



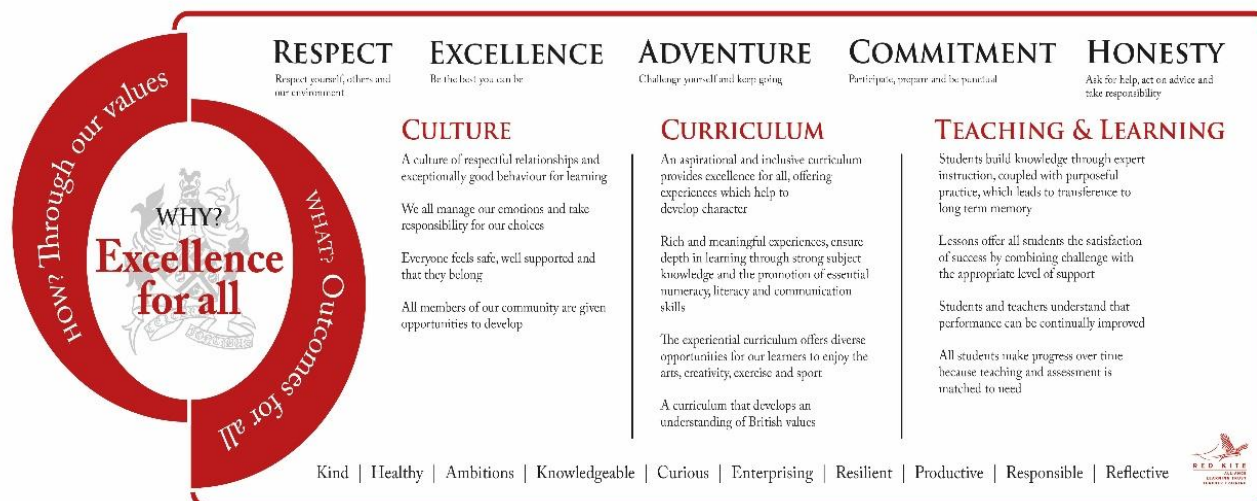
HARROGATE  
GRAMMAR SCHOOL  
EXCELLENCE FOR ALL



# Cover Supervisor Supporting Information

## Our School

Harrogate Grammar School is a renowned state 11-18 mixed comprehensive school rich in history, dating back to 1903. With over 2000 students and 260 staff at our school, our reputation for excellence is widely recognised and we have an absolute commitment to ensuring that all our young people benefit from what the school has to offer. Every child really does matter and we work hard to encourage students to be the best that they can be.



We have a clear set of values and through living these on a daily basis, it makes our school a special place in which to learn.

In addition to our strong culture, we are committed to providing excellence through a curriculum – inside and outside of the classroom – that is both broad, balanced and well sequenced. A strong and effective partnership with parents underpins the work we do in school. Our absolute commitment to ‘excellence for all’ and our track record of impressive examination results at GCSE and A Level, makes us one of the highest performing comprehensive schools in the country.

High performing does not mean exclusive and we are very proud of the achievements of all our students,



from those with complex needs on the SEN/D register to those that will be leaving us for top universities. We expect all staff to be committed to equality of opportunity and to be passionate about ensuring that at our school every child matters.

We want all our students to become kind, healthy, knowledgeable and productive individuals who go on and make a profound contribution to society. We are very proud of the outstanding progress our young people make from whatever their starting point.

Continued investment in the school site over recent years has provided us with some superb facilities whilst retaining the distinctive character and charm of our original buildings. Facilities include: a state-of-the-art multi-use lecture theatre/performance space, extensive playing fields including Astro-turf pitch, newly refurbished Science laboratory blocks and this year the start a school extension costing £1.6 million.





### Red Kite Learning Trust



As founding members of the Red Kite Learning Trust, the Trust provides a supportive structure for individual schools to work in partnership to share administrative functions, to gain economies of scale in purchasing and operational functions, and most importantly to help ensure all young people can achieve success.

The Trust was formed in 2015 with Harrogate Grammar School being one of the three founding schools; the others being Oatlands Junior School and Western Primary School in Harrogate. The aim is to work together to ensure Excellence for All. From 2016 - 2018, the Trust has welcomed more schools: in Harrogate, Rossett Acre Primary School and Coppice Valley Primary, and in Leeds: Crawshaw Academy, Temple Moor High School, Austhorpe Primary, Colton Primary, Whitkirk Primary, Temple Newsam Halton, Temple Learning Academy and Meadowfield Primary.

### Red Kite Alliance

The Red Kite Alliance is a partnership of secondary, special and primary schools, collaborating to help each other improve the outcomes for young people and ensuring all our young people have the opportunity to achieve their potential. This school-led approach brings benefits to all the schools involved and helps Harrogate Grammar School continue to develop and improve. Our students benefit from the Alliance's work as it impacts directly on the quality of teaching they receive.

As a Teaching School, we have a lead role in the Alliance and work with other schools to train and develop new teachers. Our Teaching School helps us to keep pace with national developments and places us at the very forefront of teaching practice. We deliver outstanding training for school staff within the Alliance, at every stage of their careers, including a full range of school leadership development opportunities.

Click here to read about our Teaching Hub status: [Teaching Hub](#).

