




GREENSHAW
LEARNING TRUST



**Cover Supervisor
Recruitment Pack**

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Dear Candidate,

Thank you for your interest in the post of Cover Supervisor at Blaise High School.

Blaise High School is a disruption free environment. This ensures that teachers can teach and students can learn every second of every lesson, day by day. Teachers at Blaise High School are the experts in the room; our school is set up to ensure that teachers can teach in an environment in which they are truly able to make a difference. We prioritise knowledge, delivering a knowledge rich curriculum that is carefully selected based on knowledge that students will study at University. We believe in direct instruction, and understand that the quickest way for children to learn something is to be told it. We work closely with The Greenshaw Learning Trust in the design and development of our curriculum. We teach in a traditional fashion; hard work and effort are emphasised and we have extremely high expectations of our children every minute of every day. Our lessons, and units of work, are structured in line with cognitive science, and we lean heavily on Rosenshine's principles, and the Teach Like a Champion series. We are genuinely inclusive, and we expect that all children will access every aspect of our school day. Our school is a fantastic place to work for those who are committed to the eradication of the disadvantage cycle.

We are committed to our values of Aspiration, Integrity and Pride. This means we expect the very best outcomes for all our students and we expect that all of our students will work exceptionally hard every day. Our students show their pride in our incredibly high standards in uniform, the quality and quantity of work that we expect of our students, and our focus on manners in our interactions with children. We are a school rich in diversity and we celebrate this daily. All of us believe that all of us can be successful no matter our background or starting point. We work together as a teaching team to ensure we are consistently able to improve our practice, as a school to celebrate and have fun together and as an entire community to be sure all of our students are ready to be successful every day. All teachers have access to a weekly professional development session, alongside a programme of personalised development via our 1:1 coaching sessions. Blaise High School is privileged to be part of the Greenshaw Learning Trust. Everything that we do is focussed on improving outcomes, character and life chances for our children. We firmly believe that our children deserve the same quality of education as those children who attend the country's most expensive fee paying schools.

We are looking for colleagues who share our commitment to the breaking down of the disadvantage cycle. At Blaise High School we work with a shared moral purpose; that is to close the attainment gap for disadvantaged children and take the school into the top 1% of all schools in the country for progress made. Our school is staffed by people who feel morally driven by teaching, who want to genuinely break the cycle of disadvantage. We recognise that this comes with challenges, however we relish these challenges, work together to overcome them and through our fun and togetherness programme, enjoy working whilst we do this.

Our website provides a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

If you would like an opportunity to visit our school, please contact Ms Bristow, PA to the Headteacher on 0117 9030117 or via email bristowj@blaisehighschool.co.uk to arrange a suitable time.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure .

Closing date: Midday on Friday 17th January 2025.

Interview date: Will be confirmed following shortlisting.

Greenshaw Learning Trust – ‘Always Learning’

GLT is one of the highest performing multi academy trusts in the country that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

At GLT it is really important to us that our classrooms are disruption free and the schools are calm and orderly. Our shared behaviour policy assists to make this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 3,000 people and educates nearly 19,000 students. Further information about our schools can be found [here](#).

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government (LGPS) or Teachers Pension Scheme
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Free eye tests
- Childcare Voucher scheme
- Car benefit scheme
- My Health discounts

Terms and Conditions

| | |
|--|---|
| Line Managed by: | Assistant Headteacher |
| Line Management: | None |
| Contract: | Permanent |
| Salary: | Salary calculated in line with Bristol Grade pay scale, points BG 8 12- 16 £28,163 - £30,060 (Actual Salary Pro Rata £24,287 - £26,032 per annum) |
| Hours of Work: | Monday to Friday 7.15am to 3.05pm - 36 hours per week Term time only plus all insets days. |
| Place of Work: | Blaise High School, Station Road, Henbury, Bristol, BS10 7QH |
| Medical Examination: | The appointment is subject to a satisfactory medical report |
| Superannuation: | Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: https://www.lgpsmember.org |
| Holiday Entitlement: | The postholder will be paid an enhancement for holiday pay, which is included in the salary details above. |
| Probation Period: | New employees are required to complete a six-month probationary period |
| Disclosure & Barring Service Check: | This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check |
| Right to Work Check: | This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance |

Job Description

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

Purpose of the Job

To provide short-term cover for absent teachers, supervising classes and ensuring that the work set is carried out in a calm working environment.

