



**Philips**  
High School

Success Together Aspire Respect



# Cover Supervisor / General Duties Officer

## Candidate Pack



Part of the

**Oak**



Learning Partnership

# Cover Supervisor / General Duties Officer

## Welcome from the Headteacher

Dear Candidate,

**It gives me great pleasure to welcome you to Philips High School. I am extremely proud to be a member of the Philips High School community and work with so many talented young individuals. My vision is that our children receive the highest quality of education in a supportive, respectful and ambitious school environment.**

Philips High School was originally founded as a Grammar school in 1688 and to this day has retained some of the nostalgia, charm and high academic standards of the old school. When you first visit Philips High School, you immediately sense the warm welcoming atmosphere from our pupils and staff. This wonderful, vibrant community is a great place to learn and achieve. It is hard to find a school that educates the whole person both academically and pastorally.

The former Grammar school building and first-class facilities provide a stimulating environment that is both distinctive and inspirational. Our curriculum is both broad and ambitious, rooted in unrivalled holistic excellence. We place equal importance on performing arts, the creative subjects, technology, academia and sport through a vast range of experiences both inside and outside of the classroom. This fosters happy, confident and well-rounded young people.

Over the last few years, Philips High School has become a high achieving and successful learning community. The staff go above and beyond, ensuring that our collaborative, respectful and aspirational values permeate all aspects of our school. This enables our pupils to make consistently strong progress across the curriculum and develop themselves as individuals ready for the future.

We are a caring community; providing high challenge as well as significant support for our pupils. Everyone is welcome at Philips and our core values of Success, Together, Aspire, Respect (STAR) are embedded into the heart of our school.

I am committed to working in partnership with parents and know that by working together we will ensure that every child enjoys school, is happy, safe and have the opportunity to thrive and achieve their best.

It is the quality of the relationships and the personalised approach that makes Philips High School successful. Our students are at the heart of everything we do; they enjoy school, are fulfilled, aspirational and form lifelong friendships.



# Cover Supervisor / General Duties Officer

## Welcome from the Headteacher

We are seeking a highly motivated and dedicated Cover Supervisor /General Duties Officer who is committed to providing high quality support to our pupils.

At Philips High School, our Cover Supervisors play a vital role in ensuring continuity of learning by providing classroom supervision in the absence of a teacher. The role involves managing student behavior, maintaining a constructive learning environment, and supporting teachers with classroom tasks. When not covering lessons, duties include assisting with school administration, supporting pupils, supervising breaks and invigilating exams. The ideal candidate will be adaptable, responsible, and committed to upholding the school's ethos and policies.

If you are a strong team player who can think creatively and continually reflect on how to improve outcomes for young people, we would love to hear from you. In return, we offer you clear career pathways, excellent opportunities for professional development both in the school and the wider Trust and commitment to promoting your wellbeing at work. We fully recognise that our staff are our greatest asset, and we work hard to support them.

We are delighted to be part of a family of schools within the Oak Learning Partnership. Oak Learning Partnership is passionate about inclusion and improving the life chances of all children within the Trust. As a school in the Trust, we pride ourselves on being a welcoming school with a strong emphasis on pastoral care, alongside a rigorous academic education tailored to the needs of the individual.

If you would like to know more, we would be delighted to welcome you to our school. Visits prior to application are both welcomed and encouraged. Please contact the school on **0161 351 2200** or by e-mailing **info@philipshigh.co.uk** to arrange an appointment.

We look forward to receiving your application. Please visit our school website for further information **[www.philipshigh.co.uk](http://www.philipshigh.co.uk)**

**We ask that you do not send CV's, please complete and send your application form and a personal statement to [hr@oaklp.co.uk](mailto:hr@oaklp.co.uk)**

Mr C Hibbert  
**Headteacher at Philips High School**







**"Philips High School is a diverse and welcoming community. Pupils enjoy coming to school. They feel happy and safe, and they get along well with each other and staff. Pupils are accepting and empathetic of each other's views and differences."**

Philips High School, Ofsted Report  
2022



**Inclusion** is at the  
**heart** of our trust

## Introduction to Our Trust

**Dear Candidate,**

Thank you for your interest in this post at Philips High School, part of Oak Learning Partnership.

Our trust is cross phase and consists of primary, special, and secondary schools. We have a vision to transform lives through a highly inclusive approach. 'Inclusion is at the heart of our trust'. Which means we are compassionately rigorous and support all of pupils to reach their full potential, we have unconditional positive regard, leave no one behind and everyone is welcome.

