



Cover Supervisor

Application Pack

June 2023



Principal's Welcome

Thank you for your interest in our school and the post of Cover Supervisor Mentor at Caroline Chisholm School.

Our school is a dynamic and heavily oversubscribed all-through academy which covers an age range from 4 to 19. The school caters for over 2100 students across our Primary phase, Secondary phase, and Sixth Form. The school has an incredibly talented and motivated staff body and a supportive, bright, and extremely well-behaved student body.

We are currently seeking a Cover Supervisor within our fully inclusive, all-through learning community. Your role will be to support the students in a positive attitude, and act as the bridge across academic and pastoral support ensuring individual students engage effectively in learning making the desired progress.

The school is currently rated as 'Good' with 'Outstanding' features by Ofsted. Our early years foundation stage provision is judged to be outstanding. Our Progress 8 data for 2022 was the highest in our school's history and 80% of students obtained grade 4+ in both English and maths at GCSE, significantly above the national average (68%).

We continue to improve and aim to become one of the highest performing schools in the Northamptonshire area. We are a "High Performance Learning School" and in November 2021, we obtained the "High Performance Learning, World Class School Award". We are now part of the HPL global fellowship and collaborate with schools both locally and internationally.

My vision for the school is that it becomes a centre of excellence in developing innovative teaching as well as being a school that focuses on developing success, confidence, and ambition in all our students. It is therefore important that the successful candidate has a true passion and determination for improving attendance across the school and enabling students to fulfil their potential.

If you feel that our school ethos fits your ambitions, we would very much like to hear from you. This position is available to start in June 2023.

Regards,

A handwritten signature in dark ink, appearing to read 'D James', with a long horizontal stroke extending to the right.

David James
Principal



Our school

We are an oversubscribed, academically successful all-through school that strives to develop young people into ambitious, extraordinarily successful, happy, and resilient young adults.

Being an all-through school has a number of benefits for staff, students and parents; children to stay settled, staff can work together across all phases and parents can be assured with a consistent approach to their child's education.

We make learning enjoyable from reception right up to the sixth form. We provide a challenging academic curriculum, coupled with an incredibly supportive pastoral system that values the strengths and talents of the individual student. Our purpose built, modern facilities, provide students with a wealth of exceptional learning spaces, including specialist science laboratories, drama and music studios, a dedicated sixth form study centre and so much more.

Since our opening in 2004, we have progressed as a school to offer both excellent facilities and teaching. We are an Ofsted rated 'Good' school and in 2021, we secured the prestigious World Class School Award following the High Performance Learning philosophy.

Our vision for the future

Our ambition is to become a top 10% school nationally, in all that we do. We are currently working well above this target in a number of areas and, with the help of our whole school staff body which you could be a part of, we continue to strive towards this goal against all measures to become one of the highest performing schools in the country.

*"Pupils are well supported for their next steps in education and training.
Opportunities for extra-curricular activity are highly regarded."*

Ofsted, 2020

Our vision and values

Our school is a safe, secure, and inspirational learning environment at the heart of our community where everyone is equally valued and respected - a community built on:

Ambition

By developing the school culture, where everyone:

- strives to be the best they can become
- aspires to ambitious goals
- nurtures and supports

Confidence

Where everyone develops self-belief by:

- overcoming challenges
- taking calculated risks
- upholding our shared values

Success

Where everyone is inspired to:

- become a high performing learner
- embrace a range of rich and diverse opportunities
- celebrate achievement in all its forms

Our school ethos 'Everyone, Every Lesson, Every Opportunity' carries across all phases of our school. If our ethos fits with your ambitions, we would very much like to hear from you.



High Performance Learning

Our approach to Teaching and Learning is driven by the “High-Performance Learning Framework”. The framework is a practical method for schools and teachers to develop their students' intelligence. At the basis of the framework are the “Advanced Cognitive Performance Characteristics (ACPs)” and “Values, Attitudes and Attributes (VAAs)” that students can develop to become high performers.

The 7 Pillars of High Performance



The background to the “High-Performance Learning” philosophy is our growing understanding of how to create more high performing students. This requires a decisive move away from expecting only a small proportion of students to be able to achieve academic success and towards expecting high performance to be the norm in the school.

We are proud to be awarded the World Class School for High Performance Learning (HPL) award, prestigious, globally recognised award that celebrates the achievements of schools which are amongst the best in the world. Achievement of the award is a confirmation of the school's ability to provide an exceptional level of education for its students; using the High-Performance Learning approach to enable them to reach high levels of academic performance.

- We believe that everyone in the school, regardless of background or starting point, can achieve the highest academic standards.
- Every member of staff works hard to ensure that students will be equipped with the values, attitudes and attributes that will serve them well in their next endeavours - be that university, apprenticeship, the workplace, and their lives.

Staff joining are given CPD and support to help them implement the High-Performance Learning Framework in their own classroom as part of our induction programme.



