



APPLICATION PACK

ACADEMY:	Great Sankey High School
ROLE:	Cover Supervisor
CONTRACT:	Permanent, Term Time only
HOURS:	30.75 hours per week
SALARY:	Grade 6 pt 15 – 22 Actual Salary £20,174 - £22,644 (FTE £29,093 - £32,654)

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MESSAGE FROM THE TRUST

Dear Colleague,

We are delighted that you are considering applying for a role at Great Sankey High School. Your interest comes at an important and exciting time in the development of the trust. We are a small trust with a balanced blend of five primary and two secondary schools but are poised for growth as we drive towards our 4 key strategic aims. At the heart of our strategy we aim provide the best school experience possible for every child, and to be the best employer we can be.

Omega Multi-Academy Trust was formed in 2018. We serve wonderfully diverse communities across the metropolitan borough of Warrington and the City of Liverpool. Our schools are firmly rooted in their communities and respond to their individual needs with local knowledge and understanding, retaining their unique identities. We strongly believe in the power of genuine collaboration and school-to-school support, so as a trust, we exploit every opportunity to embrace the sharing of best practice, celebrating our many strengths, learning and growing together.

We pride ourselves on nurturing a culture of inspiring education which emphasises the knowledge, skills and experiences that will enable pupils to be resilient and aspirational. We invest in our staff and embed innovative, high-quality teaching and learning into our curriculum whilst keeping the best interests of our students at the heart of everything we do.

In my role as Chief Executive Officer, it is a privilege to witness the drive and determination of our colleagues who have welcomed our strategic vision with such enthusiasm and drive. The Trust's new Impact Strategy, as well as having a necessary focus on inclusive education and continuous school improvement as standard, includes an important focus on you, and your wellbeing, ensuring we care for the people who help and support our children and young people to stay safe and to thrive.

If we are successful in our mission, we will have ensured our schools provide:

- World-class teaching that promotes exceptional learning.
- Bespoke pastoral care that nurtures our students' aspirations.
- Inspiring learning environments, where our students can make mistakes and overcome them to become the best version of themselves.
- Industry-leading professional development for all colleagues, investing in our teams to support them in fulfilling their personal and professional ambitions

The hard work is paying off and whilst we know our work is far from complete, we are proud to have reached some key milestones. Outcomes at our primary schools are now amongst the best in the country, with strong outcomes in Early Years, Key Stages 1 and 2 in almost all of our schools. Where outcomes are not as strong, they are improving at pace.

Our dedicated staff and committed team of Trustees and Governors are relentless in their aim of creating truly world-class schools. Our Headteachers are empowered to create schools that reflect the communities they serve, yet we encourage our schools to be externally focused, obsessive in their quest to learn from the very best, never leaving opportunities for improvement to chance.

We see vacancies such as this as an opportunity to attract new talent, bringing the best practice into our trust. By joining us, you become a crucial part of the team that will deliver our vision. Together, we will transform lives.

Thank you once again for your interest in this exciting opportunity at Great Sankey High School. I look forward to welcoming you to our team.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Christian Wilcocks'.

Mr Christian Wilcocks
CEO Omega Multi-Academy Trust

MESSAGE FROM THE THE HEADTEACHER

I am delighted to share this amazing opportunity at Great Sankey High School, as we seek to recruit a talented and aspirational professional to join our team.

I am proud to be the Headteacher of the school and I will lead the Great Sankey learning community to be an employer of choice who provides excellent teaching and learning with passion and purpose, based on our core values of Growth, Respect, Excellence, Aspiration and Teamwork. Our mission is for everyone in our school to be happy and inspired by their school experience and for our staff this means working in a warm, welcoming and purposeful environment. This position is key in helping us to empower students to harness their own creativity, to raise their aspirations and to achieve their potential.

Great Sankey High School was judged as 'Good' overall by Ofsted in our most recent inspection in March 2023. We aim to continue a journey of improvement and transformation and I am determined to provide an exceptional quality of education and culture for all students, with the ambition that all will excel both academically and as aspirational and inspirational young people. There is no better time to join us, as a colleague, a leader or a student.


