



LEARNING TRUST

Standing Together, Learning Together



# Candidate Information Pack Cover Leader

Closing Date Thursday 4<sup>th</sup> July 2024 at 9.00 a.m.  
Interviews to be held WC 8<sup>th</sup> July 2024



Golborne Community  
Primary School



**SOUTHLANDS**  
HIGH SCHOOL  
Endeavour for Excellence



Standish Community  
High School

**be** Outstanding!



**Chief Executive Officer: Neil Moore**

It is with great pleasure that I introduce you to the Mosaic Learning Trust and I hope this information will enable you to decide on your suitability to join our journey and become part of our growing team. As a Trust, we are determined to challenge our students inside and outside the classroom to strive for individual excellence and to achieve the highest academic standards. Our Trust is committed to supporting every student so they can develop to their full academic potential whilst experiencing a wide and exciting range of opportunities to equip them with the skillset for a successful future as rounded, mature and confident members of modern society.

I am very proud of the Trust, its students, staff and Trustees. Education at Mosaic provides much more than exam excellence. It aims to develop and nurture our children to take their place as caring and confident young people in the outside world. Our staff have opportunities to engage in high quality Continuous Professional Development and all staff have access to our supportive, well-being packages. We would like to invest in the long-term career of an exceptional candidate and would welcome visits from prospective applicants.

**Who we are:**

The Mosaic Learning Trust was established in 2017. The ambition for all in the Trust is to serve the educational interests of students in becoming successful learners, confident individuals and responsible citizens, irrespective of background or ability. We have set our Trust on achieving:

- Ambitious expectations with successful outcomes so that no child is left behind in achieving all they can
- Academies committed to excellent teaching and learning with highly performing personnel
- Well led academies across all levels working within well-established staffing structures
- Self-evaluation built around accountability, development and improvement. Each academy will have data astute and responsive management systems
- Academies that offer engaging, relevant and well-considered curricula
- Excellent Trust governance that will ensure we are a Trust that is financially viable and forward thinking
- Academies that provide safe and positive learning environments

At **Standish Community High School**, we are committed to the highest levels of academic achievement, personal growth and lifelong fulfilment. Our motto 'Be Outstanding' captures our determination and belief that all of our students deserve the very best education and opportunities that enable them to flourish and grow in confidence and develop the skills and expertise, to become happy and well-rounded, successful individuals.

**Southlands High School** believes in being a strong and loyal community in which every student and every member of staff is supported to achieve their very best and reach their fullest potential. Through high quality teaching, strong pastoral systems and a focus on personal development, we seek to prepare each and every student for the bright and optimistic future ahead of them.

At **Golborne Community Primary School**, our constant aim is to facilitate children's learning in a warm, encouraging and respectful community existing in a quality and stimulating environment. Our ethos relies heavily on the concept of independent learning and self-discipline. We hope to develop in all children the desire to learn and the ability to apply their full knowledge. At the same time, we want to help each child find the self-esteem and confidence that are so necessary to live a full and happy life.

## What are the Benefits of Working for the Mosaic Learning Trust?

At the Mosaic Learning Trust, we understand that investing in our staff is the best investment for our students and offer a wide range of strategies to help our teachers and support staff to be highly effective in their roles. The Trust offers: -

### Salary

We offer competitive salaries for teaching staff in line with the School Teachers Pay and Conditions Document. We also offer competitive salaries to school support staff on an incremental salary scheme, paid according to agreed pay grades using national spinal column points. Support staff receive an increment on 1<sup>st</sup> April each year, or when they have completed six months of service if appointed between October 1<sup>st</sup> and March 31<sup>st</sup>, until they reach the top of the band within their pay scale.

### Pension

The Trust offers access to a substantial contributory pension scheme in line with the Teachers Pensions and Local Authorities.

### Generous Holidays

Full year support staff have a statutory right to 28 days paid holiday a year including bank holidays, the Trusts' minimum entitlement for support staff is 35 days (including bank holidays) increasing to 40 days (including bank holidays) after 5 years' continuous local government service.

### Wellbeing

We are committed to supporting the physical and mental wellbeing of our staff. We offer occupational health services, Schools Advisory Service (SAS) – wellbeing services, an employee assistance program, free flu vaccinations, eye care, discounted local gym memberships and we are a part of the cycle to work scheme.

### Trust 'Inset Days'

The Trust offer additional Inset Days to give staff non-contact time for additional training, CPD, preparations, department time, leadership time etc.

### Learning and Development

Learning and Development is essential to the success of the Trust and will help us meet our objectives and address the challenges we face over the coming years. This is an on-going process and one which should therefore be continuous throughout the year. There are many opportunities in the course of day-to-day work for learning and development to take place and service-specific training is provided appropriate to the needs of the job.

We also have an e-learning portal, through the National College which provides employees with access to a range of online courses and resources at a time that suits them, designed to help them enhance their professional development and refresh their learning, with new courses being added regularly.



