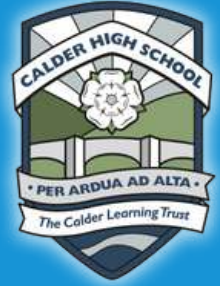


NEW VACANCY

The Calder Learning Trust

Cover Supervisor



Everybody, Everyday

Located within the beautiful Calder Valley, West Yorkshire

Start date: As Soon As Possible

Scale 5, 37 Hours per week, term time only plus 5 days

Care, Commitment, Courage



Completed applications should be returned to jmason@calderlearningtrust.com

Closing date: 9.00am, Thursday 4 April 2024

Interviews: To be arranged

Welcome from the Headteacher



The Calder Learning Trust is an all-through school, providing an excellent standard of education for students from 4 – 16 years. There are two phases to our school: Calder Primary School for ages 4 – 11 and Calder High School for ages 11 – 16. Whilst each phase is distinct, they blend seamlessly into one learning community, offering fantastic opportunities for all our students.

Located in the heart of Pennine Yorkshire, in the village of Mytholmroyd, approximately six miles west of Halifax, The Calder Learning Trust serves the Calder Valley community stretching from Halifax through Luddendenfoot, then Mytholmroyd, and beyond to the town of Hebden Bridge and the border of Todmorden. It is ideally situated both close to the countryside and with easy transport links to towns and cities for varied learning opportunities outside the classroom.

We aim for our students from Reception to Year 11 to become confident, responsible and articulate young people, supported within and beyond the curriculum and engaging in the fantastic range of opportunities available. These include The Duke of Edinburgh award, sporting events and competitions and Expressive Arts.

Our school values are 'Care, Commitment, Courage' and are woven through all that we do. Here at The Calder Learning Trust we aim for 'Everybody, Everyday' to be and do their very best so that they can realise their dreams and aspirations and we look forward to welcoming you to our school and offering you the opportunity to take an assisted tour.

Mr A Guise Headteacher at
The Calder Learning Trust



Job Description



Prime Objectives of the Post

To work under guidance of the Curriculum Manager and within an agreed system of supervision, to implement work programmes with individuals/groups in or out of the classroom including the supervision of whole classes during the short term absence of teachers.

Responsible to: Curriculum Manager, DHT Curriculum and Data

Responsible For: Classes of Students





Main Duties and Responsibilities

- Delivering lessons left by absent colleagues and securing the learning and progress of pupils and students in those classes
- Supervising the pupils and students with work in accordance with the school policy and expectations
- Assisting in preparing the learning environment and the materials used therein
- Managing student behaviour in accordance with school procedures to ensure a constructive working environment
- Responding to pupil and student queries about work that has been set and provide feedback during the lesson
- Collection any work completed after the lesson and returning it to an agreed person/place
- Leaving the room in good order at the end of the lesson
- Supervising entry and departure of pupils and students in accordance with school policy
- Recording and reporting attendance at lessons in accordance with school policy
- Take responsibility for a for a tutor group and deliver form time sessions accordingly
- Assisting in exam invigilation under the supervision of the Examinations Manager
- Reporting back as appropriate using the schools' agreed referral procedures on the behaviour of pupils and students during the class and any other issue arising
- Mentoring groups of students and individuals under the direction of SLT
- Dealing with any immediate problems or emergencies in accordance with the schools' policies or procedures
- Following school policies and procedures especially those relating to child protection and health and safety
- Respecting confidential issues linked to home/pupils/students/teacher/school work and to keep confidences as appropriate



Job Description



Knowledge

- Higher Level Teaching Assistant/NVQ Level 3 or equivalent experience students in those classes
- SIMS - School Information Management System - Attendance Module
- Excellent IT Knowledge with a good working knowledge of Microsoft Office
- Policies in relation to Health and Safety, Equality, SEND and child protection
- Safeguarding

