Dear Applicant

Thank you for your interest in the position of Cover Supervisor at Dean Trust Rose Bridge, Holt Street, Ince, Wigan, WN1 3HD.

Salary – Grade 4 SCP 4 – 8, £19,312 - £20,493 per annum, pro rata. Actual Salary £14,463 per annum.

- 33 hours per week, Monday to Friday
- Term time only including 5 INSET days
- Local Government Pension Scheme – Greater Manchester Pension Fund

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit thethedeantrust.co.uk.

Method of Application
The preferred method of application is electronically via email to L DTRBrecruitment@deantrustrosebridge.co.uk. All applications must be made using the Dean Trust's application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

Closing Date
Applications received after the closing time of **9am Friday 17th September 2021** will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 01942 510 712 or email DTRBrecruitment@deantrustrosebridge.co.uk. Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Human Resources Department

Holt Street, Ince, Wigan, WN1 3HD
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Registered in England 8027943 VAT Registration 195 3889 46
The Dean Trust is a company limited by guarantee.

Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Job title	**Cover Supervisor**
Reporting to	**Deputy Headteacher**
Main purpose of job	The primary purpose of the role is to supervise and lead lessons across different subject areas during the absence of teachers. The role will ensure that progress in pupil learning is maximised during any absence through maintaining an atmosphere in the classroom which is conducive of effective learning. The job will demand flexibility and adaptability to meet the school's needs as required

Key responsibilities:

- To work closely with the Deputy Headteacher to ensure all classes have appropriate daily cover
- To ensure the school's teaching and learning and lesson protocols are followed in all cover lessons and that pupils settle quickly in their learning activities
- To ensure pupils follow set activities and lesson plans provided, and are given appropriate support and guidance to move them on in their learning
- To manage the behaviour of pupils in lessons and report any behaviour issues following the school's procedure
- To quickly establish effective working relationships with all groups of pupils taught
- To support and guide pupils in lessons with their progress in the tasks that are set. This will be through providing written and verbal feedback to support their learning in lessons
- To complete lesson evaluation feedback for lessons delivered to advise absent teachers of progress made in lessons
- To manage the effective deployment of Teaching Assistants during lessons taught
- To provide verbal and written feedback on pupil work completed when required
- To collect any completed work after each lesson and return it to the appropriate teacher or Head of Faculty, informing staff of any issues identified
- To promote and role model high expectations of all pupils
- To contribute fully to the wider role expected of all staff in ensuring the school maintains its high standards

All employees have the responsibility to:
• Ensure any documentation produced is to a high standard and is in line with the brand style • Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person • Participate in training and other learning activities as required • Participate in the school/academy Performance Management process • Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate • To promote the area of responsibility within the school/academy and beyond • To represent the school/academy at events as appropriate • To support and promote the school/academy ethos • To undertake any other duties and responsibilities as required that are covered by the general scope of the post • To undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder

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Person Specification

Education and qualifications	**Essential** • A good level of education, including GCSE Mathematics and English Language A*-C **Desirable** • A Level and/or degree qualification • Teaching qualification
Experience	**Essential** • Developing effective working relationships with children • Previous experience of working with children across the 11-16 age range • Working in a school environment **Desirable** • Experience of teaching one or a variety of subjects within a specialist area across KS3 and 4 • Working with pupils in a range of educational settings
Knowledge	**Essential** • Understanding pupils' needs and how children best learn • Understanding the wider national curriculum for secondary education **Desirable** • Knowledge of behaviour management and mentoring strategies
Skills and abilities	**Essential** • Ability to work effectively with pupils, staff, parents and members of the community • Flexibility and ability to cope with a range of tasks in a busy and challenging environment • Calmness and professionalism • Ability to inspire pupils • Demonstrate a commitment to safeguarding and promoting the welfare of the learners within the school • Ability to communicate effectively and appropriately with all members of the school community • Ability to analyse and interpret information and situations, and present findings in a clear and concise manner • Possess an enthusiastic, proactive and positive attitude towards children and the education environment • Ability and willingness to work independently and as part of a team • Willingness to be involved in the full life of the school • Demonstrate high levels of emotional intelligence • Competent IT skills • Ability to undertake further training and development as required