



Standish Community High School

Cover Supervisor Candidate Information Pack



Closing Date: Thursday 8th December 2022 at 9.00 a.m.
Interviews to be held w/c 12th December 2022





Chief Executive Officer: Neil Moore

It is with great pleasure that I introduce you to Mosaic Multi Academy 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 to 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 Multi Academy Trust was established in 2017. The work 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 by dedicated members of support.

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.

November 2022

Dear Applicant,

Cover Supervisor – Permanent Contract

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

- ❖ Information about Standish Community High School
- ❖ Exam Results
- ❖ Job Description
- ❖ Person Specification
- ❖ Arranging a Visit/Application Process
- ❖ (Further Trust Information) Mosaic MAT Strategy 2021 – 2025

Standish Community High School is advertising for a permanent Cover Supervisor to start employment on 1st January 2023.

The working hours will be 32.5 per week, term time plus 1 week, 08:15 am until 15:15 pm Monday to Friday.

Your completed application form found at [Home | greater jobs](#) or on the Standish Community High School website should be accompanied by a covering letter which outlines your suitability for the post. Completed application forms can be forwarded by email to: recruitment@standishchs.wigan.sch.uk. You can now also apply through Teacher Vacancies [Find a job in teaching - Teaching Vacancies \(teaching-vacancies.service.gov.uk\)](#) and TES <https://www.tes.com/>.

Applications will be considered as soon as they are received, and the closing date will be Thursday 8th December 2022 at 9.00 a.m. Interviews are scheduled to take place w/c 12th December 2022. Any offer of employment is subject to a satisfactory enhanced criminal record check with barred list 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

November 2022

Dear Applicant,

Welcome to Standish Community High School.

Thank you for considering an application to the permanent post of Cover Supervisor 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 2022 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

EXAM RESULTS

	2018	2019	2020	2021	2022
Attainment 8	55.8	54.6	n/a	n/a	56.1
Progress 8	0.24	0.24	n/a	n/a	0.21

Standish	2018	2019	2020	2021	2022
5 x 9 – 4 including English and Maths	79	81	81	85	78
English and Maths Grade 4 and above	85	85	85	88	82
3 9 – 7	40	38	40	41	42
5 9 – 7	29	24	28	25	30

English Grade 9 – 4	95	92	93	94	92
English Grade 9 – 5	86	82	84	86	84
English Grade 9 – 7	47	44	42	40	52

Maths Grade 9 – 4	86	85	85	87	84
Maths Grade 9 – 5	70	62	66	66	69
Maths Grade 9 – 7	33	24	29	30	27

Standish Subjects	Grade 9s – 2018	Grade 9s – 2019	Grade 9s – 2020	Grade 9s – 2021	Grade 9s – 2022
English Language	15	21	20	24	28
English Literature	19	16	21	26	17
Maths	15	12	16	17	7

JOB DESCRIPTION

1. INTRODUCTION	
Post Title:	Cover Supervisor
Purpose:	The role requires the successful applicant to 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.
Line Management:	Reporting to – Cover Manager Responsible for – No line manager responsibility
Liaising with:	Headteacher, Senior Leadership Team, teachers and support staff, students, parents/carers and outside agencies
Working time:	32.5 hours per week, term time plus 1 week. 8:15am – 3:15pm Monday - Friday
Salary/Grade:	Grade 4, SCP 5-8 (£21,575.00- £22,777.00) Actual salary £16,573.01 - £17,496.33
Disclosure Level	Enhanced
Conditions of Employment	No holidays are permitted during the 190 day teaching year.
Main Duties / Job Outline	<p>In Class</p> <ul style="list-style-type: none"> • 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. • To uphold the school mission statement, ethos rules and regulations. • To provide classroom supervision in the absence of a teacher. • To communicate the work set by teachers to the students. • To provide classroom supervision which demonstrates a positive response to any data, seating plans, lesson objectives or other in-school information. • To manage the behaviour of students whilst they are undertaking the set work to ensure a constructive learning environment. • To deal with any problems or emergencies according to the school's policies and procedures. • To communicate feedback for the covered lesson to the teacher. • To collect any completed work after the lesson and return it to the appropriate teacher. <p>In School</p> <ul style="list-style-type: none"> • To accompany students on school trips/external activities. • To work as part of an examination invigilation team for external examinations as required. • To provide clerical/administrative support e.g. photocopying, work processing, filing etc. as required by the Cover Manager or member of the Senior Leadership Team. • To be part of the support team contributing to the upgrading of displays around the school. • To be aware of and comply with all school policies and procedures. • To appreciate and support the role of other professionals. • To assist with the supervision of students at lunch time and bus duty. • To support and promote an image which is consistent with the aims of the school.

