

The people behind  
the magic.



JOIN OUR TEAM



# Cover Supervisor

**Salary:** Band F, NJC points 16-19. **Full time:** £29,572 – £31,067 **Actual:** £20,416 - £21,448

**Contract:** 2 jobs available. Permanent, term time plus 2 days

**Hours:** 30 hours per week (Monday to Friday 8.15am – 2.45pm)

**Closing Date:** Wednesday 25<sup>th</sup> September 2024 at 9am

**Interview:** likely w/c Monday 30<sup>th</sup> September 2024

**Start Date:** As soon as your notice period allows



Together  
Learning Trust

## THE SCHOOL



# Everyone matters and every dream counts

We are proud of the high-quality education we offer at Ryburn Valley High School. We are a school of character, ensuring our students have opportunities to shine. We want them to be the best that they can be, taking risks and continually striving to develop and improve as young professionals. As Ofsted stated following our last inspection: "Pupils know the ethos of the school is based on 'everyone matters and every dream counts.' Leaders have fostered the values of kindness, honesty, respect and endeavour, which is brought to life by the everyday interactions of pupils and staff."

Ryburn is a school which has exceptionally high standards. Ryburn students work hard, get involved with the school community and "strive to excel". We want our students to leave school with bundles of new skills and knowledge, and of course great exam results. However, we also want them to develop and grow as young people, to leave our school with the attitudes and confidence to go out into the world and make a positive impact.

We live by the values of Kindness, Honesty, Respect and Endeavour. These values are on show in our lessons, in all our conversations and in the way both staff and students work as a team: Team Ryburn.

Ryburn Valley High School is a fantastic place to work and learn and we are always aiming to develop even further. The quality of every interaction we have with students and staff establishes a culture where everyone can 'strive to excel' and achieve great things.

We are looking for an extraordinary individual to join our school and really make a difference in the lives of our young people.

**Donna Watkins, HEAD OF SCHOOL**



*Ryburn Valley High School provides a strong, vibrant and welcoming community. Pupils swell with pride when they talk about their school. They told inspectors about the opportunities they get to develop their confidence and resilience.*

**- OFSTED REPORT 2022**

### EXPLORE MORE



[www.rvhs.co.uk](http://www.rvhs.co.uk)



[ryburnvalleyhighschool](https://www.facebook.com/ryburnvalleyhighschool)



[@RVHS\\_school](https://www.instagram.com/RVHS_school)



# When schools collaborate, incredible things happen.

Together Learning Trust is a thriving local family of schools. By this autumn we will comprise of three secondary schools, two school sixth forms, five primary schools and a special school, inspiring 5800 young people in Calderdale and Kirklees. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. Creativity is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to excellence that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together.**

What could we do, together?

**DAVID LORD, CHIEF EXECUTIVE OFFICER**



*"I believe that the support that schools can provide each other cannot be underestimated. Being part of the Together Learning Trust enables our schools to continue to flourish and develop within a supportive school focused community, where the expertise of those who have a hands on understanding of our children will lead the way forward."*

**- LIZ WOODFIELD, HEADTEACHER,  
MELTHAM MOOR PRIMARY SCHOOL**

EXPLORE MORE



[www.togetherlearningtrust.co.uk](http://www.togetherlearningtrust.co.uk)

**Together**  
Learning Trust

## THE JOB

# Cover Supervisor

Are you passionate, enthusiastic and dedicated when it comes to delivering lessons to students? Do you recognize yourself as having strong communication skills, patience and understanding? Are you a strong team player who can help to secure outstanding outcomes for all students in a safe, vibrant, and happy school? If this sounds like you, we'd love to hear from you.

### What we're looking for

Someone with:

- Experience as a classroom practitioner.
- Relevant experience in secondary schools.
- Good ICT skills.
- Vision, flair and creativity as well as the energy and determination to bring about change.
- A strong team player ethic, who works effectively with young people, colleagues and the wider community.
- The energy, stamina and commitment to make a difference and create the best possible educational opportunities for the young people at Ryburn Valley High School.

### What you'll get in return?

You'll be joining a school and Trust which is all about putting staff first – with numerous wellbeing initiatives and social events to enjoy each term!

In addition to this you will benefit from:

- West Yorkshire Pension Fund
- Free Parking
- An onsite Gym
- Employee assistance programme
- Regular well being activities
- Regular social activities and sport
- Collaboration with Trust colleagues in similar roles
- Cycle to work scheme

### What the role involves in a nutshell:

- Supervising whole classes during the short-term absence of their teacher. The focus of such cover will be to deliver the lesson their teacher had planned, respond to questions, assist students to undertake the activities and stay on task and maintain order.
- Supporting individuals and groups of students to enable access to learning. This could include those requiring detailed and specialist knowledge in particular areas.
- Support teaching staff with general administration under the direction of the Cover Manager.

If our school sounds like a place in which you could really make a difference, then we'd love you to join us.

