



**GREENSHAW**  
LEARNING TRUST



**PARK HOUSE SCHOOL**

# **Cover Supervisor**

## **Recruitment Pack**

**ALWAYS  
LEARNING**

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## Dear Candidate

Thank you for your interest in the role of Cover Supervisor at Park House School. This is a fantastic opportunity for someone looking for a route into teaching or who has recently completed their PGCE. With world class training provided, this is an incredibly exciting time to join Greenshaw Learning Trust.

The School is on a rapid trajectory of improvement that will be sustained over many years, it is a chance to be part of something very special. It will support career development and equip you for a further promotion within our Trust. We are based in Newbury in Berkshire which in itself is in a beautiful area of the country and provides good access to Oxford and London. The area we serve is diverse, and therefore our catchment and students offer a range of expectations and challenges, being able to drive ambitions is key.

Park House School joined the Greenshaw Learning Trust on 1st September 2022. We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

The Greenshaw Learning Trust is a successful multi academy trust and currently comprises twenty-four schools: seven in South London, five in Berkshire, one in Surrey, eight in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us soon including a secondary school in Plymouth.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

The school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely



James King  
Headteacher

## **Greenshaw Learning Trust – ‘Always Learning’**

The GLT is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in the GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 2,600 people and educates over 17,300 students. We have approval to open a new secondary special school in South London and we are planning to grow further over the coming months and years. Further information about our schools can be found [here](#).

### **Our Vision**

The vision for Park House School is simple ‘Every child to climb the mountain to the best University or Profession’. This will be supported through disruption free learning and a clear expectation of working hard and being kind.

Work life balance is central to this vision for our students. We offer a highly visible and supportive SLT, centralised planning and resources, centralised detentions, disruption free learning, whole class feedback through a clear feedback policy, lessons structure based on the Rosenshine principles, visualisers in every classroom, subject experts working together within a collaborative trust, highly bespoke professional development in a short weekly session i.e. Teach Like a Champion foci each session.

Park House School is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

## **The Greenshaw Learning Trust Mission Statement**

*We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.*

*We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.*

*We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.*

## **Greenshaw Learning Trust Employee Benefits**

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer Contributions to Local Government or Teachers Pension Scheme
- Cycle to work scheme
- Gym membership scheme
- Employee Assistance Programme
- Eye Care Voucher scheme
- Childcare Voucher Scheme
- Car Benefit Scheme
- My Health discounts



## Job Description – Cover Supervisor

|                                 |  |
|---------------------------------|--|
| <b>Reporting to:</b>            | Assistant Headteacher  |
| <b>Salary:</b>                  | NJC Grade G 15-20 £25,878- £28,371 per annum full time equivalent<br>Actual pro rata salary £22,223- £24,674<br>Salary will be determined subject to appointment |
| <b>Contract:</b>                | Permanent  |
| <b>Working Pattern:</b>         | 37 hours per week<br>Term Time plus all INSET days   |
| <b>Place of Work:</b>           | Park House School, Newbury   |
| <b>Probationary period:</b>     | New employees are required to complete a six-month probationary period   |
| <b>Disclosure &amp; Barring</b> |  |
| <b>Service Check:</b>           | This appointment is subject to the receipt of a satisfactory Disclosure and Barring Service check  |

### Job Purpose

To provide short term cover of lessons and to provide administrative support to the School as required.

### Main Duties / Responsibilities

- To ensure work set for classes is communicated to students.
- To supervise and manage the behaviour of students during the lesson.
- To monitor the completion of tasks set.
- To support with/develop plans and activities for students as required.
- To support in marking students work as and when necessary.
- To update online learning packages as they relate to specific learning areas.
- To communicate with parents/carers, staff and students.
- To complete filing as and when required.
- To update displays around the School as required.
- To take part in Inset and other training provided.
- To carry out other such duties as are required and as are commensurate with the grade of the post.
- To be willing to provide cover if necessary for other administrative jobs within the School.
- To provide Reception cover if necessary.

- To work with the wider school body and provide lunch time supervision as necessary.

