



Glyn School

Cover Supervisor
November 2024

Dear Applicant,

Thank you for your interest in our vacancy. Glyn School is a comprehensive school for boys aged 11 to 16, and a successful mixed Sixth Form. Founded in 1927, we have a rich history of academic excellence, sporting prowess, artistic achievement and service to the community. The school carries the responsibility of being graded 'outstanding' by Ofsted in 2000, 2012 and again in 2023. We have the privilege and responsibility of being a founder member of GLF schools, a Multi Academy Trust (MAT) where the focus on collaboration, leadership and school improvement enables students to 'Grow, Learn and Flourish'.

Glyn School are seeking to appoint a Cover Supervisor to join our friendly and supportive team.

At Glyn School we hold high expectations of all our students in every respect. We aspire to provide students with an outstanding learning experience each and every day. Every decision that we make is centred on their learning and achievement as we seek to enable each one to meet and exceed their potential. Our incredibly dedicated and talented staff never give up on a student.

Glyn School's Vision



Glyn School inspires a love of learning and achievement that is founded on the virtues of integrity, kindness, respect and endeavour. Every person is highly valued and encouraged to achieve their full potential. Students are supported to develop and express their character, empowering them to positively contribute to their community. We are a values-driven school and thus our values underpin all we do.

Integrity and Respect - Integrity means 'doing the right thing, even when someone isn't looking'. A school community motivated by integrity and embodying a true understanding of respect and care for others is a successful school. We foster mutual respect between all members of our community and help students develop self-confidence and self-respect, so that they become well-rounded young people.

Kindness - Kindness is a type of behaviour marked by acts of generosity, consideration, showing assistance or concern for others, without expecting praise or reward. Our culture is positive and supportive, which increases students' sense of belonging and happiness towards their learning and school experience.

Endeavour - We nurture students to strive to achieve their true potential through perseverance, hard work and resilience. We place an importance on teamwork and developing independence, where all students are encouraged to embrace challenge, which leads to success and achievement.

Tenax propositi ulteriora peto: Firm of purpose I seek for nothing but the best.

We also continue to use the original school motto from 1927. This is an important part of our heritage and a reference point for our ethos and is proudly worn on the schools' blazers.

We firmly believe that colleagues who feel supported and valued impart their passion and enthusiasm to their students that ultimately sees the young people we teach make exceptional progress. We want you to enjoy working at Glyn School and we warmly welcome you to visit us and experience our vibrant, thriving and supportive atmosphere that makes Glyn the right choice for you.

Mrs Jo Garrod
Head of School

Mr Matt Duffield
Executive Headteacher

The role of a Cover Supervisor at Glyn School

Cover Supervisors at Glyn School provide effective cover supervision for lessons, and provide stability and continuity for students whose lessons are affected by short-term teacher absence. This may also include offering further intervention sessions for students to help address learning gaps.

Lesson plans and materials are provided and the role will include registering the form and class, ensuring that students complete the tasks provided by the teacher, managing the classroom, providing additional support as needed and feedback to the teacher.

There is the opportunity to cover a wide variety of subjects including Maths, Science, PE and Games, Drama, English, Humanities, MFL, Social Sciences, Creative & Performing Arts and Technology.

Our Year Groups will include Year 7 – Year 13 across Key Stages KS3, KS4 and KS5.

Glyn School is part of GLF Schools, who are a dynamic, innovative and forward-thinking Academy Trust. Furthermore, there are many career opportunities for new and existing staff. Each school in the Trust has its own individual identity, while benefitting from the expertise that comes from dedicated and experienced regional and Trust teams. GLF schools serve to meet the needs of its own community yet all are united in their core purpose of providing an outstanding educational experience.

In addition, GLF Schools has a generous employment offer, which allows our colleagues to Grow, Learn and Flourish. This offer includes, Continuous Professional Development, Work life and family friendly policies, Flexible Working, Staff Wellbeing, Career Pathways and Talent Management, Staff Benefits, Community and Collaboration and a Valued Worker Scheme

