STEPHENSON
MULTI-ACADEMY TRUST

RAINHILL
HIGH SCHOOL

RainhillSixth



RECRUITMENT PACK
COVER SUPERVISOR/PE TECHNICIAN

RAINHILL HIGH SCHOOL
RH6
LIPA 4:19 ASSOCIATE ACADEMY
BRONZE SCHOOL MENTAL HEALTH AWARD 2022-25
DUAL CAREER ACCREDITED lass
bcs Centre of Excellence
LIVERPOOL HOPE UNIVERSITY
ARTS COUNCIL ENGLAND
Artsmark Platinum Award Awarded by Arts Council England
Rainbow TEACHING SCHOOL HUB
STEPHENSON
Excellence, together.
Ofsted Good Provider

WELCOME FROM THE PRINCIPAL



Thank you for your interest in Rainhill High School.
I hope you find this information pack helpful. If you would like to know more about us before you apply please see our website *rainhillhighschool.org.uk* or alternatively contact jobs@rainhillhigh.org.uk

Our school has a long and strong record of academic success. The destinations that our students move onto are strong. Our continued focus is on raising the aspirations, achievements and confidence of all our students to ensure they have the best life chances; that all of our students leave us ready to take on the world with conviction and self-assurance. We make no apologies for having the highest expectations of all our students.

Our curriculum is ambitious. Students are expected to work hard, and this is complemented by our excellent pastoral care, support and guidance. You will find the staff here are determined to support academic achievement but also provide a wide range of enrichment and extra-curricular activities both within and beyond the classroom, ranging from trips to New York to football teams in school; all of which are important in building the confidence, resilience and experiences of every child.

Our school's mission is 'In Pursuit of Excellence' in everything that we do and our core values; Learn, Think, Contribute, Care, embody our determination to ensure that all our students receive a first-class education that enables them to take their place in society with confidence. We are a popular and high achieving school on the edge of Merseyside with a very strong reputation locally and significantly oversubscribed.

I am very proud of the continued success of Rainhill High School.

J. Thorogood

Mrs J Thorogood
Principal

ROLE OVERVIEW

COMMENCING:
As soon as possible

CONTRACT:
Full time 37 hrs per week,
Permanent
Term Time only + 2 weeks

CLOSING DATE:
9am Monday 7th December 2026

INTERVIEW DATE:
Wednesday 9th December 2026

SALARY:
NJC 7-11 £23,956 - £25,875 actual pa (£27,274 - £29,071 FTE)

LOCATION:
Rainhill High School, Merseyside (Stephenson Multi Academy Trust)

Prospective candidates are warmly encouraged to visit the school. To arrange a visit, please call

01744 677205

Please return application form to
jobs@rainhillhigh.org.uk

Are you considering a teaching career, have a love of sport and are passionate about supporting and nurturing students in the classroom to reach their full potential? Then why not consider becoming a Cover Supervisor and PE Technician.

We are looking for an enthusiastic, well organised and committed Cover Supervisor to join our team who has excellent behaviour management skills and can provide effective classroom supervision to support learning and teaching when required to cover for short term staff absences in the PE department and other lessons across the school during periods of absence., ensuring that the educational provision for students is maintained to the highest standard of attainment and achievement in the absence of their regular teacher.

You will also have a crucial PE role in overseeing equipment, contributing to the extra-curricular programme and supporting our PE teachers. You will also assist in supporting organising cover for absent staff when required and other PE related admin support.

Previous experience of working in a school setting with children and young people is essential, as is a desire to want to make a difference.

Why Join Us?

- **Permanent, full-time role 'Good' Ofsted-rated school (2023)** - Part of Stephenson MAT
- **'Good' Ofsted-rated school (2023)** – Part of Stephenson MAT
- **Supportive environment** – Reduced workload, tech investment & career development
- **Excellent partnerships** – Hope University, Ambition Institute, Rainbow Teaching School Hub and more.

