



Dallam School

Work with us

Post: Cover Supervisor
Required September 2024

NJC Salary Scale 5 – Points 12 – 17 currently £27,711 -
£30,060 per annum, full time equivalent (£20,843 to £22,610
per annum, actual gross salary)

Hours of work: 32.5 hours a week term time plus 1 week
permanent post

Courage | Respect | Compassion | Endeavour | Integrity

Welcome to Dallam



Steven Henneberry
Headteacher

We're a vibrant and friendly comprehensive school where our children can continue studying into Sixth Form or study away from home, staying in our State Boarding House.

Dallam School offers day and boarding students a place to achieve academically, enjoy a wide range of creative and outdoor opportunities, and develop into a responsible and caring individual.

That inclusive ethos carries across to our team. We recruit from all walks of life and provide a friendly and supportive environment where the wellbeing of our staff is prioritised.

We aim to be the place where staff can develop their careers and achieve their ambitions, through high quality professional learning. It's a positive work environment where we grow our own talent and build career ladders.

Most importantly, we support staff to see clearly the contribution they make to our school community and the children who thrive here.

*"Staff, including those in the early stages of their careers, feel well supported by leaders."
Ofsted, 2023.*



Our school

📌 **Location:** Cumbria, United Kingdom

📌 **Type:** Mainstream School

📌 **Phase:** Secondary

📌 **Funding status:** State - Academy

📌 **Gender:** Mixed

📌 **Age range:** 11 - 19 years

About Dallam School

Dallam has a long and successful history with a heritage and traditions stretching back to 1613. The school is grounded in traditional values but we're also forward-thinking and innovative and today, it is a popular mixed comprehensive with students often studying with us from Year 7 to Year 13. Students from our South Cumbria catchment join those travelling in daily from North Lancashire. While our international boarders bring diversity and richness.

We formed the South Westmorland Multi Academy Trust in 2016 and remain a single academy, maintaining close links with local secondary schools and Kendal College.

We have a supportive and inclusive culture in and around school where community is at the heart of all that we do. This includes the working relationship between teachers and students, the trusting relationships with form tutors and the pastoral team, and the honest relationships our staff develop with parents and carers.

Expert staff, specialising in their subjects up to A-level, teach throughout the school. We offer extra-curricular opportunities from music and drama to a full sporting programme that makes use of our excellent indoor and outdoor facilities.

All of this makes Dallam an excellent place to work.



Our values

Learning for all, learning for life

We're a supportive, caring community working hard to meet all student needs. Everyone's wellbeing and welfare is a top priority. We offer a wide range of enrichment activities beyond the curriculum.

Our vision:

At Dallam School, we believe that education empowers students with the knowledge, skills and values they need to build a better future for themselves, their families and their community. At our school, every student develops the confidence and courage to be themselves and has access to opportunities that unlock future success. The inclusive and innovative ethos of Dallam School creates an inspiring environment in which every student can shine in their own way.

Our values:

- Courage (be brave)
- Endeavour (strive for excellence)
- Respect (others, self and environment)
- Integrity (be honest)
- Compassion (be kind)



What we offer

Dallam School lives and breathes its People Vision



A learning organisation in which our people...

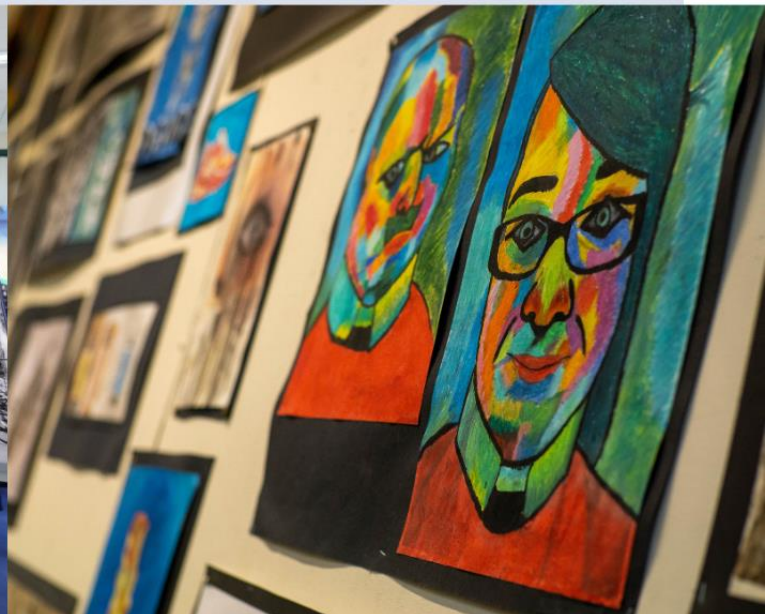
- receive care and support in a welcoming, collaborative community;
- feel a sense of agency and control;
- are committed to their work and our school and are recognised for this;
- engage in evidence-based and research led practice;
- experience a level of challenge in their work which is both stretching and rewarding, and;
- have access to high quality and bespoke professional development and career progression.



