






Hawkley Hall High School

Recruitment Pack

HAWKLEY HALL HIGH SCHOOL

CARR LANE

WIGAN

WN3 5NY

Tel 01942 204640

November 2018

Dear Colleague,

Post: Cover supervisor

Thank you for your interest in this post. To help you decide if the job would suit you please read through the recruitment pack, which we hope will give you a flavour of what the school is about and of what we expect from the successful candidate.

Hawkley Hall is a school with a very positive outlook and a 'can-do' approach amongst staff and students. A strong learning culture is evident because there is an acknowledgement that we are all learners and we can all improve.

The school buildings are very modern and attractive and the site as a whole forms a very pleasant working environment. The school is a happy community with a calm and caring atmosphere. Our discipline policy is based on mutual respect between all members of the community, and the fundamental principle that teachers have the right to teach and students have the right to learn.

If, after having read the enclosed information, you decide that you wish to apply to become a member of our thriving and successful community, please complete an application form, attach a cv and submit an accompanying letter of no more than two sides of A4, then return them to school by Sunday 18th November 2018.

If you wish to have an informal discussion about the post before applying please feel free to contact our Business Manager, Judith Perry, at school.

I look forward to receiving your application.

Yours sincerely,

Mr Philip Rimmer
Headteacher

Encs

HAWKLEY HALL HIGH SCHOOL
CARR LANE
WIGAN WN3 5NY

"An outstanding school providing an excellent quality of education and care for its students". (Ofsted)

GENERAL INFORMATION

Number on roll	**:**	**1022 (rising to 1150 by 2021)**
Age Range	**:**	**11 – 16**
Teaching Staff	**:**	**70**
Support Staff	**:**	**87**

Hawkley Hall is a high performing, heavily oversubscribed, mixed comprehensive school. Our school has a strong reputation in the region and its success has been recognised in a number of ways in recent years.

In recognition of its outstanding practice, Hawkley Hall was made a National Support School in spring 2010. In order to widen our influence, Hawkley chose to convert to Academy status on 1st May 2012 with the potential to sponsor under performing schools. Hawkley Hall is therefore the lead school of our multi-academy trust called The Rowan Learning Trust. In June 2017, Hawkley Hall High School was awarded Teaching School status.

We see successful education as a partnership between parents, students and ourselves. Links with parents are of paramount importance, with regular and frequent contact via parents' evenings, reports, newsletters and the school planner contributing to a continuing dialogue about the education we provide for our children.

The school is situated in the south western part of Wigan, close to the M6 motorway, in an area of substantial private development. A wild fowl nature reserve borders the school grounds providing an open attractive outlook to the site.

ACCOMMODATION

The original buildings of the school were built in 1980 for what was then the Hawkley Hall Middle School. Since 1986 there has been extensive building, re-modelling and refurbishment programmes on the site to complete the modern and attractive accommodation which is now Hawkley Hall High School. Investment is made annually on refurbishment to keep the fabric at an excellent standard. In September 2017 we opened our newly built Maths block (including ten additional classrooms), three brand new dedicated ICT suites, two additional science labs and two state of the art Food Technology rooms.

ICT

The ratio of students to computers is better than 2:1 including an extensive wireless and mobile solution. Every classroom is equipped with an interactive whiteboard and a Virtual Learning Environment allows access at home.

CURRICULUM

Students in KS3 are taught in either mixed ability forms or sets depending upon subject.

In Years 10 and 11 students follow a core of subjects: English (16%), Mathematics (16%), Science (20%), Physical Education (4%), Religious Education (8%) and choose 3 option subjects. The time allocation is based on 25 one-hour lessons per week.

Special Educational Needs provision is delivered through a combination of in-class support systems and withdrawal. We have 13 resourced places for children on the autistic spectrum.

In 2016 the schools progress 8 measure was +0.22 with a basics measure of 72%. In 2017, students achieved a basics measure of 72% and an attainment 8 of 49.4 with progress 8 of 5.39.

PASTORAL CARE

Pastoral Care is the responsibility of every teacher in school but is formalised on a year basis. Each student comes under the direct care of a form teacher who registers the form daily and looks after the day-to-day routines. Heads of Year (Y6/7, Y8, Y9, Y10, and Y11) with an assistant and attached staff, co-ordinate the pastoral care within the year groups. The form teachers stay with the same year groups as they move through the school.

Our code of conduct and behaviour follows what we refer to as the 'Hawkley Way' – an expected way of doing things based upon mutual respect.

STAFF

There are 70 teachers on the staff, teaching across the full range of age and ability. The teaching staff are supported by 87 professional and very competent support staff. We work as a unified team to support and enhance the learning experiences of our students. At the time of writing this document 98% of teaching is rated as good or better under Ofsted criteria, and 65% outstanding.

TRAINING

We invest heavily in our own staff training and development but we are also a major training provider for staff from other educational establishments. We even have our own, purpose built, high quality training suite.

INSPECTION

There is a link to our outstanding Ofsted report on our website www.hhhs.net.

