

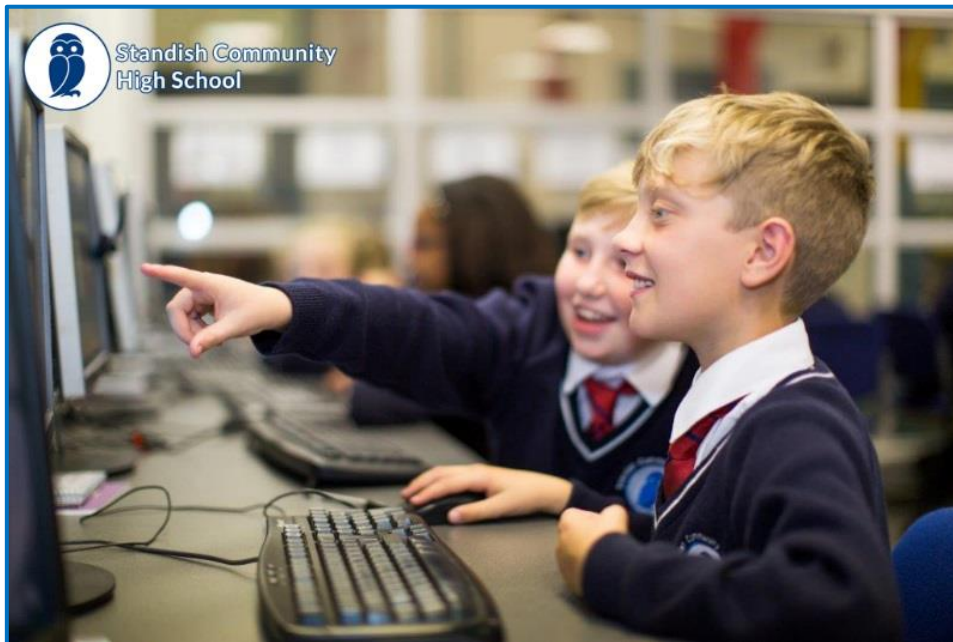


**Standish Community  
High School**

**be** Outstanding!

## COVER SUPERVISOR

Permanent Contract



**CANDIDATE INFORMATION PACK**



# Standish Community High School

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August 2017

Dear Applicant

## **Cover Supervisor – Permanent Contract**

Many thanks for your interest in the above positions. Please find enclosed the following documents:

- ❖ Information about Standish Community High School
- ❖ Job Description
- ❖ Person Specification
- ❖ Support Staff Application Form

Standish Community High School is advertising for a permanent Cover Supervisor to start as soon as possible.

The working hours will be 32.5 per week, term time plus 1 week, 08:15am until 15:15pm Monday to Friday.

Your completed application form should be accompanied by a covering letter. Completed application forms can be forwarded by email to: [recruitment@standishchs.wigan.sch.uk](mailto:recruitment@standishchs.wigan.sch.uk) or by post to Miss K Parsons at the school address.

Applications will be considered as soon as they are received and the closing date will be Monday 18<sup>th</sup> September 2017 at 12 noon. Interviews will be held week commencing Monday 25<sup>th</sup> September 2017.

Yours sincerely,

Mr A Pollard  
Headteacher



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## GENERAL INFORMATION

August 2017

Dear applicant,

Welcome to Standish Community High School.

Thank you for considering an application to the post of Cover Supervisor at Standish Community High School. I am happy to recommend Standish to you as a high performing and successful school with an intake of 1250 students. Our most recent Ofsted judgment, in November 2014, recorded an overall judgment of good in every category. However, we are working restlessly to achieve "outstanding".

Our attainment figures for 2015 placed us in the top 100 non-selected state-funded schools in England. This accolade has contributed to our designation as a Leading Edge school by the Secondary Schools and Academies Trust (SSAT). For the second year running we have been placed in the top 10% of non-selective schools nationally for attainment and in 2016, we were placed in the top 20% of schools nationally for progress. These awards, along with others we have received, show our aspirations and ambitions for our students and equally the commitment, dedication and professionalism of our staff.