If you believe you have the skills and dedication to meet our standards, and be part of our pursuit of excellence, then we are the school for you.

Rainhill High School and Sixth Form is committed to safeguarding and promoting the welfare of children and young people as well as promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued and expects all staff, volunteers and other workers to share in this commitment.

This post is subject to an Enhanced Disclosing & Barring Certificate and online searches as part of our Safer Recruitment & Selection Procedures





"The culture of improvement is something I love about working for Stephenson Academy Trust. At Rainhill High School, we have a bespoke approach to CPD for all staff members from ECT to Senior leader. Each member of staff is supported to work on their teaching pedagogy through a collaborative approach that meets the needs of the teacher at all stages of their practice. I feel that this quality of education centred approach supports the wellbeing of the staff and allows teachers to make significant and measurable improvements to their teaching and learning pedagogy which in turn supports the students."
Rainhill Teacher

"Helping my child to be the best they can be."
Parent

"A dedicated teacher who encourages and guides my child in lessons. Makes the lessons enjoyable and provides positive feedback. An excellent teacher."
Parent

"Because from the caretaker to the headteacher, all the staff are amazing. Thank you."
Parent

"Knowing that my child feels happy/safe whilst eager to learn around her."
Parent

"Fantastic, great communication with parents and great educators, making learning fun and getting results."
Parent

"I couldn't have asked for a better form tutor for my son. It's really reassuring to know that there is someone there to support him and check in with him daily. He has thrived since starting high school and I am very grateful for her kindness and reassurance."
Parent






JOB DESCRIPTION

COVER SUPERVISOR/PE TECHNICIAN

Trust:	**Stephenson Multi Academy Trust Rainhill High School**
Grade:	**NJC SCP 7-11**
Contract:	**37 hours per week, Term time only plus 2 weeks Permanent**
Start date:	**As soon as possible**
Responsible to:	**Cover Manager, Head of PE**
Responsible for:	**Students, Staff cover, PE Resources and Admin**

Purpose of the post:

To provide classroom cover and supervision during the short term absence of teachers with agreed lesson plans in place across the school by allocation from the Cover Manager and Head of PE.

To work with and supervise individuals and groups of students under the direction/instruction of teaching and senior staff, inclusive of specific individual learning needs. Enabling access to learning for all pupils.

Assist in the planning and coordination of daily cover for staff absence as required.

Provide administrative and PE assistance cover as required.

To support the PE department in the delivery of the extra curricular programme and the schools Duke of Edinburgh programme.

Specific duties and Responsibilities

Main duties

1. Undertake cover supervisor duties when staff are absent or at internal/external events
2. Undertake cover supervision for whole class i.e. supervise, support and assist students of all abilities, age range in the absence of normal teacher
3. Follow instructions directed from Cover Manager, Operations Manager, Head of PE, SENDCO and class teachers.
4. Promote positive pupil behaviour by: -

- Ensuring pupils enter and exit classroom in silence
- Greet pupils at beginning of the lesson
- Complete the class register
- Ensure pupils sit according to their seating plans
- Ensure school uniform rules are followed
- Report back as appropriate to class teacher
- Encourage students to follow Rainhill Standards at all times

5. Ensure when covering a lesson, students remain focused and on task.
6. Managing the behaviour of students whilst they are undertaking work to ensure a constructive working environment and maintain good discipline and reinforce appropriate standards for learning of classes in your care and to implement the Academy's Behaviour Policy.
7. Provide a safe and stimulating learning environment at all times.
8. Develop your own knowledge and understanding of specific academic, physical and emotional/ behavioural/ social needs of individuals and groups of students and respond to them effectively.
9. To ensure that incidents of inappropriate conduct are promptly reported to the appropriate person as appropriate and fed back to absent teacher.
10. To assist the PE Department and SENDCO and learning support department with classroom support when not covering lessons.
11. To provide welfare support for students, including administering first aid (dependent on training) and attending to and identifying medical needs as required.
12. Be a regular contributor to the PE extra curricular programme and the schools Duke of Edinburgh programme
13. To assist in the smooth, daily running of the PE Department

