

**Norton Canes**

**High School**

**Cover Supervisor Coordinator**

**Recruitment Pack**

**Letter To Applicants**

Dear Applicant,

Thank you for showing interest in this position. Norton Canes High School is a fantastic place to work and I have the great privilege to lead an inspired team of staff who are dedicated to the education of our 450 students.

We are very proud of our inclusive and non-selective ethos, with some students progressing on to the very best universities in the country whilst other students needing significant support to help them progress.

Staff turnover is relatively low and we have excellent retention rates. New staff always tell us how supportive and friendly staff are, helping them settle in quickly and make a flying start and all staff are proud to work here. We are also very conscious of workload and have developed effective policies around lesson planning, marking and quality assurance to ensure that staff can have a life outside school.

Information about the department is available here on the school website.

If you have any further questions about this post, please feel free to email Mr Pipe, Assistant Headteacher. P.pipe@nortoncanes-high.staffs.sch.uk.

To apply, please ensure that when completing the application form you include any relevant experience to date, your values, how you would make a difference to student outcomes and why you want to be part of our school.

Applications should be submitted no later than 9.00am on **Monday 7th October** Shortlisting will take place at this point and interviews will be held soon after.

If you would like to find out more about the role and/or arrange an informal visit to the school, please contact the school office directly.

Yours sincerely



Sarah Diggory - Headteacher

**About the school**

Our school is located in the village of Norton Canes which borders the Area of Outstanding Natural Beauty of Cannock Chase. The school has good transport links via public transport and can be easily accessed from the M6 and M54.

The school was opened on its current site in 1971. The school is well-established and known for its inclusive nature and excellent pastoral support.

We have a PAN of 120, and a current sixth form of 50, making us the smallest secondary school in the local area. Most students enter our school at Year 7 from primary schools within the local area. We work hard to foster good relationships with our local primary schools and a particular emphasis is put on transition to Year 7.

We have great pride in being an inclusive school with an all-ability ethos that respects and responds to the different backgrounds and situations of all our students. We offer a broad curriculum choice and an extra-curricular programme that encompasses the National Curriculum and beyond. It is central to our ethos that the curriculum is accessible to all students and Norton Canes has a strong local reputation for SEND provision, as we also host an Autism Specialist Resource Base on site.

Our school facilities include a library, dedicated sixth form centre, cafeteria and kitchens, and a full range of equipment and rooms to support our wide curriculum offer. We also have a sports hall and gym, and a large professional theatre which is also used by local drama groups. Staff have access to a staff room and shared work area. In addition to the indoor facilities, there are well maintained grounds which include social areas and a large playing field for grass pitches and athletics. We have an established busy community lettings programme which includes use by drama and sporting groups.



**School values and vision**

**Vision​**

Norton Canes High School will provide an excellent education where all students fulfil their potential, regardless of ability or background​

**Mission statement​**

Norton Canes High School aims to prepare young people to flourish academically through high quality teaching. ​

The school is a community where everyone is valued, respected and proud to belong. ​

A culture of high expectations and personal development underpins the school values to ensure students are prepared for an ever-changing world.​

**Values**

Our values were voted for by our school community (students, parents, staff and governors) and criteria created by the school council. These values are linked to our reward system.

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| **Pride** | We will: • have a strong connection to being a member of the school community • celebrate the achievements of ourselves and others • uphold the Norton Standard in work and attitudes • represent the school in events and activities |
| **Achievement** | We will: • be ready to learn – have equipment, correct uniform, PE kit, do homework • aspire to excellence in everything we do • have high expectations of ourselves in all areas |
| **Respect** | We will: • look after the school environment • be tolerant of others with different views and beliefs • listen and follow instructions – first time, every time • treat others how we would want to be treated |
| **Kindness** | We will: • use our manners – say please, thank you, good morning, good afternoon, hold doors open and ask how others are • say nice things to each other and not insult or harm others • check up on peers and staff |
| **Teamwork** | We will: • support each other through challenges and show resilience• work as a community to be the best • make sure everyone takes part |

**Key facts**

**Location**: Burntwood Road, Norton Canes, Cannock, WS11 9SP

**Status**: Local Authority School – Staffordshire Local Authority

**Age range**: 11 – 18 years

**Number on roll:** 450

**Students in 6th form**: 50

**Ofsted rating**: Requires Improvement (1st May 2024)

**SEND**: EHCP 5.9% SEND Support 17.7%

**Pupil Premium**: 32%

**Job description**

# Statement of Purpose

Under an agreed system of supervision to co-ordinate a team of Cover Supervisors and to supervise whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff, including implementing work programmes, managing pupil behaviour and assisting pupils in relevant activities in line with the school’s policies and procedures.

 Support to Team

* To co-ordinate a team of Cover Supervisors.
* To determine resource needs.
* To have regard to the welfare of the team in a dual management situation.
* To work with the Senior Management to ensure equitable deployment across the team with regard to cover.
* To liaise with the Senior Management responsible for Quality Assurance to ensure consistently high standards across the team.