Ours is a positive work environment where regular recognition of achievements helps to create a sense of purpose and satisfaction in our people, leading to increased engagement, motivation and improved outcomes for our children.



It is important to us that everyone is able to play a part in shaping the direction of Dallam School and that all staff are supported at every stage along this journey.



Professional development

We aim to be the place where staff can develop their careers and achieve their ambitions, through high quality professional learning. We strive to create a working environment that impacts positively on staff development; a culture of mutual trust, respect, openness and commitment to student achievement.

You can expect us to:

- Ensure access to high quality and bespoke professional development and the opportunity to progress your career at Dallam School
- Provide opportunities for staff to take on leadership roles, and, participate in project-based, collaborative thinking and learning
- Enable teachers to collaborate to refine their teaching practices and work together to solve problems in school. This includes working with partner schools to improve individual practices and school wide policies and protocols
- Secure a continuous appraisal process with meaningful feedback which enables staff development. Regular professional development conversations allow staff to excel in their roles, provide feedback on what support and progression they want, stay current with best practices, and continuously improve their craft



Working in a
great location



Working in a great location

Our setting

Dallam School is set in the beautiful English countryside in the north of England, with busy village life in Milnthorpe on our doorstep. Milnthorpe is home with lots of shops, cafés, takeaways, and friendly local people. It's a good contrast to the quieter and older village of Heversham where you'll find our Boarding house.

Well connected

Dallam is brilliantly located to connect out to the rest of the country. By road you are soon on the M6 motorway, with the Scottish and Yorkshire borders close by. Trains from Oxenholme Lake District, Carnforth and Arnside get students to UK cities like London, Edinburgh and Glasgow in under 3 hours. The nearest international airports are Manchester and Liverpool, followed by Glasgow. There are ferry links at Heysham for the Isle Of Man too.

The Lake District

Over 18 million people visit the Lake District each year; it is a pretty special place. Some of the mountains that make up this UNESCO World Heritage site can be seen from the boarding house. Just 20 minutes by car, it's a place that's as important to humanity as the likes of the Taj Mahal and the Grand Canyon. Our team take lots of opportunities to explore this extraordinary landscape and all that it offers - from active adventure to artistic inspiration.



Job description – Cover Supervisor

Post: Cover Supervisor
Salary: NJC Salary Scale 5 points 12-17 (£27,711 - £30,060 per annum, pro rata)
Contract: Permanent 32.50 hours per week, term time plus 1 week (from 8.30am to 12.30pm Monday to Friday, less ½ hour lunch break)
Disclosure Level: Enhanced
Location: Dallam School, Milnthorpe, LA7 7DD - the role may require travel between the trust school sites

Relationships

a) Reporting to:

The post-holder reports to the Assistant Headteacher responsible for School Management

b) Responsible for:

The post-holder interacts with other professional colleagues, students and parents and should establish and maintain productive relationships and promote mutual understanding of our aim to improve the quality of the student experience at the South Westmorland Multi Academy Trust.

Main Purpose

- The role of Cover Supervisor is to complement the professional work of teachers by taking responsibility for agreed activities related to learning
- Primarily this will involve providing cover for absent teaching staff.
- The role is expected to develop with time and a willingness to learn new skills, undertake training and to be flexible is required.

