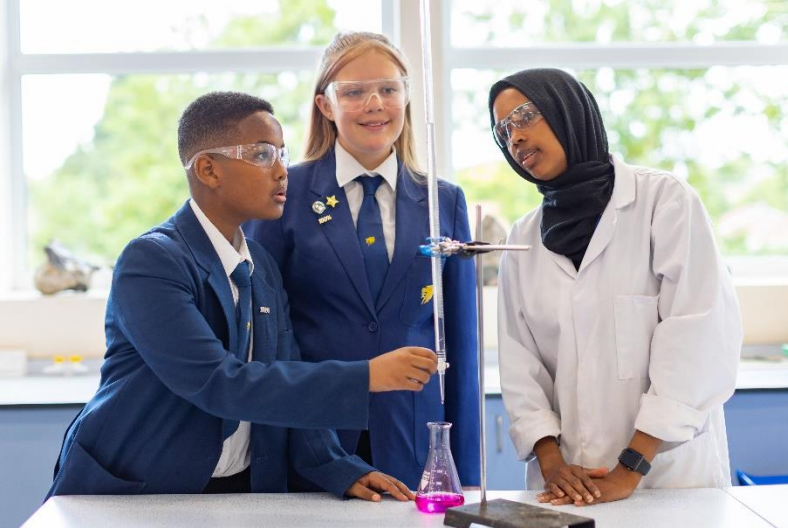




William Hulme's Grammar School

The best in everyone™

Part of United Learning



Candidate Pack

Cover Supervisor

(Permanent Support Staff Contract – commencing September 2025)



United Learning

The best in everyone™



Overview of the Role

Thank you very much for your interest in applying to be a Cover Supervisor in the Secondary Phase at William Hulme's Grammar School (WHGS).

We are looking to appoint a confident and proactive cover supervisor to support the Secondary Phase at WHGS. The Cover Supervisor is required to manage the classroom in the teacher's absence. You will need to deliver lesson content using the resources provided by the classroom teacher.

You will be required to have the skills and confidence to keep the students motivated and focused so they can work on the activities and tasks set and prepared for them. The role requires you to support students as they work through the lesson and to understand how to help them to complete tasks, where needed.

Why work for us?

William Hulme's Grammar School is the most over-subscribed school in Manchester and one of the most successful comprehensive schools in the country. WHGS is an all-through (3-18) Academy of over 1600 pupils with a wide range of abilities, ethnicities and backgrounds.

WHGS is part of United Learning, a large, and growing, group of schools aiming to offer a life changing education to children and young people across England. Our subject specialists, our Group-wide intranet, our own curriculum and our online learning portal all help us share knowledge and resources, helping to simplify work processes and manage workloads for an improved work-life balance.

As a part of United Learning, our academy benefits from shared resources, experiences, working practices and CPD opportunities that are second to none. This affords further opportunities for staff to provide a vital contribution in our pursuit to deliver the highest standards of educational excellence.

More pay:

- We pay an average of 5% above national scales – the best rates of pay in the sector.
- Cash towards medical treatment.
- Generous staff discount scheme.

More time:

- Three extra INSET days for planning.
- At least one personal day off a year.

More support:

- Great training for your career.
- Exceptional curriculum resources.
- Expert subject advice.
- Support for your wellbeing.



“Teachers use their strong subject knowledge to prepare interesting and engaging lessons” Ofsted, 2019



Our Framework for Excellence

United Learning Schools prioritise 5 key principles which represent our approach to education which lead to excellence when exemplified in the right way.

The Best from Everyone

Our aim is to bring out the best in everyone. So, we must expect the best from everyone, all the time. Every child is a special individual, capable of extraordinary things. Who can know the limits of any child's potential? So, we expect unreasonably – we constantly challenge children to do what they think they can't, to persist, to work hard and to be at their best.

From every adult we expect the same: that they are at their best, expect unreasonably of themselves, are determined and resilient and pass those expectations on to the children in all they do. We act with the utmost love, care and good faith – the highest standards come with the greatest attention to the wellbeing of all.