June 2024

Dear Applicant,

**Cover Leader – Permanent Contract**

Many thanks for your interest in the above position. Please find enclosed the following documents:

- ❖ Job Description
- ❖ Person Specification
- ❖ Application Process

Standish Community High School is advertising for a permanent Cover Leader to commence employment on 2<sup>nd</sup> September 2024.

The successful candidate will lead on the day-to-day logistics of the schools cover arrangements and provide classroom supervision of students in the absence of a teacher. This permanent post is particularly suitable for experienced candidates as well as university students in gap years and for those considering a career in the teaching profession.

The working hours will be 32.5 per week, term time plus 1 week, 8.15 a.m. until 3.15 p.m. Monday to Friday.

This full-time role will be based at Standish Community High School, however as we are part of Mosaic Learning Trust, there may be occasions when you will be required to work at other schools within the Trust.

You can apply through Teacher Vacancies [Find a job in teaching - Teaching Vacancies \(teaching-vacancies.service.gov.uk\)](https://www.findajobinteaching.gov.uk). You can also apply by filling in a School application form found on the School Website or on the [Home | greater jobs](https://www.home-greaterjobs.com) website. Late applications will not be considered. Completed application forms can be forwarded by email to: [recruitment@standishchs.wigan.sch.uk](mailto:recruitment@standishchs.wigan.sch.uk)

Applications will be considered as soon as they are received, and the closing date will be Thursday 4<sup>th</sup> July 2024 at 9.00 a.m. Interviews are scheduled to take place WC 8<sup>th</sup> July 2024. Any offer of employment is subject to a satisfactory enhanced criminal record check with barred list check through the Disclosure and Barring Service (DBS), medical clearance, references, and verification of qualifications satisfactory to the Trust.

Yours faithfully,



Miss R Atherton  
**Trust H.R. Manager**



# Standish Community High School

June 2024

Dear Applicant,

Welcome to Standish Community High School.

Thank you for considering an application to permanent position of Cover Leader at Standish Community High School. I am happy to recommend Standish to you as a high performing and successful school with an intake of 1300 students. In our most recent Section 8 Ofsted Inspection carried out in October 2021, we retained the judgement of “good”. However, we continue to work relentlessly to achieve “outstanding” (<https://files.ofsted.gov.uk/v1/file/50173438>)

Our attainment figures place us amongst the top non-selective state-funded schools in England. This accolade has contributed to our designation as a Leading-Edge school by the Secondary Schools and Academies Trust (SSAT). Standish Community High School has been placed in the top 10% of non-selective schools nationally for attainment and we were placed in the top 20% of schools nationally for progress. These awards, along with others we have received, show our aspirations and ambitions for our students and equally the commitment, dedication, and professionalism of our staff. We were delighted that our successes have continued in 2023 with our outstanding GCSE results.

Although all schools are facing considerable change in education, we believe that our core values and positive ethos will guide us as we face the future. As a school, we remain entirely focused on and determined to unleash the potential in all students irrespective of background or ability.

Hopefully, this has inspired you to take a serious look at Standish. I consider it a tremendous privilege to be the Headteacher at Standish and lead such an incredibly well-motivated and inspiring team of teachers and support staff.

I look forward to receiving your application form.

Yours faithfully,

Mrs L Barker  
**Headteacher**

## JOB DESCRIPTION

INTRODUCTION	
<b>Post Title:</b>	<b>Cover Leader</b>
<b>Status:</b>	<b>Permanent</b>
<b>Job Overview:</b>	The Cover Leader will lead on the day-to-day logistics of the schools cover arrangements and provide classroom supervision of students in the absence of a teacher.
<b>Line Management:</b>	Reporting to – Assistant Headteacher Responsible for – No line manager responsibility
<b>Liaising with:</b>	Headteacher, Senior Leadership Team, Cover Administrator, teachers and support staff, students, parents/carers and outside agencies
<b>Working time:</b>	32.5 hours per week, term time plus 1 week. 8:15 a.m. – 3:15 p.m. Monday - Friday
<b>Salary /Grade:</b>	Grade 5, SCP 8-14 (£24,702.00 – £27,334.00) Actual salary £18,744.92 - £20,742.19
<b>Disclosure Level</b>	Enhanced
<b>Conditions of Employment</b>	No holidays are permitted during the 190-day teaching year.
<b>Main Duties / Job Outline</b>	<p><b>Specific Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Meet and greet Cover Supervisors/Daily Supply Teachers and provide daily timetable, handbook, and information on work.</li> <li>• Support Daily Supply Teachers with queries and liaise with external agencies when required.</li> <li>• Support the Cover Administrator by ensuring timesheets are checked and signed daily and electronically authorised at the end of each week and complete a requisition for the finance team for each supplier/booking.</li> <li>• Deputise for the Cover Administrator in her absence, overseeing staff cover arrangements, utilising the school’s internal staff (in line with cover guidelines).</li> </ul> <p><b>In Class</b></p> <ul style="list-style-type: none"> <li>• The post holder will be expected to develop good working relationships with all staff and students, acting as a role model and setting high expectations.</li> <li>• To uphold the school mission statement, ethos rules and regulations.</li> <li>• To provide classroom supervision in the absence of a teacher.</li> <li>• To communicate the work set by teachers to the students.</li> <li>• To provide classroom supervision which demonstrates a positive response to any data, seating plans, lesson objectives or other in-school information.</li> <li>• To manage the behaviour of students whilst they are undertaking the set work to ensure a constructive learning environment.</li> <li>• To deal with any problems or emergencies according to the school’s policies and procedures.</li> <li>• To communicate feedback for the covered lesson to the teacher.</li> <li>• To collect any completed work after the lesson and return it to the appropriate teacher.</li> </ul> <p><b>In School</b></p> <ul style="list-style-type: none"> <li>• To accompany students on school trips/external activities.</li> </ul>