Job Title	Cover Supervisor Job Description	Job Reference	GS-CS-1124
Location	Glyn School	Travel required	No
Grade	Specialist		
Core purpose			
<ul style="list-style-type: none"> To provide effective cover supervision for lessons on a regular basis, providing stability and continuity for students whose lessons are affected by short-term teacher absence Liaise with teaching staff regarding cover work for their classes and provide feedback to teachers Provide intervention sessions to address learning gaps as needed. 			
Accountable to			
<ul style="list-style-type: none"> Assistant Headteacher Liaise with Cover Manager on a daily basis 			
Key Accountabilities			
Cover Supervision			
<ul style="list-style-type: none"> To provide cover supervision for lessons on a regular basis, with both short notice and planned cover requests To create a calm and purposeful environment Promote high standards of student behaviour and attitudes to work during lessons and around the school, liaising with Class Teachers and Heads of Faculty/Subject, where appropriate Deliver cover lessons which enrich and engage all students in the class Provide relevant feedback and assessment to students during cover lessons both orally and in writing Using School Information Systems to record information including e.g. attendance/behaviour awards/detentions 			
Intervention Sessions & Extra-Curricular			
<ul style="list-style-type: none"> Support teaching staff with providing intervention sessions to address student learning gaps, as needed Support the school with extra-curricular programmes/activities within scheduled working hours Accompany school visits/trips as required 			
Personal Development/Continuing Professional Development			
<ul style="list-style-type: none"> Fully participate in the school's CPDD process Taking responsibility for own continued professional development – ensuring at least two PDP/Professional development activities a year Evaluate own performance regularly 			
School Ethos			
<ul style="list-style-type: none"> Duties are subject to change by negotiation and agreement with the School Any other duties commensurate with the role as directed by the School Attending and participating in meetings scheduled in the school calendar punctually. 			
Strengthening community			
<ul style="list-style-type: none"> Playing a full part in the life of the school community, supporting its distinctive ethos and encouraging staff and students to follow this example To be courteous to students, colleagues, visitors and telephone callers and provide a welcoming environment 			
Safeguarding			
<ul style="list-style-type: none"> GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion. 			

Job Title: Cover Supervisor		
Person Specification:	Essential	Desirable
Professional and Experience		
Experience of working in an educational environment		√
Experience of working in a school		√
Experience of providing cover supervision lessons in the absence of the regular class teacher		√
Experience of teaching/providing cover supervision across all Key Stages 3-5		√
Experience of involvement in extra-curricular activities	√	
A successful track record of improving outcomes for students	√	
Knowledge and Skills		
ICT skills – Proficient in using Microsoft Excel, Word and PowerPoint	√	
ICT skills - Familiarity with Bromcom	√	
Good understanding of assessment frameworks used to monitor and record student outcomes and progress		√
Effective and clear communication skills	√	
Good administration skills	√	
Able to work to deadlines, use own initiative and keep line manager appraised	√	
Ability to liaise with regular class teachers providing feedback about cover work and classes	√	
Ability to work independently, demonstrating initiative	√	
Receptive to new ideas, approaches and challenges	√	
Qualifications		
GCSE/ O Level C grade or higher (or equivalent) in Maths and English	√	
A level (or equivalent) qualifications		√
Higher Level qualifications		√
Teaching qualifications		√
Evidence of continuous professional development	√	
Personal Attributes		
Pleasant and welcoming manner	√	

Excellent interpersonal skills	√	
Personal integrity and loyalty, remaining confidential at all times	√	
Confident and calm approach	√	
Ability to manage time and workload	√	
Proactive and forward thinking	√	
Ability to use initiative	√	
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Making an application

Please apply by the closing date shown in the online advert. In the event of difficulty, please email Sarah Galvin, People Operations at Glyn School at SGalvin1@glynschool.org

It is important that you explain clearly in your supporting statement why you are applying for the role and how you have been equipped for it by your experience and qualifications. If you have been shortlisted for interview, we shall contact you soon after the closing date. Please ensure we have a daytime number or email address so that we can get in touch to make the necessary arrangements. If you do not hear from us, then you may assume that your application has been unsuccessful on this occasion, but we should like to thank you for your interest in working at Glyn School.

We reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a high level of response. Therefore, we would recommend that you submit your application as early as possible.

References

When providing details of referees, applicants must provide two references. One reference should be from your current employer or if unemployed, your last employer. Where possible, references should be from separate sources and not from the same organisation or employer. All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation or from someone with whom you live.

The school will contact referees for verification. Please ensure that you have permission to provide their details on the application form.

Interviews

The interview process will include an interview and an activity and a school tour. Please note due to high numbers of interested candidates, we will only contact candidates whose applications are shortlisted to attend interview.

Safeguarding

Glyn School is fully committed to safeguarding. If you are invited for interview, you will be required to provide original documentation to prove your identity (e.g. passport, driving licence, P60/45) and original exam qualification certificates. Successful applicants will be required to complete a disclosure form to enable an enhanced DBS check to be undertaken. Information from the DBS check will be held in strict confidence. You will also need to provide proof of your eligibility to work in the UK and complete a Medical Declaration.

Data Protection

Should you be unsuccessful with your application, the School will confidentially destroy your Application Form after six months of its submission. If you are successful in your application this information will be kept securely as part of your personal employment record.

Equality and Diversity

Applications are welcome from all sectors of the community. No job applicant will be treated less favourably because of his or her sex, race, colour, ethnic origin, age, marital status, disability, religion or belief, sexual orientation, or by any other condition or requirement that cannot be shown to be justified.