



Hard work

Trust

Fairness

MARSDEN HEIGHTS COMMUNITY COLLEGE

RECRUITMENT INFORMATION PACK

COVER SUPERVISOR

CLOSING DATE: 15TH MAY 2025

INTERVIEWS: W.C. 18TH MAY 2025

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Welcome



Marsden Heights Community College joined United Learning in November 2020. In 2023, following rapid improvements, Ofsted inspected the school and rated it **Good** in all areas.

At Marsden Heights we believe that children deserve the very best of all that has been “thought and said” in every subject area by the careful selection of our core knowledge. We desire to support our pupils to grow into confident, creative and resilient adults who have a lifelong love of learning. We seek to ensure that our pupils are effective communicators, active participants and independent learners who can take their next steps into an increasingly uncertain world with secure knowledge from the range of subjects we offer.

In order to support our pupils in their academic and personal development, we believe it is essential they experience a wide range of opportunities. Our commitment to ‘Education with character’ provides wider opportunities for our pupils to access a well-rounded curriculum that extends learning beyond the classroom.

The college’s focus on learning is the driving force behind everything that we do and students are offered a diverse and challenging curriculum both inside and outside the classroom. We have high expectations and we make no apologies for being very demanding of our students and our staff, as only the best will do for our children.

Honesty, respect and trust are important to us, as is being prepared to learn and take on new challenges. We know that no one is the ‘finished article’ and we strive to do our best for our students every day. We are a welcoming school and if you join us, you will experience our ‘no blame’ culture, where everyone works together for the good of the students. It is essential that you have a restless determination and belief that all students can and will perform to the highest level.

As a United Learning academy whose motto is ‘The Best in Everyone’ you will be someone who wants the very best for all young people, irrespective of their background. We are earnest in our commitment to safeguarding our young people.

I hope you find the information you need in the accompanying pack and am sure you will find other useful information from visiting our website. You are also warmly invited to contact us by phone or visit Marsden Heights Community College ‘in action’ and meet our fabulous pupils and staff. Please visit our website:

www.marsdenheights.co.uk

I look forward very much to welcoming you to our school.

With kind regards

James Delve, Principal

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Our Ethos & Values

At Marsden Heights Community College, our vision is work together to ensure that every pupil reaches their full potential every day and is prepared for life after school.

Our Ethos

Pupils are proud to be members of Marsden Heights Community College and aspire to demonstrate these characteristics in lessons and beyond:

AMBITIOUS

To achieve the best.

CONFIDENT

To have the courage of their convictions and to take risks in the right cause.

CREATIVE

To imagine possibilities and make them real.

RESPECTFUL

To be respectful in all that they do.

ENTHUSIASTIC

To seek opportunity, find what is good and pursue their talents and interests.

DETERMINED

To overcome obstacles and reach success.

Our Values

We foster an environment where our values are at the core of everything we do:

HARD WORK

We encourage and support hard work, teaching pupils resilience and inspiring them to strive for their goals and future success.

TRUST

We build trust through open communication, integrity and mutual respect, creating a safe and supportive community.

FAIRNESS

We promote fairness so that every student is treated equally, and offer opportunities for growth and success for all, regardless of background or ability.

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The Role

Cover Supervisor

Salary: Starting Salary £26,000 - £28,000 (FTE) plus benefits including: Local Government Pension, Health Care Cash Plan, Generous Staff Discount scheme, 3 extra inset days for planning, at least one personal leave day per year.

We are seeking to appoint a dynamic, enthusiastic and influential Cover Supervisor. The successful applicant must have the drive and desire to be consistently outstanding. You will be someone who shares our moral purpose of ensuring that all our young people receive the best education possible in a supportive environment from people who care about them.

The successful candidate must:

- Someone who is passionate about the education of young people and who will inspire our students.
- Someone who shares our moral purpose of ensuring that all of our young people receive the best education possible in a supportive environment from people who care about them.
- Evidence of good to outstanding teaching.
- Excellent leadership skills and competencies.
- Have a commitment to support our enrichment programme by facilitating co-curricular clubs.

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United Learning

Marsden Heights Community College is part of United Learning, a large, and growing, group of schools aiming to offer a life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our subject specialists, our Group-wide intranet, our own curriculum, and our online learning portal all help us share knowledge and resource, helping to simplify work processes and manage workloads for an improved work-life balance.

Rewards & Benefits

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Rewards and Benefits

Our pledge, to all our academy teachers, is that by working for us you will benefit from **more pay, more time, and more support**.

More pay...	More time...	More support
<ul style="list-style-type: none">■ We pay an average of 5% above national scales – the best rates of pay in the sector.■ Cash towards medical treatment.■ Generous staff discount scheme.	<ul style="list-style-type: none">■ Three extra INSET days for planning.■ At least one personal day a year.	<ul style="list-style-type: none">■ Great training for your career.■ Exceptional curriculum resources.■ Expert subject advice.■ Support for your wellbeing.