Main Duties and Responsibilities

- Working with the Assistant Headteacher, efficiently plan cover each day, communicate with all relevant staff and signpost changes of rooms
- Supervise combined classes in larger spaces when required
- Supervise work that has been set in accordance with the school policy
- Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive learning environment in accordance with the whole school behaviour system
- Collect completed work and return it to the appropriate teacher
- Ensure the room is left tidy and ready for the next lesson
- Report back on the lesson ensuring any issues arising are reported back to the usual class teacher or relevant leader
- Record and report attendance in accordance with school policy
- Promote the inclusion and acceptance of all in the classroom
- Deal with any immediate problems or emergencies according to the school's policies and health and safety
- Follow school policies and procedures especially those related to child protection and health and safety
- Contribute to the overall ethos, work and aims of the school

Other duties:

- Attend and participate in meetings
- Participate in training and other learning activities as required
- Supervise pupils on visits, trips and out of school activities
- Review and develop own professional practice
- Support in other areas of the school as required, dependent on cover requirements.

Staff Development

- To continue personal development in the relevant areas, including subject knowledge and teaching methods
- To engage in our developmental drop in programme and to attend weekly briefings and professional development sessions.
- To engage actively in the Performance Management process
- To participate in whole school professional learning programmes
- To take part in the staff development programme by participating in arrangements for further training and professional development.

Safeguarding

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including online checks and an enhanced DBS disclosure.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.

Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

| Criteria | Essential | Desirable |
|--|---|--|
| Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience: | | |
| | <ol style="list-style-type: none"> 1. At least five GCSEs or equivalent which must include at least a 4 or above in maths and English. 2. Evidence of personal commitment to CPD. 3. Previous experience working in a school or equivalent setting 4. Behaviour management skills 5. Working with students of secondary school age within a school or within an appropriate context 6. Be able to communicate clearly, both written and orally. 7. Possess strong interpersonal skills 8. Be dependable, able to follow instructions and respond to management directions. 9. Have a willingness to extend skills through appropriate training 10. Be able to work independently and use own initiative | <ol style="list-style-type: none"> 1. Knowledge of Safeguarding and Child Protection procedures. 2. NVQ level 2 Teaching Assistant Qualification or equivalent relevant student -centred qualification. 3. Knowledge of Bromcom |
| Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to: | | |
| | <ol style="list-style-type: none"> 1. The ability to remain calm 2. A willingness to go the extra mile 3. An ability to quickly adapt to changes and motivate students 4. Ability to work effectively with a wide range of people across the school and from outside | |

The Recruitment Process

1. Application

Visit our website to view our current vacancies [here](#)

To apply for a staff vacancy, please register for an online account and complete the online application form. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

You have the opportunity to upload an attachment to support your application if desired. In the application form you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than 11.59am on Friday 17th January 2025.. Applications received after this date will not be considered.

2. Shortlisting

Shortlisting will be finalised on Shortlisted applicants will receive an email inviting them to select their preferred interview time. Please ensure you enter your correct email address on your application form and provide a contact telephone number. References may be taken up after shortlisting. Please ensure you indicate clearly on your application form if you are happy for us to do so.

3. Interview Process

Interviews will be held on Week commencing 20th January 2025. Applicants may also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

5. Taking up post

The successful applicant will take up the post as soon as possible.

6. Additional information

For further information, please contact Jade Bristow, Headteacher's PA & HR Manager, via email bristowj@blaisehighschool.co.uk

7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.