### Regional Maths and Computing Hubs

The work of our Teaching School has been further enhanced and extended with the addition of our Maths Hub, covering the Yorkshire Ridings region. The Hub is one of only 37 designated nationally. Harrogate Grammar School has also successfully been awarded official Computing Hub status, covering North Yorkshire, Leeds and Wakefield. Both Hubs have the aim of developing and spreading excellent practice for the benefit of all students in primary and secondary schools.

### Red Kite Teacher Training

Red Kite Teacher training offers school-based routes into teaching through a large partnership of primary, secondary and special schools based in and around Harrogate, Leeds and Skipton. We work with the University of Leeds also as a strategic partner, supporting our initial teacher training provision. Based at Harrogate Grammar School is School Centred Initial Teacher Training (SCITT) who annually have c. 120 primary and secondary trainees. SCITT is only one of the several different routes into teaching that we offer. We offer also an Assessment Only route for professionals already employed in a school and are a Regional Training Centre for the Future Teaching Scholars programme, a new and exciting route in to teaching for those entering their first year at University.

### **Further Information**

For further information, please visit the following websites:

<http://www.harrogategrammar.co.uk>

<http://www.rklt.co.uk/>

<http://www.redkitealliance.co.uk>

<http://www.redkiteteachertraining.co.uk>

<http://www.yorkshireridingsmathshub.co.uk>

**Red Kite Learning Trust is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment.**

**Post Title:** Cover Supervisor

**Hourly rate:** £11.90 per hour - inclusive of holiday pay enhancement (£10.62 plus 12.07% holiday enhancement)

**Contract Type:** Temporary / Casual

**Working Hours:** Various dependent upon staff absence / school need

**Responsible to:** Headteacher

**General Description:**

To supervise classes during the short-term absences of the assigned teacher at one of the Red Kite Learning Trust schools.

The primary focus will be to maintain good order and to keep students on task. You will need to respond to questions and generally assist students to undertake set activities. Marking and assessment activities are limited to those where answers are predetermined, and no element of professional judgement is required.

**Special Conditions of Service:**

No smoking policy, including e-cigarettes.

<b>1</b>	<b>Main Tasks/Responsibilities:</b>
1.1	To support students' learning
1.2	To establish productive working relationships with students, acting as a role model and setting high expectations
1.3	To promote the inclusion and acceptance of all students within the classroom
1.4	To support students consistently whilst recognising and responding to their individual needs
1.5	To encourage students to interact and work co-operatively with others and engage all students in activities
1.6	To implement consistently the school's 'Positive Achievement' system
1.7	To work with the teacher to establish an appropriate learning environment

1.8	To provide objective and accurate feedback and reports as required to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence
1.9	To undertake marking of students' work which have predetermined answers and involve no element of professional judgement or assessment. Accurately recording of achievement/progress
1.10	To promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
1.11	To follow the school's policy in relation to working with young people
1.12	To liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed by the teacher
1.13	To implement agreed learning activities/programmes, adjusting activities according to student response/needs
1.14	To support the use of ICT in learning activities and develop students' competence and independence in its use
1.15	To be aware and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
1.16	To be aware of and support differences and ensure all students have equal access to opportunities to learn and develop
1.17	To contribute to the overall ethos/work/aims of the school
1.18	To establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of students
1.19	To recognise own strengths and areas of expertise and use these to advise and support others
1.20	To undertake supervision of students out of hours learning activities which fall within the remit and hours of the post

**Person Specification : E Essential, D Desirable**

<b>2</b>	<b>Experience/Aptitudes:</b>	
2.1	Ability to communicate effectively with staff at all levels within the school	E
2.2	Able to relate well to young people	E
2.3	Ability to take initiative and work independently	E
2.4	Ability to work to high levels of accuracy	E
2.5	Prior experience working with children of relevant age	D
2.6	Prior experience within educational setting	D
2.7	Able to cover PE & Sports lessons	D
2.8	Willing to contribute to extra-curricular activities	D
<b>3</b>	<b>Qualifications/Training</b>	
3.1	Very good Numeracy/literacy skills	E
3.2	Qualified to A Level standard or higher	D

3.3	NVQ Level 3 for Teaching Assistants or equivalent qualification or experience	D
3.4	Appropriate first aid training	D
<b>4</b>	<b>Knowledge/Skills:</b>	
4.1	Can use ICT effectively to support learning	E
4.2	Use of other equipment technology – video, photocopier	E
4.3	Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	D
4.4	Working knowledge of national curriculum and other relevant learning programmes/strategies	D
4.5	Understanding of principles of learning processes	D
4.6	Ability to self-evaluate learning needs and actively seek learning opportunities	E
4.7	Ability to relate well to children and adults	E
4.8	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	E
4.9	Problem solving	E
4.10	Negotiation	E
4.11	Communication	E
4.12	Forward thinking	E
4.13	Ability to work positively and effectively with young people	E
<b>5</b>	<b>Characteristics:</b>	
5.1	Reliability and punctuality	E
5.2	Sense of humour	E
5.3	Hard working	E
5.4	Willingness to be flexible and work to meet the best interests of the school	E
5.5	Self-motivated	E
5.6	Team worker	E
5.7	Willingness to undertake training	E
5.8	Willingness to undertake further qualifications	D
5.9	Presence	E
<b>6</b>	<b>Safeguarding and Promoting the Welfare of Students</b>	
6.1	Has appropriate motivation to work with students	E
6.2	Ability to maintain appropriate relationships and personal boundaries with students	E
6.3	Has emotional resilience in working with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline	E