Although all schools are facing considerable change in education, we believe that our core values and positive ethos will guide us as we face the future. As a school, we remain entirely focussed on and determined to unleash the potential in all students irrespective of background or ability.

Standish Community High School is currently in the process of forming a Multi Academy Trust, as the lead school, with another local secondary school. The Mosaic Academy Trust, as an organisation seeks to value each and every member of the community, to become a family of schools that will welcome other schools and be a Trust, whose chief aim is to become stronger as a whole than by the sum of its parts.

Hopefully, this has inspired you to take a serious look at Standish. I consider it a tremendous privilege to be the headteacher at Standish and lead such an incredibly well-motivated and inspiring team of teachers and support staff.

I look forward to receiving your application form.

Yours faithfully,

Mr A Pollard  
Headteacher



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## EXAM RESULTS

Standish	2014	2015	2016
5 A* - C including English and Maths	72	78	81
8 A* - C including English and Maths	60	70	72
3 A/A*	36	37	43
5 A/A*	27	26	32

A* - C in English	88	91	90
A* - A in English	23	21	40

A* - C in Maths	75	83	84
A* - A in Maths	17	24	28

Expected Progress in English	90 (72)	85 (69)	95
Above Expected Progress in English	46 (32)	35 (30)	61

Expected Progress in Maths	69 (66)	76 (66)	81
Above Expected Progress in Maths	25 (29)	35 (30)	43



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## 1. INTRODUCTION

### MAIN PURPOSE

The role requires the successful applicant to provide classroom supervision of pupils in the absence of a teacher. This temporary post is particularly suitable for experience candidates as well as university students in gap years and for those considering a career in the teaching profession.

### Line Management:

Reporting to – Cover Manager & Headteacher  
Responsible for – No line manager responsibility

### Liaising With:

Headteacher, senior leadership team, teachers and support staff, pupils, parents/carers and outside agencies.

### Salary Scale:

Grade 4, SCP 14 – 19 (Actual salary £12,408 - £14,021 per year)

### Working Time:

32.5 hours per week, term time plus 1 week.  
08:15am – 15:15pm Monday - Friday

### Conditions of Employment:

No holidays are permitted during the 190 day teaching year.

### DBS Disclosure Level:

Enhanced

## 2. MAIN DUTIES – IN CLASS

- 2.1** The post holder will be expected to develop good working relationships with all staff and pupils, acting as a role model and setting high expectations.
- 2.2** To uphold the school mission statement, ethos rules and regulations.
- 2.3** To provide classroom supervision in the absence of a teacher.

- 2.4** To communicate the work set by teachers to the pupils.
- 2.5** To provide classroom supervision which demonstrates a positive response to any data, seating plans, lesson objectives or other in-school information.
- 2.6** To manage the behaviour of pupils whilst they are undertaking the set work to ensure a constructive learning environment.
- 2.7** To deal with any problems or emergencies according the school's policies and procedures.
- 2.8** To communicate feedback for the covered lesson to the teacher.
- 2.9** To collect any completed work after the lesson and return it to the appropriate teacher.

## 3. MAIN DUTIES – IN SCHOOL

- 3.1** To accompany pupils on school trips/external activities.
- 3.2** To work as part of an examination invigilation team for external examinations as required.
- 3.3** To provide clerical/administrative support e.g. photocopying, work processing, filing etc. as required by the Cover Manager or member of the Senior Leadership Team.
- 3.4** To be part of the support team contributing to the upgrading of displays around the school.
- 3.5** To be aware of and comply with all school policies and procedures.
- 3.6** To appreciate and support the role of other professionals.
- 3.7** To assist with the supervision of pupils at lunch time and bus duty.
- 3.8** To support and promote of an image which is consistent with the aims of the school.
- 3.9** Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.



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- 3.10 Commitment and support to ensure equal opportunities for all.
- 3.11 Contribute to the overall ethos/work/aims of the school.
- 3.12 To carry out the duties in the most effective, efficient and economic manner available.
- 3.13 To undertake any duties as may be determined by the Headteacher commensurate with the grade to support the effective, efficient operation of the school curriculum and activities.
- 3.14 Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to 'be outstanding'.
- 3.15 Promote actively the school's corporate policies.
- 3.16 Comply with the school's health and safety policy and undertake risk assessment as appropriate.