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JOB DESCRIPTION

COVER SUPERVISOR

Hours of work:	37.5 hours per week	Contracted weeks:	Term Time—39 weeks
Supporting work/life balance:	5 Inset days per year, plus an additional 3 planning days, at least one personal day per year		
Reporting to:	Assistant Headteacher	Direct Reports:	None
Remuneration Package: Starting salary £26,000-£28,000 (FTE)			
Salary:	Dependent on Experience	Employer Pension contribution:	Local Government Pension Scheme

Post:

You will play a pivotal part in maintaining continuity of learning when teachers are away from the classroom. Your knowledge and expertise will enable you to deliver lesson plans for subject specific classes. Your responsibilities will include managing pupil behaviour and providing support to promote a positive educational experience for all. The position requires a high level of subject knowledge, adaptability, and a commitment to fostering a positive and inclusive learning environment

Role Purpose:

- The education and welfare of a designated group of students in line with the curriculum and school timetable. To support the development of appropriate learning strategies within the subject area.
- To maintain up to date knowledge and understanding of the academies aims, priorities, targets and action plans and their impact on development and improvement.
- To ensure that allocated resources and accommodation are used efficiently to create an effective and stimulating environment to enhance teaching and learning.

Support our Pupils

- Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- Provide feedback to pupils on their progress and achievement as appropriate.
- Manage the classroom effectively to always encourage disruption free learning.
- Lead interventions and provide learning support to aid catch up of children with gaps in prior learning

Support the Teacher

- Lead the management of good behaviour, conflict resolution, and the promotion of positive peer relationships in line with school procedures.
- Identify and solve potential challenges for your pupils, to enable a positive learning environment for all.
- Provide specialist support in a specific curriculum area, including preparation, and organisation of resources and support to teaching staff and pupils.
- Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations, and other information.
- Record and report pupil attendance, behaviour incidents, and other relevant information to appropriate staff members. Oversee the preparation of classrooms with subject-specific learning materials and resources.

- Provide detailed feedback to the teacher on achievements, progress, and concerns for the pupils you support and keep accurate records as required.
- Support with marking and delivering feedback to pupils as appropriate.
- Correct use of equipment and resources to meet the lesson plans/needs, including IT.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

Support the School and Community

- Demonstrate the importance of inclusion, equality and diversity when working with pupils and colleagues and when representing the school at all times.
- Build respectful and trusting relationships with pupils and families, acting as a role model for our professional behaviours and high aspirations.
- Proactively engage with activities outside the classroom, working as part of a team to oversee pupils and support with activities such as break and lunch duties, before and after school clubs.
- Supervise pupils on visits and trips outside of school as required.
- Collaborate with teaching staff and department heads to ensure a smooth transition and effective communication about lesson progress and pupil behaviour.

General Duties and Responsibilities:

- This job description must be read in conjunction with the overall requirements of responsibilities identified within relevant conditions of service.
- Whilst every effort has been made to identify the main duties and responsibilities, each individual task may not be specifically identified.
- Colleagues will be expected to comply with reasonable requests from their line manager/senior staff to undertake work of a similar level that is not specified within this job description and to observe all Academy policy statements.
- Colleagues are expected to be courteous to other colleagues and provide a welcoming environment to visitors and telephone callers.
- At all times working in line with Academy policy and procedures.
- To attend staff training events as appropriate.
- To take care of own and others health and safety.
- To be aware of the confidential nature of issues relating to home/academy/parent/carer.
- The Academy will endeavour to make reasonable adjustments to the job and working environment to enable access to employment for disabled applicants or continued employment for any employee who develops a disabling condition.

PERSON SPECIFICATION

COVER SUPERVISOR

Characteristic	Essential	Desirable	How assessed
Education and Qualifications	<ul style="list-style-type: none"> GCSE English and Maths (grade C/4 or above) 	<ul style="list-style-type: none"> Teaching and Learning qualification (or working towards) A relevant degree Additional subject specialism or qualification in learning support e.g. Speech and Language, bilingual, SEND etc. 	Application Certificates
Experience	<ul style="list-style-type: none"> The ability to use IT effectively to support tasks and activities. Ability to recognise potential barriers to learning and an ability to develop plans to overcome these. Understanding of different strategies to manage behaviour and social skills development in a classroom context. 	<ul style="list-style-type: none"> Knowledge of the role of external agencies and the role they can play to provide support for pupils. Good problem-solving and prioritising skills 	Application Interview Lesson Observation References
Knowledge and Skills	<ul style="list-style-type: none"> Working with children across the age and ability range appropriate to the role. 	<ul style="list-style-type: none"> Contributing to the personal, social and educational needs of young people. 	Application Interview Lesson Observation References
Personal Qualities	<ul style="list-style-type: none"> Good communication and organisational skills. Energy, ambition, and enthusiasm. Commitment to an inclusive ethos with the belief that every student counts. Commitment to making a difference with a positive 'can do' outlook. Ability to lead and work as part of a team. Adaptability and resilience. Commitment to health and safety. Commitment to child protection and safeguarding. 		Interview References
Special Requirements	<ul style="list-style-type: none"> Satisfactory enhanced DBS clearance. Medical clearance. 2 satisfactory references. 	<ul style="list-style-type: none"> First Aid certificate 	Onboarding process

Marsden Heights Community College is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The academy is committed to safeguarding and promoting the welfare of children and young people and it expects all staff and volunteers to share this commitment.