	<ul style="list-style-type: none"> <li>• To work as part of an examination invigilation team for external examinations as required.</li> <li>• To provide clerical/administrative support e.g., photocopying, work processing, filing etc. as required by the Cover Administrator, Office Manager, or member of the Senior Leadership Team.</li> <li>• To be part of the support team contributing to the upgrading of displays around the school.</li> <li>• To be aware of and comply with all school policies and procedures.</li> <li>• To appreciate and support the role of other professionals.</li> <li>• To assist with the supervision of students at lunch time and bus duty.</li> <li>• To support and promote an image which is consistent with the aims of the school.</li> <li>• Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Commitment and support to ensure equal opportunities for all.</li> <li>• Contribute to the overall ethos/work/aims of the school.</li> <li>• To carry out the duties in the most effective, efficient and economic manner available.</li> <li>• To undertake any duties as may be determined by the Headteacher commensurate with the grade to support the effective, efficient operation of the school curriculum and activities.</li> <li>• Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to 'be outstanding'.</li> <li>• Promote actively the school's corporate policies.</li> <li>• Comply with the school's health and safety policy and undertake risk assessment as appropriate.</li> </ul>
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<b>1. TRAINING</b>
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1.1	To participate in continuing professional development.
1.2	To continue personal development in the relevant area.
1.3	To participate in the staff review and development through appraisal process.
1.4	Attend and participate in relevant meetings as may be reasonably directed.
1.5	To undertake Health and Safety Training on areas within the designated work area.
1.6	During fire evacuations be responsible for accounting for staff / being a fire marshal and follow procedures explained in the Fire Safety and Evacuation Procedures Policy.
1.7	To keep up-to-date and maintain First Aid at Work (EFAW) training

<b>2. COMMUNICATIONS</b>
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2.1	To communicate and consult with other staff and students.
2.2	To promote a positive service to both staff and students.
2.3	To communicate and co-operate with internal/external individuals and bodies as appropriate.
2.4	To follow agreed policies for communications within school.

<b>3. SCHOOL ETHOS</b>
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- 3.1 Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- 3.2 Support the school in meeting its legal requirements for worship.
- 3.3 Promote actively the school’s corporate policies.
- 3.4 Comply with the school’s health and safety policy and undertake risk assessments as appropriate.
- 3.5 This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**SIGNATURES**

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from the Headteacher / SLT link to undertake work of a similar level that is not specified in this job description.

Signed .....  
(Cover Leader)

Signed .....  
(Headteacher)

Dated .....  
(Cover Leader)

Dated .....  
(Headteacher)

**SAFEGUARDING OF CHILDREN AND YOUNG PEOPLE**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.





## Arranging a visit:

Candidates wishing to visit the school or arrange a telephone discussion can contact Amy Unsworth, who will arrange a suitable time: 01257 478731.

## Application process:

To apply, please use the Teaching Vacancies or School application form.

Advertising date: 13<sup>th</sup> June 2024  
Closing date: 4<sup>th</sup> July 2024 at 9.00 a.m.  
Short listing: 4<sup>th</sup> – 5<sup>th</sup> July 2024  
Interview date: WC 8<sup>th</sup> July 2024

In line with Safer Recruitment guidelines, we will be taking up references in advance of the interviews and taking them into account throughout the interview process.

Standish Community High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures ([link to policies](#)). Enhanced checks through the Disclosure and Barring Service (DBS) will be required for this post.

The post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulation and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations and is also subject to medical clearance.

More information about the school can be found on the website [www.standishchs.wigan.sch.uk](http://www.standishchs.wigan.sch.uk)

When completing your Teaching Vacancies or school application, please ensure that all sections are completed, gaps in employment history are accounted for and details of awarding bodies are included. You should refer to the job description and person specification to guide your application. Your supporting statement should be no more than 2000 words. Please note that late applications will not be considered.