Main Responsibilities

Cover Supervisor

- To provide cover for absent teaching staff as required including the delivery of pre-prepared lessons
- Liaison with the Leadership Team member responsible for cover supervision each morning to determine the daily timetable and collect appropriate cover work
- Work within an established discipline policy to anticipate and manage behaviour and rewards constructively
- Establish productive working relationships with students, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all students within the classroom
- Support students consistently whilst recognising and responding to their individual need
- Encourage students to interact and work co-operatively with others and engage all students in activities
- Provide feedback to students in relation to progress and achievement
- Contribute to the overall ethos/work/aims of the School
- To be available for break/lunch duties within contracted hours
- Support departments when not deployed for cover

CONTINUED – Cover Supervisor

General
Culture and Ethos <ul style="list-style-type: none">• Promote the academy ethos, attitudes and values in all aspects of work with pupils, colleagues, support staff, parents/carers and visitors• Promote the academy and celebrate its success at every opportunity
Dress and Appearance <ul style="list-style-type: none">• To maintain the highest standards of smart business dress• To maintain a professional demeanour at all times
Self-Development <ul style="list-style-type: none">• To take part in the school's staff development programme by participating in arrangements for further training and professional development• To continue personal development in the relevant areas including subject knowledge• To engage actively in the Performance Management process
Attitude <ul style="list-style-type: none">• To act as a professional and positive ambassador for the school in order to support the school's mission and profile• Maintain a high level of motivation and encourage the progress of others• Support the induction of Early Career Teachers, as required, and support the training of student teachers when they have been accepted into the faculty• Support supply teachers and teachers doing cover by assisting to ensure that suitable material is available for lessons when members of the department are absent
Policy Promotion <ul style="list-style-type: none">• To actively promote the Trust's Equal Opportunities, Health & Safety, Data Protection and GDPR policies to ensure that the school operates safely, effectively and fairly in line with legislative requirements• Comply with and actively implement the Trust's Behaviour Management Policy
Safeguarding <ul style="list-style-type: none">• Have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures and the Trust's safeguarding policy
Confidentiality <ul style="list-style-type: none">• To ensure confidentiality of the school's activities is maintained in order to protect the integrity of the organisation and its people
Flexibility <ul style="list-style-type: none">• The job description may include all such other duties as the Headteacher and Trustees may reasonably expect from time to time• To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation• Embrace a willingness to experiment with new methods and approaches / initiative taken

Person specification – Cover Supervisor

The criteria below are adapted from the National Standards for teachers. While the list below is exacting, it is understood that different qualities will be exhibited to different degrees.

Criteria	Essential	Desirable
Shaping the future		
The ability to use data to set targets and plan projects	√	
The ability to use technology to enhance learning within the classroom	√	
An effective communicator at all levels	√	
Teaching & Learning		
An excellent classroom practitioner with teaching judged to be regularly “good”	√	
The ability to devise & implement strategies for raising achievement	√	
A clear understanding of different models of teaching and learning	√	
Committed to the principals of inclusion	√	
Developing self and working with others		
Qualified Teacher Status		
The ability to receive feedback and act to improve personal performance	√	
The ability to influence colleagues from a non-line manager position		
Managing the Organisation		
Experience of performance management		
The ability to prioritise and manage time effectively	√	
Experience of collaborative working with other schools, organisations and agencies		
The ability to make decisions and act upon them	√	
Experience of creating clear reports for a range of stakeholders		
Securing Accountability		
The ability to use a range of data to support, monitor and improve student outcomes	√	
Strengthening the Community		
The ability to work effectively with parents to support their children’s learning	√	
Personal Qualities		
Stamina	√	
Excellent interpersonal skills	√	
The ability to ensure a sensible work life balance	√	
Safeguarding		
All the requirements of Dallam’s safer recruitment policy	√	

How to apply

We strongly encourage you to visit the school before you apply for the post. If you would like to discuss the position with the Headteacher, Mr Steven Henneberry, please contact him by email: s.henneberry@dallamschool.co.uk

If you decide to apply for the post, please note the following important information:

Please read the Guidance Notes carefully before completing the Application Form and ensure that you fill in all sections. Please contact the school if you require the application form in an alternative format.

Along with the Application Form, please write a covering letter of no more than two sides. Please include the following;

- A statement about why you are applying for this particular post
- An outline of relative experience
- How your personal and professional qualities make you suitable for the role

Closing date: Friday 6th September 2024 at 12pm

We will contact all applicants selected for the interview process by telephone initially. This will be followed up by a formal invitation and further information about the process the following day. We will contact all applicants, even if where the application was unsuccessful.

The interview process: week commencing Monday 9th September 2024

Information that you provide for the purpose of your application will be used as part of the recruitment process. Any data supplied will be held securely and access restricted to those involved in dealing with the recruitment process. Once this process is complete, the data relating to unsuccessful candidates will be stored for a maximum of 6 months and then destroyed. If you are successful, your application form will be retained and form the basis of your personnel record. We will also undertake online searches in accordance with our responsibilities under keeping children safe in education. An enhanced check with the disclosure and barring service will be undertaken for this post.