Our most important purpose is to teach young people things they would not learn outside school, which free them to think and act more powerfully in their lives. Words and numbers are our most powerful ways of representing the world. Mastery of language and fluent mathematical skills are therefore our top priority. We aim to prepare young people to make a success of their lives: a core entitlement to subject-based learning; the development of talents; an understanding of work and society.

Worthwhile learning is often hard. Inspiring teaching is what gives access to difficult concepts and the thrill of intellectual discovery. Powerful knowledge is not static or backward-looking. It includes the ability to critique, challenge the status quo, think and learn.

Powerful Knowledge

Education with Character

Academic success is very important. Exam passes are an important aspect of that. But there is more to a good education. Our schools also aim to develop character, compassion and service. Young people are expected to contribute to their school and to society; to try things which they think they cannot do; to persist in the face of difficulty; to become resilient in overcoming obstacles; to manage themselves; to work independently on things which challenge them; to work with others and in teams; to be courageous and caring; to lead.

We want young people to look back on a joyful schooling which has inspired and challenged them, given them wide opportunity and prepared them for the ups and downs of life.

Our children are leaders of the future. We expect them to start today – taking advantage of structured opportunities to lead and taking responsibility for themselves and others. Every adult in the school is a leader. In every word, tone and gesture, they set direction and expectation. We expect every adult to take responsibility and the initiative to do what is right for the children.

All those in formal leadership positions create the climate in which others work. They demand the highest standards, build a performance culture, develop their teams and create the space for others to lead. All leaders listen, grow relationships, act with integrity and care and expect the best from themselves and others in building a happy, confident school.

Leadership in Every Role

Continuous Improvement

However good we are, we can be better. We constantly look for improvements and implement them with pace. We look for ideas for improvement inside the organisation and out; we observe one another; we steal good ideas with pride and look to make them better; we work together to improve.

We always look at the evidence and are rigorous in evaluating impact. We stop or change things which aren't working; we improve things which are. We aim for high leverage: high impact for low effort and low cost. We constantly look to have more impact for less cost and effort and to spend every pound wisely.



Our Mission

Our mission is to establish William Hulme's Grammar School as the most popular and successful state school in the country, preparing our community for the future. We are working closely with parents and the wider community in our bid to achieve this ambitious aim of WHGS being:

- A great place to learn.
- A great place to work.
- A great place to grow and flourish.
- A great place to contribute to the wider community.

Our Values

Ambition Charter

I will:

1. Show **pride** in everything I do.
2. Be **enthusiastic** and say 'yes' to opportunities that come my way.
3. Show **resilience** by adapting to overcome obstacles.
4. Show **determination**, embracing failure and learning from my mistakes.
5. **Challenge** myself and step out of my comfort zone.

Compassion Charter

I will:

1. Be **kind** to everyone, including myself.
2. Be **inclusive**, understand, celebrate and embrace diversity.
3. Show **empathy**, by being open to others' point of view.
4. **Challenge** behaviour that I feel is unkind or morally wrong.
5. Be **generous** and help others within the school and local community.

Respect Charter

I will:

1. **Speak** with respect.
2. Respect the **school environment**.
3. **Behave** with respect.
4. Respect **other students' learning**.
5. Respect **my own learning**.



“Leaders have an unwavering commitment to pupils’ wider personal development” Ofsted, 2019



JOB DESCRIPTION

Cover Supervisor

Directly Reporting to:	Assistant Principal (Curriculum)
Purpose of Job/Role:	<ul style="list-style-type: none">■ Supervise and manage Secondary Phase students during teacher absences, ensuring a positive and productive learning environment.■ Deliver pre-planned lesson content and maintain classroom discipline in the Secondary Phase.■ Foster a safe and inclusive atmosphere where students can thrive.■ adapt to a variety of subjects and year groups as required.■ Provide general support to teachers in classrooms and administrative staff as and when required.
Line Management Responsibilities:	None.
Contacts & Working Relationships:	All teaching and support staff in the Secondary Phase
Job Family:	Teaching and Learning
Band:	2 (Vocational)
Salary:	From £24,921 per annum (FTE) From £21,504 per annum (Actual)