	<ul style="list-style-type: none"> • 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. • Commitment and support to ensure equal opportunities for all. • Contribute to the overall ethos/work/aims of the school. • To carry out the duties in the most effective, efficient and economic manner available. • 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. • 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'. • Promote actively the school's corporate policies. • Comply with the school's health and safety policy and undertake risk assessment as appropriate.
2. TRAINING	
2.1	To participate in continuing professional development.
2.2	To continue personal development in the relevant area.
2.3	To participate in the staff review and development through appraisal process.
2.4	Attend and participate in relevant meetings as may be reasonably directed.
2.5	To undertake Health and Safety Training on areas within the designated work area.
2 COMMUNICATIONS	
4.1	To communicate and consult with other staff and students.
4.2	To promote a positive service to both staff and students.
4.3	To communicate and co-operate with internal/external individuals and bodies as appropriate.
4.4	To follow agreed policies for communications within school.
3 SCHOOL ETHOS	
4.1	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.
4.2	Support the school in meeting its legal requirements for worship.
4.3	Promote actively the school's corporate policies.
4.4	Comply with the school's health and safety policy and undertake risk assessments as appropriate.
4.5	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 Supervisor)

Signed

(Headteacher)

Dated

(Cover Supervisor)

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.

PERSON SPECIFICATION COVER SUPERVISOR

EXPERIENCE / QUALIFICATIONS / TRAINING
Experience of working with young people aged 11 -16 yrs in a voluntary or professional capacity
Experience with dealing with young people with social, emotional and behavioural problems
Minimum of 3 GCSEs Grades (A to C) including English & Maths or equivalent qualifications
Desirable to be educated to Degree Standard
Relevant NVQ Qualification Level 3 or evidence of the equivalent QCF credit value
Willingness to undertake further relevant training
Willingness to undertake basic first aid
KNOWLEDGE & UNDERSTANDING
Basic knowledge and understanding of Education and child protection issues.
Ability to demonstrate good numeracy and literacy skills
Ability to communicate effectively both verbally and in written form with a wide range of children and adults with varying abilities and needs
Ability to work constructively as part of a team and be aware of your own and the wider team objectives and goals
Ability to effectively plan and manage your own workload and that of your team to meet deadlines
Ability to work alone with minimum supervision
An awareness of current issues facing schools and education
An appreciation of the different levels of accountability within the school, Governing Body, LA and Trustees
Understanding of relevant policies/codes of practice in behaviour management
Knowledge of how to use a range of computer programmes
PERSONAL SKILLS, ABILITIES & COMPETENCIES
Supervise teaching groups of students in such ways as to ensure a safe and secure learning environment
Excellent communication skills to deal with adults and children
Ability to use initiative to respond to and resolve problems
Ability to work effectively as part of a team and individually
Ability to respond to and resolve routine problems
Ability to work in accordance with the school's health and safety policies
Resilience and confidence to work efficiently in a busy and demanding environment
Proven ability to establish and maintain contact with a broad spectrum of individuals
To be able to work in an environment where trust and confidentiality are of utmost importance
Be adaptable, flexible, diplomatic, tactful and committed to success
Willingness to work occasional unsocial hours
Understanding procedures with regard to Safeguarding
Be aware of Best Practice with regard to working with young people
Demonstrate a commitment to promoting and achieving equal opportunities for students
Ability to engage and influence others
Ability to deliver objectives and targets within agreed timescales
Ability to identify own training and development needs
PROFESSIONAL VALUES & PRACTICES
A good example of the positive values, attitudes and behaviour expected from the students
A good attendance and punctuality record
PERSONAL QUALITIES
Integrity, professionalism and diplomacy
Tact and a sense of humour
A personable and friendly nature
APPLICATION

Accurate completion of school (or online) application form
Letter which addresses person specification, evidence in letter and application
LEGAL ISSUES
Legally entitled to work in the UK
Enhanced DBS Clearance

Arranging a visit:

Candidates wishing to visit the school or arrange a telephone discussion can contact Amy Unsworth, HR Administrator who will arrange a suitable time: 01257 422265.

Application process:

To apply, please visit [Home | greater jobs](#) , [TES | Education Jobs](#) , [Gov.uk Teaching Vacancies](#) or <https://www.standishchs.wigan.sch.uk/recruitment/43.html>. Applications should be accompanied by a covering letter which outlines your suitability for the post. Completed application forms can be forwarded by email to: recruitment@standishchs.wigan.sch.uk

Advertising Date: 7th November 2022
Closing date: 8th December 2022 at 9.00 a.m.
Short listing: 9th & 12th December 2022
Interview date: w/c 12th December 2022

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. 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

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

