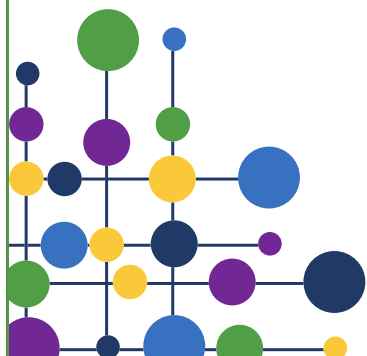


Shelley College
Cover Supervisor Application Pack
November 2019



Welcome from the CEO

September 2019



Dear Applicant,

Thank you for taking an interest in the Teacher of Maths vacancy based at Shelley College. I hope the materials enclosed in this pack give you a good sense of what makes the trust a special place to work and provides the information you need about the post, please do not hesitate to contact us if you need anything further.

Our belief in "Valuing People, Supporting Personal Best" means we are committed to investing in our staff, to help them be happy at work, to provide the support they need to achieve the highest standards they are capable of and to offer the training or guidance they need to undertake their jobs effectively. For

example, everybody is encouraged to use a personal development plan, to set their own objectives and to take responsibility for their own improvement priorities. We define effective leadership as "helping others to achieve their best" and that is what your line manager will try to do for you.

It is important to read the information provided carefully. We want you to be happy in the role you are applying for and committed to performing the job to the best of your ability.

I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,

A handwritten signature in black ink that reads "John McNally". The signature is written in a cursive, flowing style.

John McNally
CEO



SHARE Multi-Academy Trust is a charitable trust currently consisting of three secondary and five primary schools in West Yorkshire. Our schools are: Shelley College, Huddersfield; Heaton Avenue Primary School, Cleckheaton; Millbridge Junior, Infant and Nursery School, Liversedge; Cowlersley Primary School, Cowlersley; Royds Hall Community School, Beech Primary School and Luck Lane Primary School, Huddersfield.

We believe in helping staff and students achieve their personal best and are keen to recruit the very best talent to our Trust. As well as being part of the Trust, some of our schools are National Support Schools and National Teaching Schools and as such, we can offer our staff a wealth of career development opportunities and the support you need to enjoy your role.

More than six hundred people work hard across the Trust to ensure we provide the very best education and service across all our schools, from invigilators joining us for a few hours a year, through flexible part-time work to many full-time teaching and support roles.

At SHARE MAT, we aim to:-

- Encourage all our students/pupils to go beyond what they think they can achieve, to enjoy learning, helping them to lead healthy and happy lives;

- Equip our staff to deliver their best every day, our belief is that by Valuing People, Supporting Personal Best is the key;
- Ensure our staff are happy at work, taking pride in students/pupils progress and development;
- Deliver training and guidance relevant to job role so expectations are understood and staff feel motivated;
- Offer great benefits making us the employer of choice, including outstanding CPD, supportive line management and networking opportunities across the MAT to aid personal development.

If you share our passion for challenging, improving and making our schools the best they can be, we'd love to hear from you.

Shelley College is an amazing place to learn and work and our philosophy of 'Valuing People, Supporting Personal Best' sits at the centre of everything we do. Our belief is that people achieve the best outcomes when they enjoy what they're doing, feel safe and are rewarded for their commitment and success. We therefore support and invest in our students and staff, whilst maintaining high expectations. As part of our commitment to invest in all staff, we offer a comprehensive CPD package tailored to the priorities of the college, but more importantly to the personal needs of each member of staff.

We enjoy many advantages at Shelley College. As a partner school in SHARE Multi Academy Trust, a National Support School and National Teaching School, we are at the centre of a network that aims to provide the very best professional and career development opportunities. Whatever your role or whatever your career plans, we can help you achieve them. We define effective leadership as "getting the best out of other people and helping them achieve their best" and that is what your line manager will try to do for you.

As Principal, but also as a parent, I regularly ask myself "would that be good enough for my son or daughter?" If the answer is no then we implement the necessary changes to drive continued improvement. I believe that this philosophy helps keep our students at the centre of what we do and how we do it. Delivering high quality teaching and learning in a safe and orderly environment, along with an inclusive and personalised curriculum allows our students to achieve the best possible outcomes. Students leave Shelley fully equipped with the life skills, experiences and educational outcomes to have a happy and successful future.

Added to that, we possibly have the best rural location of any secondary school in the country, close enough to the cities of Leeds, Manchester and Sheffield for many of our staff to travel from these

areas. Our staff are friendly and supportive of each other and there is a strong sense of a committed team working together.

Our students, of course, are at the heart of what we do and it is essential, whatever position you are applying for, that you relate well to children and young people. The students at Shelley College are a pleasure to work with; they are keen to learn, talented and very well-behaved.

I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,



Dave Wadsworth
Principal



We are part of the SHARE Multi-academy trust and Green Light Teaching Alliance. This means we can offer the successful candidate access to a fantastic support network, CPD and opportunities to develop practice across the trust.

We are a school which has an innovative curriculum that allows staff the flexibility to create an inspiring, exciting learning journey for all our pupils/students enabling them to develop into active citizens of the future, empowered to make their best contribution to society.