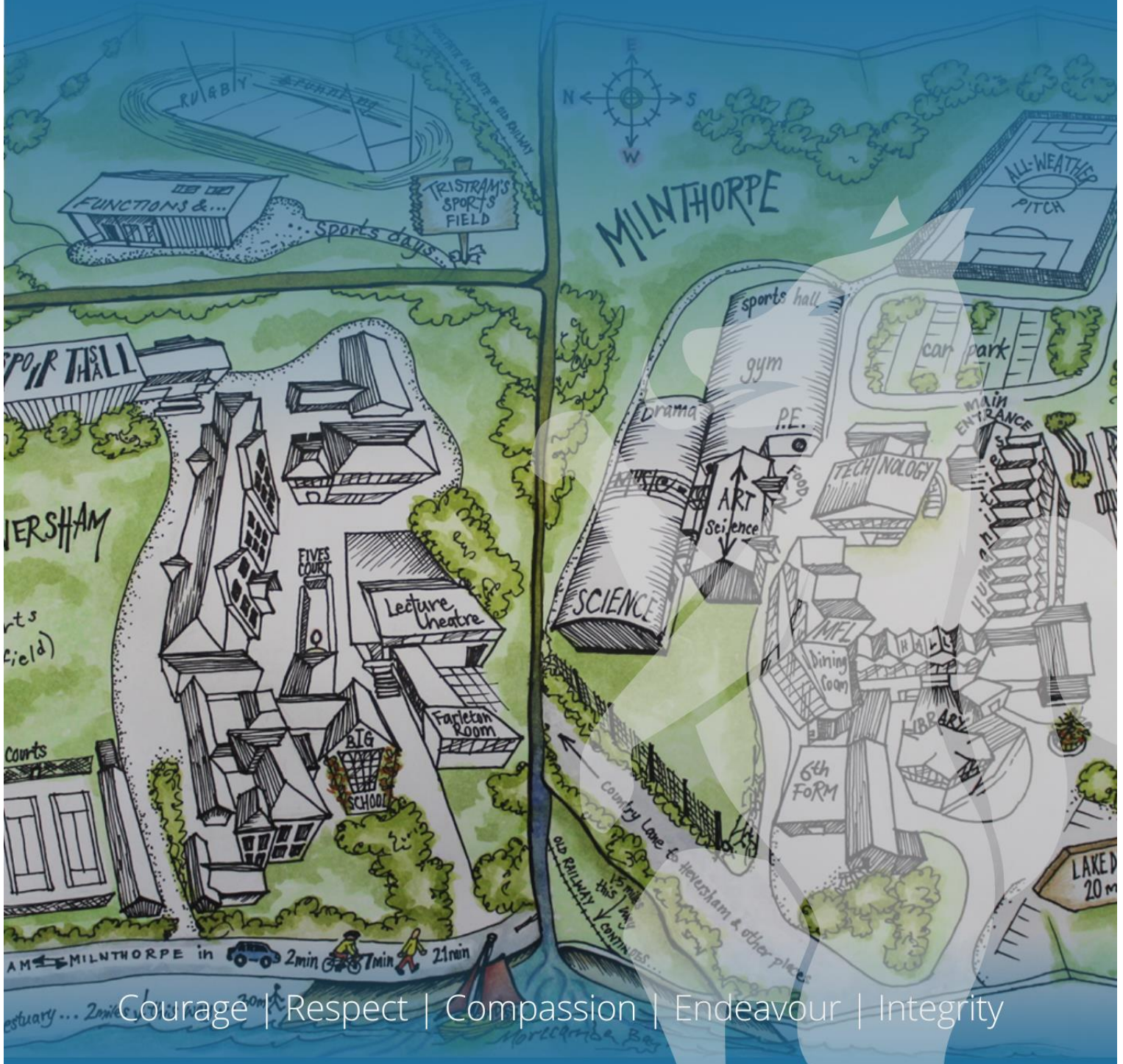
If you require further information or wish to discuss any issues, please do feel free to get in touch with Sharne Morgan, Finance and HR Officer, as a first contact –

015395 65168, s.morgan@dallamschool.co.uk

For further information, please visit:
www.dallamschool.co.uk www.southlakesfederation.co.uk



Dallam School



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