## 4. TRAINING

- 4.1 To participate in continuing professional development.
- 4.2 To continue personal development in the relevant area.
- 4.3 To participate in the staff review and development appraisal process.
- 4.4 Attend and participate in relevant meetings as may be reasonably directed.
- 4.5 To undertake Health and Safety Training on areas within the designated work area.

## 5. OTHER INFORMATION

All staff at Standish Community High School, teaching and non-teaching, have a crucial role to play in setting standards. Through a professional, caring and sensitive approach based on mutual respect, we achieve a great deal. In particular, we expect all staff to be committed and to play an active part in our initiative.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Whilst every effort has been made to explain the duties and responsibilities of this post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable requests from the Headteacher/SLT link to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but in consultation with you it is liable to variation by management to reflect or anticipate change in, or to, the job commensurate with the grade and job title.



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## PERSON SPECIFICATION COVER SUPERVISOR

Aspect	Essential/ Desirable	Application/ Interview/ Reference
<b>Experience</b>		
Experience of working with young people aged 11 -16 yrs in a voluntary or professional capacity	E	A, I
Experience with dealing with young people with social, emotional and behavioural problems	E	A, I
<b>Qualifications</b>		
Minimum of 3 GCSEs Grades (A to C) including English & Maths or equivalent qualifications	E	A, I, R
Educated to Degree Standard	D	L
Relevant NVQ Qualification Level 3 or evidence of the equivalent QCF credit value	E	A, I
Willingness to undertake further relevant training	E	I
Willingness to undertake basic first aid	D	I
<b>Knowledge &amp; Understanding</b> ~ Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post		
Basic knowledge and understanding of Education and child protection issues.	E	A, I, R
Ability to demonstrate good numeracy and literacy skills	E	A, I, R
Ability to communicate effectively both verbally and in written form with a wide range of children and adults with varying abilities and needs	E	A, I, R
Ability to work constructively as part of a team and be aware of your own and the wider team objectives and goals	E	A, I
Ability to effectively plan and manage your own workload and that of your team to meet deadlines	E	A, I
Ability to work alone with minimum supervision	E	A, I
An awareness of current issues facing schools and education	D	A, I
An appreciation of the different levels of accountability within the school, Governing Body, LA	D	A, I
Understanding of relevant policies/codes of practice in behaviour management	E	A, I
Knowledge of how to use a range of computer programmes	E	A, I
<b>Personal Skills, Abilities and Competencies</b> ~ Applicants should be able to provide evidence that they have the necessary skills and abilities required		
Supervise teaching groups of pupils in such ways as to ensure a safe and secure learning environment	E	A, I, R
Excellent communication skills to deal with adults and children	E	A, I
Ability to use initiative to respond to and resolve problems	E	A, I
Ability to work effectively as part of a team and individually	E	A, I, R
Ability to respond to and resolve routine problems	E	A, I
Ability to work in accordance with the schools health and safety policies	E	A, I
Resilience and confidence to work efficiently in a busy and demanding environment	E	I, R
Proven ability to establish and maintain contact with a broad spectrum of individuals	E	I, R
To be able to work in an environment where trust and confidentiality are of utmost importance	E	I, R
Adaptable, flexible, diplomatic, tactful and committed to success	E	I, R
Willingness to work occasional unsocial hours	E	I, R

Understanding procedures with regard to Safeguarding	E	A, I
Be aware of Best Practice with regard to working with young people	E	A, I
Demonstrate a commitment to promoting and achieving equal opportunities for students	E	A, I
Ability to engage and influence others	D	A, I, R
Ability to deliver objectives and targets within agreed timescales	E	A, I, R
Ability to identify own training and development needs	E	A, I, R
<b>Personal Qualities</b>		
Excellent attendance and punctuality	E	A
Tact, a sense of humour and a personal friendly nature	E	A, I
<b>Legal Issues</b>		
Legally entitled to work in the UK	E	A, I
Enhanced DBS Clearance	E	

August 2017