Skills

- Able to work on own initiative and support the work of colleagues
- Able to manage students across The Calder Learning Trust in a variety of curriculum subjects
- Understanding of and ability to use a range of behaviour management strategies to maintain high standards of classroom behaviour and meet individual behavioural needs
- Supportive and compassionate
- Excellent planning, time-management and time organisational skills

People Responsibilities

Liasing With:

- Headteacher
- Senior Leadership Team
- Heads of Faculty
- Heads of Year
- Teaching and Associate Staff
- Parents/Carers
- Pupils and studentspassionate

Initiative

- Ability to intervene in lessons to support good learning and progress
- Ability to prioritise and organise own workload
- Capacity to work independently
- Empathy with young people

Demands

- Follow lesson plans to ensure pupils and students experience a continuity of provision when teachers are absent
- Confidentiality and discretion in handling sensitive information
- Flexibility around working times including evening meetings and school events e.g. Open Evenings.

Conditions

- Ability to stay calm, especially in the management of young people to maintain good climate for learning in lessons covered
- School environment dealing with staff, parents and young people
- Safe procedures for computer working
- Working within the expectations of school policies and the Code of Conduct

Resources

- Pupil and Student data including SEND
- Teaching resources

Staff Benefits

- **Wellbeing:** We subscribe to the Schools Advisory Service (<https://schooladvice.co.uk/>) to support staff with a variety of services such as online gyms, medical support and counselling .
- **CPD:** we have an extensive development programme both internally and externally to support your professional development whilst you are employed by the trust.
- **Sustainability:** We have electric charging ports to support our commitment to the environment, good local transport networks including bus and rail and we are part of the Calderdale Cycle to Work Scheme.
- **Priority places:** for children of staff at both Calder Primary and Calder High Schools as part of our Admissions Policy.
- **Childcare Vouchers** to support staff getting back to work.
- **Staff clubs** such as Staff Sketch Club, Staff Book Club and various other initiatives.



Person Specification



Knowledge & Skills

	ESSENTIAL	DESIRED	ASSESSMENT
Good general education	✓		A,I
Numeracy & Literacy skills (equivalent to GCSE Grade C in English & Maths or Level 2 Adult Skills Qualification in Literacy & Numeracy)	✓		A,I
HLTA Qualification or Equivalent	✓		A,I
ICT Competent	✓		A,I
Knowledge of SIMS		✓	A,I

Personal Development & Additional Learning

Able to engage with young people in a positive way	✓		A,R,I
Possess good interpersonal and communication skills so as to relate effectively to and end the confidence of staff, students and parents.	✓		A,R,I
Able to understand the full range of school policies, including learning and teaching, equalities, special needs and behaviour management	✓		A,R,I
Able to manage safely the classroom activities, physical learning space and resources, with due regard to Health and Safety Policy.	✓		A,R,I
Able to use a range of strategies to deal with classroom behaviour as a whole, as well as individual behavioural needs.	✓		A,R,I
Be sensitive to student needs and concerns so as to identify welfare problems/student issues and report them as necessary	✓		A,R,I
Uphold and support the School's Policies and procedures on the safeguarding of young people	✓		A,R,I

Code for Assessment

A- Application I - Interview R - Reference

Person Specification



Experience

	ESSENTIAL	DESIRED	ASSESSMENT
Of working in a school environment	✓		A,R,I

Initiatives

Work constructively as part of a team	✓		A,R,I
Ability to prioritise, use own initiative and be highly organised	✓		A,R,I
Ability to work under pressure and react quickly to changing circumstances	✓		A,R,I
Ability to present a good personal presence and provide a positive role model for students	✓		A,R,I
Ability to relate well to children and adults	✓		A,R,I
Ability to be flexible	✓		A,R,I

Circumstances

Able to physically carry out all the duties of the post	✓		A,R,I
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Code for Assessment

A- Application I - Interview R - Reference

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced Disclosure Baring Service check is required for all successful applicants.





Everybody, Everyday

We look forward to receiving your application

The Calder Learning Trust
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Website: www.calderlearningtrust.com

Facebook: The Calder Learning Trust
Twitter: @Calder_High @CalderPrimary