HAWKLEY HALL HIGH SCHOOL

GENERAL INFORMATION

Post Title	Cover Supervisor
Job Purpose	To provide classroom supervision of students in the short-term absence of a teacher
Hours	Term time only 35 hours per week, 8.45am start
Responsible to	Deputy Headteacher, Business Manager

Principal Duties

To provide classroom supervision in the absence of a teacher
To communicate the work set by the teacher to the students
To communicate feedback from the covered lesson to the teacher
To collect any completed work after the lesson and return it to the appropriate teacher
To manage the behaviour of students whilst they are undertaking the set work to ensure a constructive learning environment.
To ensure observation of Health and Safety regulations
To uphold the school ethos, rules and regulations
To invigilate examinations as required and maintain the rules set by the external examination boards and in-house regulators.
To provide clerical /administrative support e.g. photocopying, word processing, filing, collecting money etc.
To assist with the display of students work

Additional Tasks

To participate in continuing professional development.
To be aware of and comply with all school policies and procedures.
To appreciate and support the role of other professionals.
To assist with the supervision of students out of lessons including before and after school.
To accompany teaching staff and students on visits, trips and out of school activities as required
To be a designated ‘First Aider’

Person Specification

Essential	Evaluation
GCSE (or equivalent) Maths and English	A
An empathy with children	A/O
The ability to establish effective working relationships with staff and students	O/I/R
High degree or organisation	O/I/R
Ability to work as a supportive team member	A/I/R
Ability to work under own initiative	/I/R
Willingness to undergo further professional development	A/I/R
An understanding of confidentiality necessary when working with students	I
Desirable	A/I
Previous experience of working with children	A/I
Level 3 qualification or higher	A/I

This post is subject to enhanced disclosure procedures and safer recruitment procedures.

(A=application, O=observation, I=interview, R=reference)

HAWKLEY HALL HIGH SCHOOL

JOB DESCRIPTION

1. INTRODUCTION

1.1 NAME OF POSTHOLDER:

1.2 JOB TITLE: Cover Supervisor

1.3 JOB PURPOSE: Under the reasonable direction of the Headteacher, carry out the professional duties of the post.

Supervise whole classes during the short term absence of teachers, maintaining good order and keeping students on task.

Respond to questions and generally assist students to undertake set activities.

Work under the guidance of teaching/senior staff and within an agreed system of supervision, in or out of the classroom.

Implement agreed work programs, assisting the teacher in the whole planning cycle and the management/preparation of resources. This could include those requiring detailed and specialist knowledge in particular areas.

Enable the access to learning for students.

Support the aims and objectives of the school

1.4 Line Management: Reporting to – Deputy Headteacher, Business Manager

1.5 Liaising With: Headteacher, senior leadership team, relevant teaching and support staff, relevant external agencies and parents.

1.6 Salary Scale: Grade 3 (scale point 10-15) £16,863 - £17,972 pro rata

1.7 Working Time: 35 hours per week term time only

DBS Disclosure level Enhanced

Dated September 2017

COVER SUPERVISOR GRADE 3

SUPPORT FOR STUDENTS
Use specialist (curricular/learning) skills/training/experience to support students Assist with the development and implementation of IEPs Establish productive working relationships with students, acting as a role model and setting high expectations Promote the inclusion and acceptance of all students within the classroom Support students consistently whilst recognising and responding to their individual needs Encourage students to interact and work co-operatively with others and engage all students in activities Promote independence and employ strategies to recognise and reward achievement of self-reliance Provide feedback to students in relation to progress and achievement
SUPPORT FOR THE TEACHER
Work with the teacher to establish an appropriate learning environment Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives Provide objective and accurate feedback and reports, as required, to the teacher on student achievement, progress and other matters ensuring the availability of appropriate evidence Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested Undertake marking of students' work and accurately record achievement/progress Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents, as directed Administer and assess routine tests and invigilate exams/tests Provide general clerical/admin support, for example, photocopying, basic typing, filing, money, administer coursework, produce worksheets for agreed activities
SUPPORT FOR THE CURRICULUM
Implement agreed learning activities/teaching programs, adjusting activities according to student responses/needs Implement local and national learning strategies, for example, literacy, numeracy, KS3 and early years, and make effective use of opportunities provided by other learning activities to support the development of relevant skills Support the use of ICT in learning activities and develop students' competence and independence in its use Help students to access learning activities through specialist support Determine the need for, prepare and maintain general and specialist equipment and resources

SUPPORT FOR THE SCHOOL
Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop Contribute to the overall ethos/work/aims of the school Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students Attend and participate in regular meetings as may be reasonably directed Participate in training and other learning activities as may be reasonably directed Recognise own strengths and areas of expertise and use these to advise and support others Provide appropriate guidance and supervision and assist in the training and development of staff as may be reasonably directed Undertake planned supervision of students out of school hours, for example, learning activities & Homework Club Supervise students on visits, trips and out of school activities as may be reasonably directed

Play a full part in the life of the school community, to support its distinctive mission and ethos.

SIGNATURES

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed ..... Signed .....
(Support Staff) (Headteacher)

Dated ..... Dated .....
(Support Staff) (Headteacher)