



## Alsop High School



# APPLICATION PACK

<b>ACADEMY:</b>	Alsop High School
<b>ROLE:</b>	Cover Supervisor
<b>START DATE:</b>	Immediate start
<b>SALARY:</b>	FTE £25,119-£28,770 Actual Salary £18,169-£20,809
<b>GRADE:</b>	Grade 4 SCP 9-17



“I have worked at Alsop High School since 2000, when I started my career in education, as a PE Learning Support Assistant. It was working with such a passionate and enthusiastic staff team that inspired me to complete my PGCE and return as a member of the teaching staff in 2002. I have taken advantage of every opportunity and experience Alsop has offered, which has led me into my current role of Assistant Headteacher.

Alsop is a very special and unique school and our students and families are at the centre of all we do. We ensure everyone has the opportunity to be the very best that they can be, both personally and academically. I am immensely proud to work alongside my amazing colleagues to help shape the generations of families we serve within the school community and beyond”.

**Kathy Begley**

**Assistant Headteacher**



# CONTENTS

PAGE	ITEM
4	Message from Omega Multi-Academy Trust
6	Message from Executive Principal
8	Job description
13	Person specification
15	The selection process
17	Staff benefits & wellbeing



# MESSAGE FROM THE TRUST

Dear Applicant,

We are delighted that you are considering applying for a role at Alsop High School, part of Omega Multi-Academy Trust. Your interest comes at an important and exciting time in the development of the trust and the implementation of our new three-year strategic plan. Our mission and aims sit at the heart of our strategy; to provide the best school experience possible for every child, and to be the best employer we can be.

Formed in 2018, Omega Multi-Academy Trust is a cross-phase group of seven schools serving the metropolitan Borough of Warrington and the City of Liverpool. Our schools are firmly rooted in their communities and respond to their needs with local understanding and knowledge, 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 that arises to embrace the sharing of best practice, celebrating our many strengths whilst learning together from our mistakes.

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 staff who have welcomed our new strategic vision so enthusiastically. The strategic plan, as well as having a necessary focus on school improvement as standard, includes a focus on you, the people who help and support our children and young people to stay safe and 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. Recently we have achieved:

- Extremely positive outcome from Ofsted's recent Summary Evaluation of our Trust, commenting on our rigorous approach to staff development, our development of leaders and our strong commitment to staff wellbeing. Inspectors commented that our offer makes Omega Multi-Academy Trust an attractive employer.
- Strong outcomes in every school Ofsted Inspection.
- Strong outcomes in Early Years, Key Stage 1 and Key Stage 2.
- Strong or improving outcomes in both Post-16 and GCSE examination cohorts at our two Secondary Schools.

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.

Yours faithfully,



Mr Christian Wilcocks  
**CEO Omega Multi-Academy Trust**



# MESSAGE FROM EXECUTIVE PRINCIPAL

It is my pleasure to welcome you to Alsop High School.

I am delighted that you are considering joining our community. Alsop High School is the largest secondary school in the vibrant city of Liverpool, with 1500 students across Key Stage 3-5. We have been at the heart of the Walton community for over 100 years.

As the Executive Principal of this warm and wonderful school, which is part of Omega Multi-Academy Trust, I feel both proud and privileged to lead our mission of 'Achieving Excellence Together.' At Alsop High School, excellence means seeking 1% improvements every day in all that we do, for both staff and students. We are looking for talented, committed and passionate colleagues to join us on this journey to excellence.

New colleagues often highlight the support from others and the team ethos is a real strength of our school. Built upon our three core values of *Ambition*, *Respect*, and *Community* and aligned with the Omega Multi-Academy Trust mission, we strive to provide the best possible school experience for every child and to be the best employer we can be. We consider the workload and wellbeing of our staff to be our greatest resource, which means that we place a high value on managing the amount of work given to staff and ensuring that their overall wellbeing is considered.

I will always expect our staff to treat the children in our care as they would their own. One of my favourite quotes is, "children's learning is not a rehearsal; they never get a second chance." We want ambitious staff who are passionate about maintaining the highest standards every day to ensure that every moment of students learning is as effective and enriching as possible.

We aim to cultivate a warm, family-like work environment and seek to recruit and retain dynamic and inspirational staff who share our vision and commitment. As part of the Omega Multi-Academy Trust, colleagues benefit from strong collaboration, network opportunities and a broad and varied professional development programme at every level. We plan to "train staff so well that they can leave but treat them so well they don't want to."

We can offer flexible working arrangements and a wide range of CPD opportunities for staff. While we love working in education, we recognise its challenges, which is why your wellbeing is always a priority for us, from emotional support to regular workload management.



