providing classroom support as directed.

To support and assist a subject department with administrative tasks when appropriate.

To undertake training in classroom management on appointment and update as appropriate.

To make use of the school disciplinary and reward systems.

To be available for lunch and break and bus duty, including before and after school.

To carry out any other supervisory duty as directed.

To invigilate internal and external examinations when required.

To undertake First Aid at Work training (paid for by the school) and act as a first aider.

To accompany visits and field trips as required.

Any other tasks within the post holder's competence requested by the Headteacher.

The person appointed must at all times work within the requirements of the Health & Safety at Work Act 1974, current Health and Safety legislation and the school's and LEA's policies and procedures. You must sign the Catholic contract of employment and support the Catholic ethos of the school.

NOTE: This job description may be reviewed and amended by the Headteacher after consultation with you at any time.

Person Specification

Class and Pupil Manager (Cover Supervisor)

	Essential	Desirable
Education and Qualifications.	<ul style="list-style-type: none">a) GCSE or equivalent including Maths and English at Grade C or above.b) GCE Advanced level or equivalent Qualification.	<ul style="list-style-type: none">a) Higher Level Teaching Assistant Qualificationb) Education related degree
2. Relevant experience	<ul style="list-style-type: none">a) Experience of working with young people aged 11-19 yearsb) Proven experience of dealing effectively with changec) Experience of thinking on your feet	<ul style="list-style-type: none">a) Experience of working in a secondary schoolb) Proven experience of presenting information to a variety of audiences.c) Experience of working with young people in out of school activitiesd) Proven experience of working with different types children including those with behavioural problems and gifted children.
3. Specialist knowledge	<ul style="list-style-type: none">a) Ability or potential to use and interpret data.b) Ability to find solutions to complex problems.	

Information for Applicants

How to apply

A job description and person specification are available for download.

If you wish to apply, please download, complete and email your application form and associated forms to vacancies@srsrmat.co.uk by the closing date.

Please ensure that your application contains the following:

- A clear indication of the post for which you are applying
- Email addresses for all your referees
- **NB Should you be shortlisted, references will be taken up prior to interview**
- The completed separate Rehabilitation of Offenders Disclosure Form
- The completed separate Recruitment Monitoring Form

All CVs must be accompanied by a fully completed application form.

Closing Date

Please ensure your application arrives before the closing date of **4th March 2019**. We are now monitoring our recruitment advertising and would be grateful if you could fill in this question on page two of the application form, stating where you first learned of this vacancy.

Interview

Interviews for the posts will take place as soon as possible after the closing date. Please assume that if you have not heard from me within two weeks of the closing date, that unfortunately on this occasion your application has not been successful.

School Visit

The school warmly encourages applicants to visit their school. Please contact the school office to arrange an appointment.

The Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. Should you be shortlisted, references will be taken up prior to interview. The appointment will be made subject to an enhanced DBS check and other pre-employment checks.

Information for Applicants

Saint Ralph Sherwin Catholic Multi-Academy Trust

On 1st September 2018, the Saint Ralph Sherwin Catholic Multi-Academy Trust brought all of the 25 Catholic schools located in Derby City, Derbyshire, Staffordshire and Stockport together in a partnership, to ensure the very best spiritual, social and academic experiences and outcomes for the young people in our schools. We will achieve this through working together to share what we do well and identify the areas where we can learn from each other. As a Catholic MAT, we will place the life, teachings and person of Jesus Christ at the centre of everything we do.

The Schools of the Saint Ralph Sherwin CMAT:

Primary Schools

St John Fisher Catholic Voluntary Academy, Derby
St Alban's Catholic Voluntary Academy, Derby
St George's Catholic Voluntary Academy, Derby
St Joseph's Catholic Primary School, Derby
St Mary's Catholic Primary School, Derby
Christ the King Catholic Voluntary Academy, Alfreton
St Elizabeth's Catholic Voluntary Academy, Belper
St Anne's Catholic Voluntary Academy, Buxton
All Saints & Saint Margaret's Catholic Voluntary Academies, Glossop

St Mary's Catholic Voluntary Academy, Glossop
St Charles's Catholic Voluntary Academy, Hadfield
St Thomas Catholic Voluntary Academy, Ilkeston
English Martyrs' Catholic Voluntary Academy, Long Eaton
St Joseph's Catholic Voluntary Academy, Matlock
St Mary's Catholic Voluntary Academy, New Mills
St Edward's Catholic Voluntary Academy, Swadlincote
The Priory Catholic Voluntary Academy, Eastwood
Holy Rosary Catholic Voluntary Academy, Burton

Secondary Schools

St Benedict Catholic Voluntary Academy
St Thomas More Catholic School
St Philip Howard Catholic School
St John Houghton Catholic Voluntary Academy
Blessed Robert Sutton Catholic Sports College



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