Job description: Cover Supervisor

Reporting to: Cover Manager

Hours: Working hours will be 32.5 hours per week, 38 weeks per year. Salary and grade: Grade G, £22,778 - £24,497 FTE. Actual salary for 38 weeks per year is £16,729 - £17,992

(a higher salary is awarded for post 5 years continuous service)

Main duties and responsibilities

Main Purpose

The successful candidate will work as part of the Cover Supervisor Team and will be required to supervise the classes undertaking work set by teachers, responding to questions from students and collating work at the end of lessons. Experience of working with children and young people will be an advantage and a desire to enable pupils to manage and overcome barriers to learning is essential.

Support for the students

- Supervising classes doing work set by teachers covering all subject areas for example: Primary, PE and Technology.
- Supervising and supporting individual or small groups of students withdrawn from classes for targeted learning opportunities.
- Manage the behaviour of students to ensure they are in a safe working environment.
- Making sure all students are focused and on track to meeting the lesson objectives.
- Help any students who are struggling with the work set for their cover lesson.
- Providing pastoral support to individual students under the direction of a head of year or SENCO.

Support for the Teacher


- Supervising the classes undertaking work set by teachers, responding to questions from students and collating work at the end of lessons.
- Supporting teachers in the assessment and recording of student work.
- Supervising students on school visits.
- Assisting subject leaders with the co-ordination of set work for absent teaching staff.

Support for the School

- Invigilating exams
- Assisting the cover manager in organising the daily cover arrangements for timetables lessons.
- Providing practical support in the development of resources including displays for the curriculum teams across the school.
- To liaise, advise and consult with other members of the team supporting the children when asked to do so.
- To contribute to reviews of children's progress, as appropriate.
- Contribute to the overall ethos and aims of the school
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Be aware of and support differences and ensure all students have equal access to opportunities to learn and develop.
- Attend and participate in relevant meetings as required
- Participate in training, other learning activities and performance management as required
- Fulfilling tasks as directed by the Principal.

Notes

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

A photograph of a school playground. In the foreground, there is a black circular fire pit. Behind it, a young tree with green leaves stands. In the background, there is a wooden structure with a blue slide. The sky is overcast.

“This is a “World Class” school that is keen to progress further. In fact, I think it is a ‘wow’ school that could be a real beacon for how HPL can impact on learning in an Academy.”

Russel Ellicott – HPL accreditor

Person specification

Person Specification – Cover Supervisor				
Essential / Desirable	Requirements	Assessment Criteria		
		Interview	Application	Appointed
	Experience			
D	Experience in working with children/young people		√	
D	Experience in supporting colleagues in an educational setting		√	
E	Confident in dealing with young people and understanding young children/teenage minds		√	
D	Experience in working to an agreed performance level and taking part in performance reviews		√	
E	Ability to command and show respect		√	
	Personal Qualities			
E	Able to demonstrate outstanding interpersonal skills	√	√	√
E	Able to be an effective team player	√	√	√
E	Able to work effectively with diverse groups of people	√	√	√
E	Positive and caring approach to students	√		
E	Able to organise time efficiently and work to deadlines	√	√	√
	Able to show initiative and flexibility			
	Education, training and skills			
E	Good education with minimum of grade 4/C pass in GCSE English and Maths or O Levels at Grade C or above.	√	√	
E	Competence in the use of ICT to a level appropriate to the post applied for	√	√	√
E	Able to communicate effectively using both the spoken and the written word	√	√	
E	Ability to prioritise own workload and make decisions for the best outcome for the role.	√	√	√
	Applicable to all staff			
E	Undertake training as required to fulfil the requirements of the role	√	√	
E	Genuine interest in the education of young people and ability to contribute more widely to the life and community of the school	√	√	
E	Play an active role in terms of safeguarding all students and adults	√	√	√



How to apply

To apply, please download the application form and attach a supporting statement to tell us about your experience and suitability for the post with reference to the job description and person specification.

An on-line search will be conducted for all shortlisted candidates prior to interview.

If you have any immediate questions, or you are interested in visiting the school prior to application, please do not hesitate to email Jane Trelvellick, Payroll and HR Coordinator via: jtrelvellick@ccs.northants.sch.uk

Please note that all applications must be submitted by **midday on 9th June 2023**

If you have not heard from the school within 2 weeks of this deadline, please assume that your application has not been successful on this occasion. References will always be requested before interview.

Interview

Interviews for the post will take place **w/c 12th June 2023**

The school reserves the right to interview strong candidates at an earlier date to ensure we secure the best person for the post.

Caroline Chisholm School



Ambition Confidence Success
Everyone Every Lesson Every Opportunity

Principal: Mr David James

Vice Principals: Mr Andrew Fisher, Mrs Elizabeth Husband, Mr Gary Wakefield

Tel: 01604 344744

Email: office@ccs.northants.sch.uk

Facebook: [CarolineChisholmSchool](https://www.facebook.com/CarolineChisholmSchool)

Instagram: [@CarolineChisholmSchool](https://www.instagram.com/CarolineChisholmSchool)

Twitter: [@CCS_UK](https://twitter.com/CCS_UK)

Website: www.ccs.northants.sch.uk