## JOB DESCRIPTION

# Cover Supervisor

<b>Responsible to:</b>	Deputy Head (Pastoral)/Office Manager
<b>Responsible to:</b>	Cover Manager, Assistant Headteacher
<b>Scale/Salary</b>	Grade F (16-19) – 30 hours – term time only plus 2 days
<b>Main Purpose of the role</b>	<ul style="list-style-type: none"> <li>• Provide cover as required under guidance and support of the Cover Manager.</li> <li>• Liaise with Teaching staff providing details of cover in the absence of the Cover Manager.</li> </ul>
<b>Main Duties &amp; deliverables</b>	<ul style="list-style-type: none"> <li>• Work under the guidance of teachers and/or members of the School Leadership Team and within an agreed system of supervision.</li> <li>• Support individuals and groups of students to enable access to learning. This could include those requiring detailed and specialist knowledge in particular areas.</li> <li>• Supervise whole classes during the short-term absence of the teacher. The focus of such cover will be to respond to questions, assist students to undertake set activities and stay on task and maintain order.</li> <li>• Supporting the Cover Manager in organising cover and distributing cover sheets to staff.</li> <li>• Support teaching staff will general administration under the direction of the Cover Manager.</li> <li>• Provide additional support in lessons for students, as required, under the direction of the Cover Manger.</li> <li>• Support for the Curriculum when supervising classes in the absence of a teacher.</li> <li>• Be aware of and comply with policies and procedures relating to inclusion, child protection, Behaviour for Learning, health, safety and security, equal opportunities and SEN, confidentially and data protection, reporting all concerns to an appropriate person.</li> <li>• Establish purposeful relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress for students.</li> <li>• Attend and participate in regular meetings, including staff meetings.</li> <li>• Participate in training and other learning activities and an annual performance review as required.</li> <li>• Recognise your own strengths and areas of expertise and use these to advise and support others.</li> <li>• Assist with the supervision of students outside of lesson time, including before and after school and at break times.</li> <li>• Supervise students on visits, trips and out-of-school activities as required. Provide clerical/admin support, e.g., photocopying, typing, filing, collecting money etc.</li> </ul>
<b>Expected Behaviours</b>	<ul style="list-style-type: none"> <li>• Support the ethos, vision, principles and values of the school.</li> <li>• Treat colleagues, students and all members of the community with respect and consideration.</li> <li>• Treat all students fairly, consistently and without prejudice.</li> <li>• Set a good example to students in terms of appropriate dress, standards of</li> </ul>

	<p>punctuality and attendance.</p> <ul style="list-style-type: none"> <li>● Support the ethos of the school by upholding the code of conduct, uniform rules, etc.</li> <li>● Take responsibility for own professional development and participate in arrangements adopted by the school for the assessment of his/her performance and that of other teachers.</li> <li>● Reflect on our own practice as well as the practices of the school with the aim of improving all that we do and achieving excellence.</li> <li>● Read and adhere to School polices and implement School improvement plans.</li> <li>● Participate in the development and management of the school by attending various team and staff meetings.</li> <li>● Undertake duties as prescribed within the school's policies.</li> <li>● Undertake professional duties reasonably assigned to them by the Headteacher.</li> <li>● Be proactive and take responsibility for matters relating to health and safety.</li> <li>● To play a full part in the life of the school community, to support its distinctive values and ethos and to encourage and ensure staff and students follow this example.</li> </ul>
<p><b>Other specific duties</b></p>	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Chief Executive Officer and Headteacher to undertake work of a similar level that is not specified in this job description.</p> <p>This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Chief Executive Officer or Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>
<p>We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that <b>it is an offence to apply for the role</b> if you are barred from engaging in regulated activity relevant to children.</p>	



# Cover Supervisor

To be assessed through application, reference, interview and certificate

Criteria	Essential	Desirable
<b>Qualifications</b>		
Educated to degree level or HLTA qualification (professional experience in a similar role will be seen as equivalent)	✓	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post	✓	
<b>Experience</b>		
Working with young people through an extra-curricular activity	✓	
Experience of communicating with young people in a clear, friendly and approachable way	✓	
Previous experience Tutoring young people aged 11 – 16		✓
Evidence of raising standards and performance of a cohort of young people		✓
Experience of effective teaching and performance within the curriculum area		✓
<b>Skills and Abilities</b>		
Excellent written and verbal communication skills, including appropriate ICT skills	✓	
A secure knowledge of the importance of data as a means both to measure and to extend progress		✓
Excellent organisational and planning skills	✓	
<b>Personal Attributes</b>		
Self-driven, results-orientated with a positive outlook	✓	
Ability to build positive working relationships with students, colleagues and parents	✓	
A natural forward planner who critically assesses their own performance	✓	
Mature, credible with excellent interpersonal skills	✓	
Reliable, tolerant and determined	✓	
Empathetic - able to see things from another person's point of view	✓	
Able to motivate and persuade, negotiate and influence others	✓	
Well-presented and professional	✓	
Keen for new experiences, responsibility and accountability	✓	
Able to get on with others and be a team player	✓	
Ability to evaluate own learning needs and actively seek learning opportunities	✓	
Integrity and exercises confidentiality	✓	
A commitment to inclusive education	✓	
Good sense of humour	✓	
Integrity and exercises confidentiality	✓	
Ability to think pragmatically and be solutions focused	✓	



## HOW TO APPLY

# Say yes to new adventures.

Could we be a good fit for each other? If you have any questions or would like a chat about the role, we'd be delighted to hear from you. Please contact Carrie Burbidge our Personal Assistant to the Senior Leadership Team via [c.burbidge@ryburn.tlt.school](mailto:c.burbidge@ryburn.tlt.school)

If you're ready to apply, please complete our application form and return it to [recruitment@tlt.school](mailto:recruitment@tlt.school) by the deadline.

## SAFER RECRUITMENT

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, we will undertake an online public search in line with guidance from the Department for Education and Keeping Children Safe in Education 2024.