Roles and Responsibilities

1. Supervise classes in the short-term absence of teachers to deliver work prepared by teachers.
2. Ensure that students get full opportunities to learn when covering lessons for absent staff.
3. Promote learning of all students in classrooms and within the academy as a whole.
4. To respond to any questions from students and provide support and guidance.
5. Manage the behaviour of students to ensure a constructive environment whilst undertaking work.
6. Reporting as appropriate, on the behaviour of students during lessons and unstructured time.
7. Register students in the class in a timely and efficient manner.
8. For personal development, cover supervisors will be linked to named curriculum areas for training and practice to increase their skill set and knowledge, including schemes of work and departmental practice.
9. Providing a high-quality cover service for absent colleagues across all areas of the academy.
10. Actively use the academy protocols for managing behaviour in classrooms and around the academy.
11. Contribute to the life of the academy, including the delivery of enrichment sessions as necessary.
12. Support the administration and finance functions in the main office during times when no cover is required, processing orders, supporting front of house for dinner/meeting cover, supporting with the collation of whole school communications.
13. Work around school in support of the Pastoral function when not covering teaching classes.



14. All staff are expected to keep up to date with safeguarding legislation and requirements and work to ensure the safety of students at all times.
15. Job Descriptions for all posts in the academy will be subject to review and may be modified after consultation with the holder of the post.
16. William Hulme's Grammar School delivers Character Education through the Future Me framework and staff must purposefully model the behaviours expected by the school ethos and actively act as role models to students.
17. Staff should use the language of values as part of their conversations in delivery of their roles, in lessons and around school as part of the coordinated character programme.
18. Any other duties which are appropriate to the post which the Principal/Head of School or other manager may direct.

Other Duties

1. Support the aims and ethos of the school.
2. Support the implementation of school policies and procedures.
3. Be proactive in matters relating to health and safety and child protection and safeguarding including the completion of EduCare modules as required.
4. To take part in whole school INSET activities to enhance job effectiveness.
5. Set a good example in terms of dress, punctuality and attendance.
6. To work as part of the team, liaising, advising and consulting where appropriate.
7. Attend relevant Team/Departmental, Staff Meetings and Inset as required.
8. To participate in the school's PDR process.
9. To identify personal training needs and to attend appropriate internal and external in-service training.
10. To carry out Duties as part of the Duty Rota.
11. To assist at school functions and with extra-curricular activities.
12. To perform such other duties as may be required by the Principal or Senior Leadership Team.
13. To carry out all other reasonable duties in line with this position as requested by the Principal.

Job Description Review

This job description will be reviewed as and when necessary, in accordance with the needs of the academy.

Date of Last Review: April 2025

Reviewed by: T H Copestake, Head of School (Secondary Phase)



PERSON SPECIFICATION

Cover Supervisor

Requirement	Essential/ Desirable	Method of Assessment
Qualifications		
5 GCSE (or equivalent) including English & Maths C/4 or above.	E	Application Form Certificate Check
Level 3 Qualification.	E	
Undergraduate degree.	D	
Teaching Assistant Qualification.	D	
Hold a valid First Aid at Work qualification.	D	
Evidence of further education and training, particularly in schools a school setting.	D	
Experience		
Experience of working in a school environment.	E	Application Form Interview Process
Ability to manage own workload, prioritise tasks and deal with a wide range of demands from different groups of people.	E	
Experience of managing and engaging groups of young people to learn.	E	
Experience of working with young people with additional needs or behavioural and emotional issues.	D	
Knowledge and Skills		
Good communication and negotiation skills.	E	Application Form Interview Process
Resilient, reliable and adaptable to changing environments.	E	
Ability to remain calm under pressure.	E	
Ability to find solutions to problems.	E	
Excellent organisational skills.	E	
Good level of IT literacy using a variety of applications in an educational environment.	D	
Ability to remain calm under pressure and influence behaviour of students positively.	D	
Ability to manage students in a classroom situation to promote learning.	D	
Personal Competencies and Qualities		
Strong behaviour management skills.	E	Interview
Flexibility to cover a range of secondary school subjects and year groups.	E	
A genuine passion for education and a desire to make a positive impact in the school environment.	E	