Our schools work closely with one another; they collaborate with purpose, support each other and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We make sure we focus on impact and ensure clarity and consistency from our leaders, always making sure common sense is at the heart of our decision making.

Our people matter; we understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people ensuring they feel valued, and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

We are laying strong foundations for growing the Trust and have a clear vision, this role is a key part of our growth strategy and could be an excellent opportunity for the right candidate ready for their next step. We are a values driven organisation, are highly ambitious, passionate about doing things with integrity and have a healthy sense of humour.

If you want to make a difference to young people and join a trust at an exciting part of its journey, we would love to hear from you.

For further information about the trust please visit our website:  
[www.oaklp.co.uk](http://www.oaklp.co.uk)

*James F-Smith*

**James Franklin-Smith**  
**CEO of Oak Learning Partnership**

**Oak**   
Learning Partnership

[oaklp.co.uk](http://oaklp.co.uk)





**“The pupil leadership group are passionate about making a difference in school and the wider community. Leaders have high expectations for how well pupils should behave. Pupils are respectful and courteous and behave well in lessons and around the school.”**

Philips High School, Ofsted Report 2022

# Cover Supervisor / General Duties Officer

**Salary:** Grade 9, SCP 18 – 23, actual pro rata salary £24,136 - £26,451

**Hours:** 37 hours per week, term time only plus 5 additional days.

## Job Description

**Normal place of work:** Phillips High School, although you may be asked to contribute towards trust wide projects.

**Normal working hours:** The post is 37 hours per week, term time only plus 5 additional days to be worked during periods of school closure.

**Responsible to:** Assistant Headteacher responsible for cover.

### PURPOSE OF THE POST

- To provide classroom supervision of pupils in the absence of a teacher. To engage in general duties when not used to cover lessons.

### COVER SUPERVISOR

- Provide classroom supervision in the absence of a teacher, in accordance with the school's policy.
- Manage the behaviour of pupils whilst they are undertaking work, ensure a constructive environment following the School's Behaviour Policy.
- Communicate work set by the teacher to the pupils, responding to any questions from them about process and procedures.
- Communicate feedback from the covered lesson and ensure all completed work is returned to the teacher.
- Uphold the school ethos, rules and regulations.
- Oversee the distribution and collection of books and other equipment as directed by the teacher, when not required to provide cover for absent teachers, and when covering a class.
- Invigilate examinations to the required standard.
- Maintain the rules set out by the external examination boards and in-house regulators when invigilating examinations or when providing reader/scribe support to pupils.
- Attend school trips when required.

### GENERAL DUTIES

- Assisting with hospitality for visitors/events when required.
- To provide ISA support for individual or small groups of pupils.
- To be aware of and comply with all School Protocols, Policies and procedures including Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Support the work of classroom teachers when not deployed directly covering a class.

- To support general school administration when demand for cover is low.
- To support and contribute to the creation and maintenance of classroom displays.
- To undertake duties as part of the school's duty system (including break and lunch).
- To accompany students on trips, visits and other educational activities.
- To support the school "on call" system to remove pupils from lessons.
- To support the attendance team.
- To act as a First Aider for which training will be provided.
- To provide emergency cover when required.
- Contribute to the school ethos, aims and the development/improvement plan.
- To take part in whole school INSET/Twilight activities/training to enhance job effectiveness.
- **The postholder will be expected to undertake other tasks/duties as directed by the Headteacher that are commensurate with the responsibilities of a Cover Supervisor.**
- **Note The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.**



# Cover Supervisor / General Duties Officer Person Specification

<b>CRITERIA</b>	<b>Experience, Qualifications and Training:</b> On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
<b>ESSENTIAL</b>		
<ul style="list-style-type: none"> <li>• Minimum 5 GCSE's grade A* - C or equivalent, including Maths/English.</li> <li>• Experience of supervising staff or young people.</li> </ul>		
<b>CRITERIA</b>	<b>Ability, Skills and Knowledge:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
<b>ESSENTIAL</b>		<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>• Excellent organisation skills and time management.</li> <li>• Good communication skills, both oral and written.</li> <li>• Experience of working in a school or with young people.</li> <li>• Ability to work constructively as part of a team, understanding the classroom role and responsibilities and your own position within these.</li> </ul>		<ul style="list-style-type: none"> <li>• Knowledge and use of ICT skills.</li> </ul>



**Philips**  
High School

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Higher Lane  
Whitefield  
Manchester  
M45 7PH

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