Our philosophy is grounded equally in securing the highest professional standards and supporting and caring for all professionals. Great Sankey High School is a founder member of the Omega Multi- Academy Trust and all staff benefit from exceptional networks and opportunities. A broad and varied professional development package is available, driven by the latest educational research with a focus on the development of all professionals at each career stage. Colleagues who train with us, grow with us and progress with us.

The school is situated close to local transport links and is easily accessible from areas in the North-West. Our School has been over subscribed for a number of years and now boasts over 2100 students across Key Stages 3, 4 & 5. The school has Barrow Hall College, a large school based sixth form. Students and staff are incredibly proud of their school and are determined to work together to secure further improvements and achievements.

Great Sankey High School benefits from increasingly impressive facilities and ongoing projects. The school has seen significant investment in a building and refurbishment programme, resulting in a range of new specialist science classrooms and new sports accommodation.

So, if you are eager to join a forward-thinking organisation committed to securing the highest educational, professional and personal standards, are keen to learn, develop and work with colleagues, students, parents and the community and are passionate about transforming student lives and the opportunities provided to our communities then we would be delighted to hear from you.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'G Evans', written in a cursive style.

Mr G Evans
Headteacher

JOB DESCRIPTION

Academy:	Great Sankey High School
Job Title:	Cover Supervisor
Grade:	Grade 6, Point 15 - 22
Salary:	Actual Salary: £20,174 - £22,644 (FTE £29,093 - £32,654)
Accountable to:	Deputy Headteacher
Contract type:	Permanent
Closing date:	31st March 2025 – 9:00am
Hours:	30.75hrs per week; Term Time Only

We are seeking an individual who is highly motivated, organised, quick to learn and a strong team player to join our school. If you believe this is you, we would welcome your application.

Core Purpose

To supervise and provide in class supervision for groups or whole classes when the teacher normally responsible for teaching the class is absent from the classroom at the time they have been timetabled to teach (during periods of planned or unplanned short term absence). This will be under the direction/instruction of teaching &/or senior staff but will not require the presence of a teacher.

Support for the Pupil

- Establish good working relationships with young people, acting as a positive role model and setting high expectations.
- To ensure that young people can still access the National Curriculum in the absence of their normal class teacher.
- Create a welcoming and aspirational learning environment where the achievement of all students is celebrated.
- Create an orderly purposeful classroom environment conducive to learning in which young people can concentrate and complete the set work.

- Effectively communicate to groups and whole classes giving direction regarding pre-set work prepared by a qualified teacher for the cover lesson.
- Supervision of groups and whole classes of young people using the school's behaviour management processes.
- Respond to questions from young people in relation to general queries regarding the set work or school procedures.
- Provide consistent support to all young people, responding appropriately to individual pupil needs.
- Promote inclusion and acceptance of diversity.
- Encourage young people to interact with others and engage in classroom activities.
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure.
- Provide feedback to young people in relation to progress and achievement under the guidance and direction of the teacher.
- To recognise specific individual learning needs, enabling access to learning for all young people. To manage classroom behaviour in line with the school's behaviour management policy.

Support for the Teacher

- To arrange the collection and collation of learning resources required for the delivery of cover lessons through the Cover & Attendance Supervisor.
- At the end of lessons to collect completed work and arrange for its return to the Cover & Attendance Supervisor.
- To provide written feedback where necessary using a proforma in line with school procedures and to liaise with Cover & Attendance Supervisor.
- Assist with the display of young people's work.
- Establish and maintain an appropriate learning environment when supporting in class under the supervision of the teacher.
- Monitor and evaluate young people's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Promote positive values, attitudes, and good pupil behaviour, dealing promptly with conflict and incidents and encouraging young people to take responsibility for their own behaviour in line with established school policy.
- To liaise with teaching staff in order to collate planned relevant work for the group or class, set by a qualified teacher.