As part of a trust, we offer all staff exclusive access to our wellbeing and benefits app “Omega MAT Plus+.” This app provides a gateway to a wide range of exciting benefits, including an Employee Assistance Programme with 24/7 health and wellbeing support, access to GP video appointments and discounts and savings at many high street stores and big brands.

We believe that a diverse and inclusive workforce is essential, drawing from a range of talents, backgrounds and experiences and striving to represent the community we serve. Ultimately, it is the children and young people who will benefit the most, so this is the perfect opportunity to work in an innovative and creative school. We strongly encourage all potential applicants to visit us or get in touch for an informal conversation prior to the interview. We are happy to welcome visitors for an informal tour at any time.

I look forward to meeting you.

Yours faithfully,



**Mr J Kerfoot**  
Executive Principal



# JOB DESCRIPTION

<b>Job Title:</b>	<b>Cover Supervisor</b>
<b>Academy:</b>	<b>Alsom High School</b>
<b>Salary:</b>	<b>FTE: £25,119- £28,770 ACTUAL: £18,169-£20,809</b>
<b>Grade:</b>	<b>4 SCP 9-17</b>
<b>Accountable to:</b>	<b>Deputy Head Teacher</b>
<b>Start date:</b>	<b>September 2024</b>
<b>Closing date:</b>	<b>Friday 12<sup>th</sup> July 2024 9am</b>
<b>Contract Type:</b>	<b>Permanent- 31.25hours</b> <b>Term time only plus 5 inset days</b>

We are a school on a mission and our mission is clear – to provide the best school experience for every child in our school community so that their life chances are transformed. To support us on this mission, we are seeking to appoint a an experienced innovative, effective, and highly motivated Cover Supervisor.

## 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.



“Beginning my teaching journey in Alsop High School is an experience I am truly grateful for. Having been an Alsop student myself, I have always admired the dedication, hard work, and heart of the staff body. Throughout my training year, I was given the utmost support and felt inspired daily. That inspiration is something I endeavour to share with our students. I aspire to create an environment in which all pupils believe in themselves and encourage them to see what I see in them.

The continued professional development from Alsop and Omega Multi-Academy Trust during my ECT year have been invaluable. I have been encouraged and guided to become a reflective practitioner and undoubtedly, this has had a positive impact on my confidence and classroom presence. My experience since joining Alsop High School has enabled me to see the true heart of our school and I am enjoying the privilege of positively contributing in any way I can.”

Eve McArdle

**English Teacher**



# PERSON SPECIFICATION

**Academy: Alsop 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

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.

QUALIFICATIONS		
<b>E</b>	3 GCSEs A-C or equivalent, including English and Maths	A
<b>D</b>	ICT capability	A

EXPERIENCE AND KNOWLEDGE		
<b>E</b>	Experience of resources preparation to support learning programmes	A/I
<b>D</b>	Experience of Health, Safety and Welfare legislation	A/I
<b>E</b>	Previous experience in a school environment	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	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 follow the below steps:

- If you would like to discuss this role with a member of the Senior Leadership Team or organise a visit to our school, then please email [office@alsophigh.org.uk](mailto:office@alsophigh.org.uk) with your request and we will coordinate a mutually convenient date and time to visit.
- 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 Alsop High School. CVs cannot be accepted.
- The application form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post. There should be no unexplained gaps in career history.
- Email completed application forms to [recruitment@omegamat.co.uk](mailto: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.

**Closing Date:** Friday 12<sup>th</sup> July 2024 9am



“From the first minutes of starting my role as pastoral support officer, Team Alsop has always made me feel welcome, valued and supported. In my role, I count myself lucky to be able to forge excellent relationships with the students and their families. The role brings me great job satisfaction in assisting students to become the best, happiest and most successful versions of themselves.

Alsop has always supported me with my own continuing professional development, encouraging me to take part in both whole school and individual projects and this has given me opportunities to further my own knowledge and expertise in my role. I am proud to be part of such a supportive and caring team of staff, who work tirelessly to ensure the students stay at the center of everything we do.”

Dave Taylor  
**Pastoral Support officer**

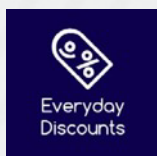




# STAFF WELLBEING & BENEFITS

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.



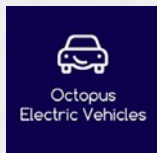
Discounts against big brands and high street stores including supermarkets, holidays, leisure activities, cinemas and restaurants



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.



An offer to purchase an electric car 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



Online Health Portal

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.



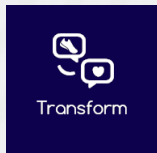
Online GP

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



Employee Assistance Programme

Legal, money advice and personal support and guidance.



Transform

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.



## ALSOP HIGH SCHOOL

**Alsop High School**  
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