Support for Pupils

* Supervising work that has been set by teaching staff.
* Assist with the development and implementation of Individual Education Plans.
* Establish productive working relationships with pupils, acting as a role model and setting high expectations.
* Promote the inclusion and acceptance of all pupils within the classroom.
* Support pupils consistently whilst recognising and responding to their individual needs.

Support for Teacher

* Provide feedback to pupils in relation to progress and achievement.
* Dealing with any immediate problems or emergencies according to the school’s policies and procedures.
* Collecting any completed work after the lesson and returning it to the appropriate teacher.
* Managing behaviour of pupils whilst they are undertaking this work to ensure a constructive environment, according to the school’s behaviour policy.
* Reporting back as appropriate using the school’s agreed referral procedures on the behaviour of pupils during the class, and any issues arising.
* Completing tracking sheets and information on pupil attendance and rewards.

Support for the Curriculum

* Support the use of ICT where appropriate.
* Make appropriate use of equipment and resources.

**Support to School** (this list is not exhaustive and should reflect the ethos of the school)

* Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
* Assist with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Ensure all pupils have equal access to opportunities to learn and develop.
* Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.
* Contribute to the overall ethos/work/aims of the school.
* Attend relevant meetings as required 1.
* Participate in training and other learning activities and performance development as required (see footnote 1).
* Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
* Recognise own strengths and areas of expertise and use these to advice and support others.

**Person Specification**

# Person Specification

**Cover Supervisor Co-ordinator Level 3**

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| **Essential Criteria**  | **Measured By**  |
|  **Experience** • Three years experience of working to support children’s learning gained in a relevant environment.   |    AF/I  |
|  **Qualifications/Training** * Very good numeracy/literacy skills equivalent to GCSE grade C and above
* NVQ3 for Teaching Assistant (or recognised equivalent qualification or demonstrate equivalent knowledge, skills and experience).

  |  AF/I   |
| **Knowledge/Skills** * Full working knowledge of relevant policies/codes of practice.
* An understanding of curriculum matters and to be able to contribute effectively to curriculum development, planning, evaluation and implementation.
* In depth understanding of areas of learning, e.g. literacy, numeracy, science, SEN or Early Years.
* Understanding of principles of child development and learning processes.
* Ability to plan effective actions for pupils at risk of underachieving.
* Effective use of ICT to support learning.
* Use of other equipment technology – video, photocopier.
* Well-developed interpersonal skills to be able to relate well to a wide range of people.
* Work constructively as part of a team whilst being able to demonstrate initiative.
* Good communication skills.
* Have experience of, or demonstrate an ability to co-ordinate a team, including the monitoring, evaluation and prioritisation of others’ work.
* Have experience or demonstrate the ability to develop, implement and deliver training programmes for other staff.

  |  AF/I/PE  |

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| **Behavioural Attributes** * Customer focused.
* Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.
* Open, honest and an active listener.
* Takes responsibility and accountability.
* Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.
* Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.
* Is committed to the provision and improvement of quality service provision.
* Is adaptable to change/embraces and welcomes change.
* Acts with pace and urgency being energetic, enthusiastic and decisive.
* Communicates effectively.
* Has the ability to learn from experiences and challenges.
* Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.

  |            AF/I   |

AF Application form I Interview PE Practical Exercise

**Completing your application**

## **Application Form**

Applicants must use the application form provided or TES online (CVs are not accepted). Please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education. Include all the training you have completed with particular focus on recent training that has helped you develop your skills.

## **Personal Statement**

Please refer to the Person Specification to help guide you in terms of your personal statement. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.

## **References**

Please make sure your referees are aware of your application and that they are able to provide a swift turnaround. Preferred referees are your last two employers, and you should provide their official organisation email address for us to contact. One reference will be your current or most recent Headteacher/Principal.

# **Important Information**

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| **Salary:**  | £23,194-£25,878 pro-rata,Term time only |
| **Start date:**  | ASAP |
| **Closing date:**  | Monday 7th October 2024. 9:00am |
| **Shortlisting date:** | Monday 7th October 2024 |
| **Interview dates:**  | TBC |

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| **School website link:**  | [www.nortoncaneshighschool.co.uk](http://www.nortoncaneshighschool.co.uk)  |
| **Any questions, contact:**  | Assistant Headteacherp.pipe@nortoncanes-high.staffs.sch.uk Business Manager: Ms J EvansBusiness.manager@nortoncanes-high.staffs.sch.uk  |

 **Safer recruitment and equality statements**

Norton Canes High School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

The post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to vetting checks, including a criminal records check from the Disclosure and Barring Service (formerly CRB), an online search and oversees checks (if relevant), outlined in Keeping Children Safe in Education (September 2024). These checks will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions as part of the recruitment process. Shortlisted candidates will be asked to complete a self-declaration of their criminal record and other relevant safeguarding information that may make them unsuitable to work with children.

Please note that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

A copy of the school’s Safeguarding Policy can be viewed [here](https://www.nortoncaneshighschool.co.uk/wp-content/uploads/2023/10/Child-Protection-and-Safeguarding-Policy-2023.pdf).

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.