Support for the Curriculum

- Support the schools' faculties/departments by facilitating delivery of the National Curriculum, in a cover supervisory role.
- Support the delivery of agreed learning activities/learning programmes, adjusting activities where appropriate in order to meet pupil learning styles and individual needs.
- Support the delivery of literacy/numeracy programmes, effectively utilising any alternative learning opportunities to support extended development.
- Support the use of ICT in learning activities and develop young people's competence and independence in its use.
- Assist young people to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

Support for the School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and behaviour for learning; and report all concerns to the appropriate person.
- Be aware of and support diversity and ensure all young people have equal access to opportunities and are provided with a safe and non-threatening learning environment.
- To liaise daily with the member of staff responsible for cover management or the line manager, in line with the school's procedure.
- To undertake tutor absence cover, lunch time &, break time duties as required. Pre and post school duties in line with school procedures & within working hours.
- To supervise pupils during lessons and on entry and departure of lessons in accordance with the school procedures.
- To manage behaviour issues in the classroom in accordance with the school's behaviour management policy and procedures.
- To deal with any emergencies in accordance with the school's policy and procedures.
- Contribute to the school ethos, aims and development/improvement plan.
- Establish constructive relationships and communicate with other agencies under the direction of the teacher, to support the progress of young people.
- Attend and participate in regular meetings as appropriate.
- Participate in training and other learning activities as required and to participate in the schools' support staff performance review process.
- Establish own best practice and use to support others.
- To provide cover for Teaching Assistants with the specific needs of learners with Physical needs.

This job description is not necessarily a comprehensive definition of the post and will be subject to modification or amendment at any time after consultation with the post holder. The post-holder will undertake the professional duties of a member of school staff as circumstances may require under the reasonable direction of the Headteacher.



“At Great Sankey High School, I have always been supported to fulfil not only the school ambitions but my own as well.
The school is a place where careers are made.

My own personal journey has given me fantastic career progression, which has allowed me to hold several positions of responsibility including KS3 Science Co-ordinator, Aim Higher Co-ordinator, Teaching and Learning Co-ordinator, Specialist Leader of Education, Head of Biology, Head of Science, STEM Leader and after completion of my NPQSL, most recently, Head of the Sixth form provision, Barrow Hall College.

My professional development is testament to Omega MAT’s commitment to staff development which over the years has allowed me to progress in a school where our shared values do mean that we are great in name and greatest together.”

Helen Stones
Assistant Head Teacher – Director of Key Stage 5

PERSON SPECIFICATION

Academy: Great Sankey High School

Job Title: Cover Supervisor

You should be able to demonstrate that you meet the following criteria which are all essential:

E= Essential D=Desirable

Measured by:

A=Application Form

T=Test/Exercise

P=Presentation

I=Interview

R=Reference

QUALIFICATIONS		
E	3 GCSEs A-C or equivalent, including English and Maths	A
E	ICT capability	A

EXPERIENCE		
D	Previous experience in a school environment	A/I
E	Experience of resources preparation to support learning programmes	A/I

KNOWLEDGE/UNDERSTANDING		
E	Advanced understanding of the National Curriculum and other learning programmes (within specified age range/subject area) e.g. knowledge of core subject areas etc	A/I
D	Working knowledge of relevant policies/codes of practice/legislation	A/I
E	Understanding of principles of child development, learning styles and independent learning	A/I
E	Understanding of inclusion, especially within a school setting.	A/I
E	Understanding of principle of child protection specifically in a school setting	A/I
E	Ability to work effectively under often stressful circumstances	A/I
E	Understanding of principle of child protection specifically in a school setting	A/I
E	Effective use of ICT to support learning	A/I
D	Understanding of relevant technology (TV, DVD, Interactive whiteboard)	A/I

PERSONAL QUALITIES AND SKILLS		
E	A desire to develop professionally and take part in all training and development opportunities relevant to the post.	A/I
E	High expectations of all young people; respect for diversity.	A/I
E	Commitment to raising the educational achievements of young people.	A/I
E	Ability to demonstrate reliability and integrity.	A/I
E	Ability to build and maintain successful relationships with young people, treating them consistently, with respect and consideration.	A/I
E	To have a presence and to personally demonstrate and promote the positive values, attitudes and behaviour expected from the young people with whom they work.	A/I
E	Demonstrate ability, professionalism when dealing with pupils who may be frail or require mental, personal or physical support.	A/I
E	Ability to work collaboratively with colleagues, knowing when to seek help and advice.	A/I
E	Ability to work flexibly and to manage time effectively.	A/I
E	Able to liaise sensitively and effectively with young people, parents and carers.	A/I
E	Able to improve own practice through observations, evaluation and discussion.	A/I
E	Willingness to take part in first aid qualification.	A/I
E	Ability to carryout considerable lifting and carrying within H&S guidelines	A/I

PRE-EMPLOYMENT CHECKS		
E	Positive recommendation from all referees, including current employer	R
E	DBS Clearance post appointment	N/A

You will be required to safeguard and promote the welfare of children and young people. Candidates failing to meet any of the essential criteria will automatically be excluded.

