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Learning Trust



**ILKLEY GRAMMAR SCHOOL**

A MOORLANDS LEARNING TRUST ACADEMY

**FURTHER  
PARTICULARS FOR  
THE POST OF:**

**CASUAL COVER  
SUPERVISOR**

**November 2024**

**Ilkley Grammar School**  
**Casual Cover Supervisor**  
**£14.36 - £15.58 (Salary Scale Point 12-17) per timetabled period**  
**Variable hours to provide short or long-term support during term time**

Thank you for requesting details for the post of casual cover supervisor. We are looking for a colleague to join our team of cover supervisors on a casual basis at this successful, oversubscribed comprehensive Academy. This post is required as soon as possible.

The role involves the supervision of whole classes during the short-term absence of teachers and may include support as required within Inclusive Learning. The casual cover supervisor will give instructions for the lesson as provided by a teacher and the primary focus of the role will be to establish and maintain a productive classroom environment and to keep students on task, ensuring students' understanding of the curriculum. The casual cover supervisor will respond to general questions and provide general feedback to teachers but will not be required to undertake lesson planning.

The successful applicant will be self-motivated, calm and authoritative. They will also have high expectations, the ability to motivate and challenge secondary school age children and an unwavering commitment to all staff, students and stakeholders.

This is an exciting time in the school's development. In July 2022 it was announced that IGS has been selected for the next phase of the national Schools Rebuilding Programme and will receive substantial capital investment to rebuild and /or refurbish parts of the school. This will have a transformative impact on the learning environment at IGS and will substantially reduce our carbon footprint.

We deeply care for our staff as well as our students and take their wellbeing seriously, engaging regularly and meaningfully with all colleagues. We have a strong associate staff team employed across student support and pastoral roles, administration, premises management, IT support, finance, catering and operational management. We are sensitive about the importance of managing staff workload. All staff have access to an Employee Assistance Programme, and we have an embedded schedule of extra-curricular, voluntary 'Wellbeing Wednesday' sessions for staff to access across the school year. The school closes earlier for students on Wednesdays to accommodate these sessions as well as to facilitate whole school and departmental staff development and training.

Despite our considerable success, we are not complacent and the commitment to our Personal Best values and our motto "Growing in Wisdom and Stature" means that we continue to drive school improvement to further raise standards. It is important to us that students are equipped with the confidence, skills and personal qualities to make a positive difference to their own lives and to that of others. We can guarantee high-quality support in the role, committed and effective colleagues, well-motivated and aspirational students, opportunities for partnership working and a very supportive community. In return, we will expect a positive and enthusiastic approach, an unwavering commitment to our Personal Best values and a passion for working with young people to make a positive difference to their lives.

If you are inspired by this opportunity and have the qualities to contribute to our high-quality provision, then we would be delighted to hear from you.

## **How to Apply**

As part of your online application in the Personal Statement section (no more than 2 sides of A4) please explain:

How your skills, qualities and experiences make you a suitable candidate for this post.

The closing date for this post is: 8am Monday 25<sup>th</sup> November 2024

Provisional interview is scheduled for w/c 25<sup>th</sup> November 2024

***Please be aware that we reserve the right to close early, and so early applications are encouraged.***

If you do not receive an invite to interview by Wednesday 27<sup>th</sup> November, we regret your application will have been unsuccessful on this occasion, but we wish you every success in your future career.

Thank you again for your interest in our school.



Carly Purnell  
Headteacher

# Generic Job Description

## Casual Cover Supervisor

**Responsible to:** Senior Cover Supervisor

**PRIME OBJECTIVES OF THE POST:** To supervise whole classes during the short-term absence of teachers. The primary focus will be to establish and maintain a productive classroom environment and to keep students on task. Cover Supervisors will need to respond to questions and generally assist students to undertake set activities, reporting back to the teacher/Curriculum Leader on broad issues such as behaviour.

### Summary of core duties:

- To provide classroom cover for absent teachers and supervise work set in accordance with school policy to ensure that the learning objectives set by the teacher are achieved
- To register each class using the electronic registration system in accordance with the school's procedures
- To manage the behaviour of students in the classroom in accordance with the school's Relationships Policy
- To promote positive behaviour and respectful relationships, using effective strategies in a timely manner and in accordance with school policy
- To support students to engage with the work provided, including providing support where necessary with literacy, numeracy and organisational skills
- To deal with any immediate problems or emergencies according to the school's policies and procedures
- To collect completed work after the lesson, as appropriate, and forward to the appropriate Curriculum Leader or teacher
- To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
- To assist in the creation and maintenance of curriculum resources, and creation of visual displays in order to ensure a relevant and engaging physical learning environment.
- To contribute to the overall values/work/aims of the school
- To provide administrative support to Curriculum Areas/Administrative Areas (including the Cover Manager) as required
- To participate in training and other learning activities to improve individual performance

### Responsibilities

- 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 equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required, for example Fire Marshall
- To support, uphold and contribute to the development of the Academy's Equality policies and practices in respect of both employment issues and the delivery of services to the community.