Requirement	Essential/ Desirable	Method of Assessment
Understanding of the barriers to achievement and wellbeing.	E	
Knowledge of equality and diversity and an understanding of issues faced by young people.	E	
Commitment to the highest standards of safeguarding and child protection.	E	
Sets consistently high expectations of self and others.	D	
Highly motivated.	D	



TERMS AND CONDITIONS

Cover Supervisor

The Cover Supervisor will work under the direction of the Assistant Principal (Curriculum) at the school's premises on Spring Bridge Road.

Hours of Work

This is a permanent contract and is full time, (37.5 hours per week, excluding lunches), term time only, including attendance at all Inset and Planning Days. Your normal working pattern will be Mondays, Tuesdays and Thursdays, 8.00am until 4.00pm, Wednesdays 8.00 am until 4.30 pm and Fridays 8.00 am until 3.30 pm, but may be varied on occasion as agreed with your Line Manager. Very occasional overtime may be required for which payment will be paid.

Job Family, Pay Band and Salary

The role is part of the Teaching and Learning Job Family and is placed in Pay Band 2 (Vocational) on the United Learning Support Staff Pay Scale and has a Pay Range commencing at £24,921 per annum Full Time Equivalent (**£21,504 Actual**), depending on qualifications and previous experience.

Holidays / Annual Leave

Twenty-six days annual leave plus the statutory English public holidays per annum pro rata. The holiday year runs from 1 September to 31 August, so this will be pro-rata'd for an in-year starter.

Pension

The Cover Supervisor will be enrolled automatically into the Local Government Pension Scheme (LGPS) run by Greater Manchester Pension Fund (GMPF). You have the option to opt out of this scheme after enrolment if you wish. For further details you can access the GMPF website (www.gmpf.org.uk).

Rewards and Benefits

- United Learning has teamed up with Perkbox to offer employees over 250 exclusive benefits, all through their easy-to-access platform and mobile app. Featuring a huge range of perks, from discounted cinema tickets and holidays to money off meals out at restaurants and savings on food, gym memberships, technology and clothes shopping. We also offer salary sacrifice schemes such Cycle to Work, Car Lease and Gymflex - which offer tax and NI savings.
- All staff on a permanent or fixed term contract with 6+ months service are eligible for the health cash plan provided by Westfield Health. This enables staff to claim money back towards the cost of essential healthcare, as a result of trips to the optician, dentist or physiotherapist, up to annual limits. It also includes the ability to book same day virtual GP appointments.

Preconditions including Disclosure of Criminal Background

Any offer of employment will be subject to satisfactory outcomes of:

- Confirmation of suitability to work with children (Enhanced DBS check)
- Two professional references
- Proof of identity and eligibility to work in the UK
- An overseas check, if applicable
- Confirmation of your qualifications
- Prohibition from Management check
- Completion of a Disqualification declaration
- Pre-employment Medical Check



How to Apply

Please apply through the William Hulme's Grammar School website:

<https://www.whgs-academy.org/work-for-us/vacancies>

We are working hard to become a more diverse organisation – which is key to our commitment to bringing out the best in everyone. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates, who are currently under-represented in the Group as a whole.

We always appoint on merit. We are open to discussing flexible working options.

The school is fully committed to the safeguarding of children and all staff will be subject to an enhanced DBS disclosure and full child protection/safeguarding training. United Learning is an equal opportunities employer.

Closing Date	Wednesday 23 April 2025 at 11.59 pm
Interviews	Tuesday 29 April 2025