THE SELECTION PROCESS

HOW TO APPLY:

Thank you for taking time to read and digest our information. If you wish to apply for this post with Omega Multi-Academy Trust then you should:

- If you would like to discuss this role with the school email headshipteam@greatsankey.org with your request.
- Download and complete the Omega Multi-Academy Trust application form
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees, one being your current employer (with name and email addresses if possible).
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification, along with details of the unique contribution that you could make to the future success of Great Sankey High School. The supporting statement should be clear, concise and related to the specific post. There should be no unexplained gaps in career history. CVs cannot be accepted.
- Email completed application forms to recruitment@omegamat.co.uk by the deadline below

PLEASE NOTE THE REQUIREMENT TO ATTACH YOUR APPLICATION FORM AS A SEPARATE DOCUMENT TO YOUR EQUAL OPPORTUNITIES FORM WHEN EMAILING YOUR APPLICATION TO US.

TIMETABLE FOR THE SELECTION PROCESS

Closing date for applications: 31st March 2025 – 9:00am



“It is a privilege to teach at Great Sankey High School. Since the beginning of my career I have been surrounded by the most supportive colleagues who have always made me feel as part of a family more than a staff body.

Each year I have been provided with the opportunity to develop my practice not only as a subject teacher but also in taking on different opportunities outside the classroom.

The most fulfilling part of my role has been working with the students pastorally, providing them the platform to achieve their absolute best in a safe and supportive environment.”

Ben Evans
Year 8 Progress Leader, Teacher of History and Politics

STAFF WELLBEING & BENEFITS

Omega Multi-Academy Trust is committed to attracting, developing and retaining top talent to achieve high performance across all school communities. Vital to pursuing this aim is the recognition of employees for exceptional performance, behaviour and achievements. Our offer encourages such recognition of individuals and teams through a range of formal and informal methods. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us.

Omega MAT Plus+ is an exclusive suite of benefits that is on offer to every colleague across the Trust. This is a gateway to a huge range of exciting benefits, including an Employee Assistance Programme. There is 24/7 health and wellbeing support available for everyone, as well as fabulous discounts against big brands and many high street stores.



Discounts against big brands and high street stores including supermarkets, holidays, leisure activities, cinemas and restaurants



An offer to purchase home technology and personal electronic devices by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes



An offer to purchase a cost effective way to get new cycling equipment and bicycles by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.



Discounted corporate memberships access to 3700 gyms, health clubs and leisure centres across the UK

STAFF WELLBEING & BENEFITS



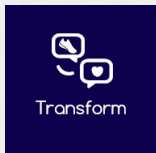
Access to the Health Assured Health Portal. Containing an online library of wellbeing information, including articles, videos, and self-help guides to provide support on a range of health and advisory issues to aid your physical and mental health.



Video or phone consultation with a GP at a time that suits you.



Legal, money advice and personal support and guidance.



Transform brings together a carefully created suite of wellbeing tools, including hundreds of workout classes, motivational messages, mental health support, healthy recipes, tools for a better night's sleep and stress management techniques.



Free on-site parking at all school locations.



“It is an honour to teach at Great Sankey High School. Since starting last year as an ECT I have been continuously and exceptionally supported by my department as well as the wider school. I have created life long friendships here and feel a valued member of the team.

I love the relationships which I have created with students and due to ongoing opportunities for CPD; I feel motivated to develop and reenergise the way I approach teaching and learning regularly throughout the year. The most fulfilling part of my role is to see students I teach become more empowered within my subject area and this is something that is made possible by the dedication Great Sankey High School shows its staff members.

I have enjoyed the start of my teaching career and have learnt so much from my experiences and mentors at Great Sankey High School. I look forward to the future!

Ellie Giles
Teacher of History



Great Sankey High School

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