### **General**

- To participate in school initiatives where every person is expected to contribute to the learner's progress.
- To participate in the school's professional learning programme as agreed.
- To play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations.
- Such other duties may be reasonably allocated by your line manager or Headteacher.

### **Key Contacts**

- Daily involvement with teaching staff, support staff and students.
- Contact with parents, visitors, suppliers and external contractors.

## **Other Job Requirements**

### **Dimensions**

- There will be significant 'pressure' points at certain times of the year.
- The role involves considerable personal interaction with staff, students, and occasionally parents.
- Personal ICT capability is essential.
- Considerable accuracy and attention to detail is required.

### **Supervision**

- The post holder is responsible to the Headteacher and Senior Leadership Team.
- Limited supervision of day-to-day activities.

### **Problems and Decisions**

- Applying specialist skills and knowledge and demonstrating a high level of initiative, in seeking to resolve relevant queries/problems which may arise. Decisions will be regularly required regarding points of referral for issues which may arise.

**The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.**

## Person specification – Cover Supervisor

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

| <b>Training, Qualifications and Experience:</b> In their application, candidates will demonstrate that they have the following training, qualifications, and experience:   |  |   |
|--|--|---|
|  | <b>ESSENTIAL</b>   | <b>DESIRABLE</b>  |
|  | <ul style="list-style-type: none"> <li>At least five GCSEs or equivalent which must include at least a Grade C/Grade 4 in Maths and English.</li> <li>Record of Continuing Professional Development.</li> </ul>  | <ul style="list-style-type: none"> <li>A good standard of A Level education (or equivalent).</li> </ul> |
| <b>Personal and Professional Qualities and Attributes:</b> In their statement of suitability and during the selection process, candidates will demonstrate the ability to: |  |   |
|  | <b>ESSENTIAL</b>   | <b>DESIRABLE</b>  |
|  | <ul style="list-style-type: none"> <li>Experience of working with young people.</li> <li>Ability to identify and resolve issues.</li> <li>Work in an organised way with meticulous attention to detail.</li> <li>Resilient, with the ability to deliver a complex and demanding workload.</li> <li>Effective communication and presentation skills – orally and in writing.</li> <li>Ability to establish positive relationships and work collaboratively as part of a team.</li> <li>Ability to maintain a positive and professional demeanour.</li> <li>Demonstrate good interpersonal skills including being able to influence, negotiate and deal with conflict.</li> <li>Ability to demonstrate understanding of safeguarding and equal opportunities.</li> <li>Ability to deal with confidential information appropriately.</li> </ul> |   |
| <b>Additional Requirements</b>   | <b>Essential</b>   | <b>Desirable</b>  |



|  |   |  |
|--|---|--|
|  | <ul style="list-style-type: none"> <li>• Knowledge of the education sector.</li> <li>• Experience of working with a Management Information System in a school or college.</li> <li>• Be self-starting and able to work on own initiative and accept accountability.</li> <li>• The ability to remain calm.</li> <li>• A willingness to go the extra mile.</li> <li>• An ability to adapt quickly to changes.</li> <li>• An ability to follow instructions and respond to management direction.</li> </ul> | <ul style="list-style-type: none"> <li>• Awareness of wider educational contemporary issues.</li> <li>• A First Aid certificate or willingness to train as a first aider.</li> </ul> |
|--|---|--|

## The Recruitment Process

### 1. Application

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website <https://www.greenshawlearningtrust.co.uk/join-us/staff>. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than 21 March 2023. Applications received after this date and time will not be considered.

### 2. Shortlisting

Shortlisting will be finalised by 23 March 2023. Shortlisted applicants will be invited by telephone to attend an interview. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

### 3. Interview Process

Interviews will be held w/c 27 March 2023. Applicants will also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

### 4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

### 5. Taking up post

The successful applicant will take up the post as soon as possible.

### 6. Additional information

For further information, please contact Tracey Taylor at [ttaylor@parkhouseschool.org](mailto:ttaylor@parkhouseschool.org).

### 7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.

***We reserve the right to interview prior to the closing date should exceptional candidates apply.***