The Curriculum is developed in a thematic and practical way that engages both our employees and children/young people. We seek ways to make our curriculum even more interesting every year. Lessons are expected to be fascinating, engaging, exhilarating, and demand that pupils/students think for themselves whilst ensuring pupils/students see a purpose to their work. A wide range of learning styles are used ensuring personalised learning is at the heart of what we do.

The teams include teachers and support staff, all of whom work together to deliver the agreed curriculum to all the children/young people. Together they assess pupils/student progress and achievement discussing to ensure each learner's self -confidence and self -esteem rise quickly, developing their thirst for learning

We can offer a strong team spirit and very high staff morale, which has created an open and supportive environment where staff can be innovative in accelerating pupils/students learning.



Cover Supervisor Role Profile

Role Title	Cover Supervisor	Reporting to	Assistant Principal – Teaching and Learning
Section	Support Staff, Shelley College		
Contract type	Permanent, 32.5 hours per week, term time only. Some flexibility in hours is required (e.g. occasional evening meetings).	Grade / Salary	Band E, spinal point 12-17

Part A – JOB DESCRIPTION

Overall purpose of role	To provide short term cover in the absence of the classroom teacher. To provide practical support for learning, educational activities, developing social skills, integration and for securing students physical and emotional wellbeing. To work as part of a team including teachers and other support staff to support the learning and welfare of all students. To have high expectations of our students and be committed to raising their achievement.
Safeguarding Requirements	This post requires the post holder to work in settings with children and young adults. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

Key Outputs
<ol style="list-style-type: none"> 1. To undertake short term cover in the absence of the class teacher administering pre-planned activities to whole classes whilst maintaining the high quality of learning and behaviour. 2. Cover registration, Tutor Groups and Skills for Life lessons as and when required. 3. Liaise with staff and Curriculum Leaders to ensure work is appropriately set and delivered. 4. To provide objective and accurate feedback to the teacher on student achievement, progress and other matters within the lesson (ensuring the availability of appropriate evidence when relevant).

5. To deal with any immediate problems or emergencies in according to the school's policies and procedures.
6. To report back as appropriate on the behaviour of students by following the commitment to learning procedures during the class and any issues arising.
7. On occasions when cover is light you may be required to carry out tasks including:
 - a. Offer support to departments, including displays
 - b. Help with the invigilation of exams
 - c. Help with support of individual students including those with SEN needs
 - d. Assisting College Technicians
 - e. Assist the Lead Cover supervisor to keep the Learning Resource Centre up to date including the checking in and out of books and resources.

This list is not exhaustive but intended to provide examples of additional work which may be required.

8. In liaison with appropriate staff, to supervise the students on the school site prior to start of school, during morning day break and after school (bus duty).
9. Consistently implement and use our Commitment to Learning policy.
10. To manage the behaviour of students whilst they are undertaking their work to ensure a constructive environment to support learning.
11. Follow the evacuation and lockdown procedures during emergency situations.
12. Attend training sessions, staff meetings and any department meetings as required.
13. As part of your wider duties and responsibilities you are required to promote and actively support the school's responsibilities towards Safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Please refer to the school website for our Safeguarding policy
14. Carry out your duties with due regard to school policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, and on-going performance development and through school communications.
15. Any other responsibilities commensurate within the requirements for this role or as directed by the Principal/Associate Principal and flexibility to support colleagues across college as required.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- Range of Teachers and Support Staff approximately 200 across the whole school.
- Range of Students approximately 1400.

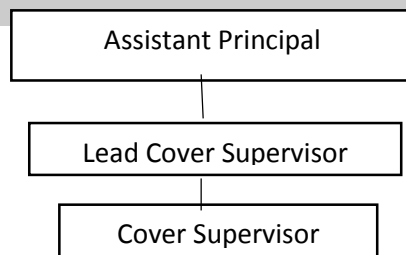
Work/Business contacts

Internal: All pupils, teachers and support staff.

External: External staff, Other Schools, Parents and families.

<i>Expertise in Role Required (At selection - Level 1)</i>	<i>Essential or Desirable</i>
<ul style="list-style-type: none"> • NVQ 3 for Teaching Assistants or equivalent qualifications or experience • Be able to demonstrate high standards of numeracy and literacy • Experience of working in school environment for at least 2 years • Experience of working with children who have SEN / EAL • Experience of teaching individuals, groups and whole classes • Ability to engage and influence others • Excellent communication skills • Excellent behaviour management skills • Commitment to the safeguarding of young people • Ability to monitor and evaluate impact of interventions and strategies • Working knowledge of relevant policies and codes of practice – e.g. Keeping Children Safe in Education, Safeguarding • Ability to use ICT to support learning 	<p>Desirable</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p>
<i>Other (Physical, mobility, local conditions)</i>	
<ul style="list-style-type: none"> • Is willing to work flexibly within scope of overall hours. 	Essential

Structure



Signatures

Approved by : CEO

Approved by : Post Holder/or Representative

To apply, please complete an application form on the TES website, which can be found on our career site here:

<https://www.tes.com/jobs/employer/-1082675>