

**INFORMATION PACK FOR APPLICANTS**

**COVER SUPERVISOR**

**Atherton Community School**

# chapelstlogo-purpleonwhite-printquality_R1Dear Applicant,

Thank you for your interest in working at our school. Atherton Community School is a state funded secondary school which aims to provide outstanding teaching and learning, allowing each child to be the best that they can be. The school opened in September 2012 with just Year 7 students and has grown year-on-year up to Year 11.

Atherton Community School offers an enhanced curriculum and enables students to thrive, it enriches the lives of local families and enhances community life. In developing the school, which blends traditional and innovative approaches to learning, Chapel St and our community partners are creating an educational hub that opens doors of change, relationships, and opportunity for our students.

We are looking to appoint an enthusiastic Cover Supervisor to join our team as soon as possible. **The successful candidate will be innovative, forward thinking and a strong team player whose philosophy mirrors our own of Expecting Excellence Everywhere. This is your opportunity to join a “Good” school (Ofsted 2014) which is oversubscribed and offers small year groups and small class sizes. You have the chance to join a dynamic staff in this growing school where there are many career development opportunities.**

**We value our staff and believe that big or small, all teams deserve the best.  All employees at Atherton Community School have access to 100’s of affordable and free perks, comprehensive health and wellness programs, salary sacrifice and more (for more information visit**[**www.perkbox.co.uk**](http://www.perkbox.co.uk/)**).**

We encourage applicants to come and see our school and you are welcome to make an appointment to visit us. Please contact Stella Holland on 01942 885500 or s.holland@atherton-cs.org

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

If you have a disability and require any reasonable adjustments that will enable you to apply for this position, please let us know.

I look forward to receiving your application.

Yours faithfully,

**Lynn Burton**

**Principal**

[www.athertoncommunityschool.com](http://www.athertoncommunityschool.com)

[www.chapelst.org](http://www.chapelst.org)

Cover Supervisor application details

**Apply by: Thursday 22nd of March 2018**

**Interviews: TBA**

**Job start:** As soon as possible

**Salary:** SCP 18-22, anticipated as being £18,070 - £20,661 FTE per annum from 01 April 2018 (awaiting final confirmation)

This would then be £17,240 - £19,713 for 41.5 hours per week, 39 weeks per year

dependent on experience and qualifications

**Location:** Atherton,Manchester

**Contract:** Term time, Permanent

41.5 hours per week, 39 weeks per year

(term time plus Inset days)

Job Description

**COVER SUPERVISOR**

**Responsible to: Office Manager and PA to the Principal**

To be part of the teaching and learning support staff team:

* providing cover for absent teachers
* supporting pupils in lessons
* liaising with classroom teachers regarding work
* marking and providing feedback about completed work.

To carry out any other duties that may be reasonably regarded within the nature of the role, responsibility and grade of this post.

| **Main duties and activities** |
| --- |
| * To provide cover for absent teachers across all subjects and year groups
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| * To liaise proactively with classroom teachers regarding work for lessons where absence is planned
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| * To mark and provide feedback about completed work
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| * When not used for cover, to support students in other lessons to achieve their potential, through focussing the student on learning, giving additional support working with small groups of students and delivering catch up and intervention programmes for vulnerable students
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| * To liaise with parents, where appropriate, regarding the progress of students under the direction of a teacher
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| * To liaise with the SENCO, where appropriate, to understand the needs of all students in class and support them appropriately as well as ensuring that the requirements of individual educational plans are being met
 |
| * To contribute to the ACS Family through mentoring and support of students, coupled with a deep knowledge of their family and background, develop every student as an individual who is part of this unique family
 |
| * To ensure that effective relationships and communications are developed and maintained with all stakeholders including parents and carers, governors, primary schools, Chapel St and others
 |
| * To be responsible for promoting and safeguarding the welfare of children and young people who you are responsible for or come into contact with.
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Person Specification

**COVER SUPERVISOR**

**Responsible to: Office Manager and PA to the Principal**

E = Essential D = Desirable

| **Specification** | E | D |
| --- | --- | --- |
| **Knowledge/Qualifications**Have English & Maths GCSE Grade C or above, or equivalentNVQ Level 2 in Supporting Teaching & Learning in SchoolsQualified First AiderOther qualification/Continuous Professional Development specific to secondary school teaching | E | DDD |
| **Skills/Abilities**An understanding and commitment to safeguarding children and young peopleProficient ICT SkillsExcellent communication skills both written and oralAn understanding of the principles of child development and learning processesAble to demonstrate strategies for improving behaviour and sustaining high standards of learning and achievement for studentsUnderstands the importance of assessment, reporting and recording of student progress | EEEEE | D |
| **Experience**Working with or caring for children of relevant ageCovering lessonsPlanning cover for lessonsWorking knowledge of current national curriculum and other relevant learning programmesWorking with students in a school environment Working with students with specific needs | EE | DDDD |
| **Personal qualities**Ability to work as part of a team and communicate ideas and enthusiasm effectivelyProven ability to take the initiative and assume responsibilitySelf-motivated, well organised with a positive attitude Willingness to contribute to the life and work of the school, including extra-curricular activitiesTo contribute to the distinct ethos of the school which embraces grace, love and fellowship | EEEE | D |

Application process

**Applications will only be accepted from candidates completing the enclosed application form. Please complete ALL Sections of the application form that are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed application form.**

**Safeguarding Children & Young People**

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

1. Candidates should be aware that all posts at Chapel St schools will involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this application pack for further details.
2. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

**Interview process**

After the closing date, short listing will be conducted by a panel who will match your skills/ experience against the criteria in the person specification. If you are successful at shortlisting, you will be notified accordingly. At this stage, two references will be taken on shortlisted candidates. You will be selected for interview entirely on the contents of your application form, so please read the job description and person specification carefully before you complete your application form.

Unfortunately, due to the volume of applicants we cannot provide feedback to candidates who are not shortlisted for interview.

In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children and young people, including:

* Motivation to work with children and young people
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people
* Emotional resilience in working with challenging behaviours
* Attitudes to use of authority and maintaining discipline.

**Conditional offer pre-employment checks**

Any offer to a successful candidate will be conditional upon:

* A satisfactory enhanced DBS check
* Proof of qualifications relevant to post
* Two satisfactory references
* Evidence of right to work in the UK, in accordance with the Asylum and Immigration Act 1996
* An occupational health assessment
* Where the successful candidate has worked, or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

Please note provision of false information could result in your application being rejected or summary dismissal if you have been selected.