### General Accountabilities

- Be aware of the school's duty of care in relation to staff, students and visitors and to comply with the health and safety policy at all times;
- establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and other professionals of the school;
- be aware of and comply with the code of conduct, regulations and policies of the school;
- develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated in order to support school development.

**VARIATION IN ROLE**

Given the dynamic nature of the role and structure of Ilkley Grammar School as an Academy, it must be accepted that, as the Academy's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

**Recruitment and Selection Policy Statement**

The Academy's Board of Governors is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

As with most associate staff roles, this post is subject to the satisfactory completion of a six-month probationary period.

**Agreed by:**

**Post Holder:**

**Print name**.....

**Signature**.....

**Line Manager:**

**Print Name**

.....

**Signature**.....

**Date:** .....

**PERSONNEL SPECIFICATION**  
**Casual Cover Supervisor**

<b>Qualifications</b>	<b>Essential/ Desirable E/D</b>	<b>How Identified</b>
<input type="checkbox"/> GCSE grade C or equivalent in English and Maths.	E	Application Form and Selection Process
<input type="checkbox"/> ICT qualifications e.g. RSA, Excel, Publisher, PowerPoint, European Driving Licence etc or equivalent relevant experience	D	
<input type="checkbox"/> An understanding of child protection, health, safety and security	D	
<b>Experience</b>	<b>Essential/ Desirable E/D</b>	<b>How Identified</b>
<input type="checkbox"/> Some experience of secondary school-age children	D	Application Form
<input type="checkbox"/> Administrative experience	D	
<input type="checkbox"/> ICT experience	D	
<input type="checkbox"/> Experience of working in a school based classroom	D	
<input type="checkbox"/> Previous experience of working with Arbor and Edulink	D	
<input type="checkbox"/> Evidence of the ability to work cooperatively with teaching and associate staff and multi-disciplinary professionals as appropriate	E	
<input type="checkbox"/> Experience of working in a high pressured environment	E	
<input type="checkbox"/> Experience of managing own workload to meet conflicting demands and deadlines to ensure completion of tasks	E	
<input type="checkbox"/> Defusing difficult situations in a calm manner	E	
<input type="checkbox"/> Presenting yourself effectively	E	
<input type="checkbox"/> Experience of e-learning including mobile technologies	D	
<b>Training</b>	<b>Essential/ Desirable E/D</b>	
<input type="checkbox"/> Willingness to participate in CPD	E	Application Form & Selection Process
<input type="checkbox"/> Evidence of relevant CPD	D	
<b>Skills</b>	<b>Essential/ Desirable E/D</b>	<b>How Identified</b>
<input type="checkbox"/> Able to understand and carry out instructions	E	Application Form & Selection Process
<input type="checkbox"/> Confidentiality and discretion	E	
<input type="checkbox"/> Ability to motivate, coach and encourage students to achieve more	E	
<input type="checkbox"/> Able to think logically and calmly when under pressure	E	
<input type="checkbox"/> Able to keep accurate & appropriate records	E	
<input type="checkbox"/> Able to use initiative within school policies and practices	E	
<input type="checkbox"/> High standard of written and spoken English	E	
<input type="checkbox"/> Proven ability to use ICT in the organisation and management of their role	D	
<input type="checkbox"/> Good numeracy skills	E	
<input type="checkbox"/> Able to act in an understanding and patient manner whilst remaining firm and fair.	E	
<input type="checkbox"/> Able to take initiative and to work independently	E	
<input type="checkbox"/> Good interpersonal skills and confident communicator	E	
<input type="checkbox"/> Good problem solver	E	
<input type="checkbox"/> Understand numerical & statistical data	D	
<input type="checkbox"/> Evidence of the ability to promote a positive ethos and pride in the school together with high standards of education, care and behaviour	E	

Personal and Professional Qualities	Essential/ Desirable E/D	How Identified
☐ Strong 'moral purpose'	E	Selection Process
☐ Committed to promoting and modelling our Personal Best values: Pride; Respect; Courage; Responsibility; Kindness and Resilience		
☐ Conscientious and committed to high personal and professional standards	E	
☐ Enthusiastic about education and learning	E	
☐ Able to inspire confidence and remain positive and constructive under pressure, demonstrating characteristics such as integrity, resilience and adaptability	E	
☐ 'Can do' attitude	E	
☐ Works well with colleagues and contributes effectively to the team(s)	E	
☐ Emotionally intelligent	E	
☐ Professional appearance	E	
☐ Sense of humour and perspective	E	
☐ Values equality, trust, happiness, openness and support	E	
Safeguarding	Essential/ Desirable E/D	
Has appropriate motivation to work with children and young people, and can relate to them	E	Completion of Enhanced CRB Disclosure
Ability to maintain appropriate relationships and personal boundaries with children and young people	E	
Displays commitment to the protection and safeguarding of children and young people	E	
Has up to date knowledge of relevant legislation and guidance in relation to working with young people	D	

**Agreed by:**

**Post Holder:**

**Print name.....**

**Signature.....**