Support for the teacher

1. To provide classroom supervision and learning in the absence of a teacher
2. Communicate the work set by the teacher to the pupils
3. Communicate feedback from the covered lesson to the teacher

4. Oversee the distribution and collection of books and other equipment
5. Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class and any issues arising.
6. Work under the direction of the lead teacher/organizer when accompanying staff on school visits
7. Provide clerical/administration/pastoral support/PE support when required
8. Establish and maintain an appropriate learning environment
9. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determinedlearning objectives
10. Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress, and other matters, ensuring the availability of appropriate evidence
11. Promote positive values attitudes and good pupil behaviour - Record all behaviours on synergy or appropriate systems.
12. Liaise sensitively and effectively with parents/carers as agreed with the teacher.

Support for the pupil

1. Provide consistent support to all pupils, responding appropriately to individualpupil needs
2. Establish good working relationships with pupils, acting as a role model andsetting high expectations
3. Promote inclusion and acceptance of all pupils
4. Encourage pupils to interact with others and engage in activities led by theteacher
5. Promote self-esteem and independence, employing strategies to recognizeand reward achievement within established school procedure
6. Provide feedback to pupils in relation to progress and achievement under theguidance and direction of the teacher
7. Use specialist (curriculum/learning) skills/training/experience to support pupils
8. Assist in the planning, implementation, assessing, recording and reporting inrelation to personal care
9. Provide one-to-one support for pupils in either a care/special needs/pastoral capacityas and when required

Admin and resources

1. Maintain and undertake annual audit of stock records.
2. Regular ordering, receiving and accounting for new stock and equipment.
3. Liaise with finance recording invoices, orders and money.
4. Liaise with Community Development regarding facilities.
5. Liaise with finance and the PE department to arrange travel arrangements for fixtures.
6. Arrange maintenance and repairs to equipment as required to ensure compliance with safe working practices.
7. Cleaning of equipment and laundering of PE and sports team kits.
8. Provision of general administrative support to the PE department including maintenance of notice boards.

Extra-curricular

1. Preparation of fixture lists
2. Liaise with other schools with regards to fixtures
3. Booking transport and arrangement of kit requirements
4. Assist with extra-curricular sports clubs
5. Assist with organisation and administration of annual Sports Presentation Evening

Support for the curriculum

1. Support the delivery of literacy/numeracy programmes, effectively utilising allalternate learning opportunities to support extended development
2. Support the use of ICT in learning activities and develop pupils' competenceand independence in its use
3. Assist pupils to access learning activities through specialist support e.g.curriculum/SEN specialism
4. Support the delivery of agreed learning activities/learning programmes, adjusting activities according to pupil learning styles and individual needs.

Support for the school

1. Be aware of and comply with school policies and procedures relating to child protection, pupil behaviour and discipline, health and safety and security, confidentiality and GDPR data protection regulations. Report all concerns to the appropriate person (as named in the policy concerned).
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
3. Support with break and lunch duties.
4. Attend and participate in regular meetings as appropriate.
5. Participate in training and other learning activities as required.
6. Establish own best practice and use to support others.
7. Assist in the supervision, training and development of classroom support staff.
8. To take appropriate responsibility for safeguarding and students' welfare, and to be aware of confidential issues linked to home/child/ teacher/ school and keep confidence appropriately.

9. Accompany teaching staff and pupils on visits, trips and out of school activitiesas and when required.
10. Drive the school minibus to support extra-curricular activities and off-site activities when required.
11. H&S checks on rooms, furniture, equipment, storage etc. and record and report any issues in line with regulations.
12. To help with co-ordinating booking of off-site facilities.
13. Assist in the planning, delivery and evaluation of training, advice, guidance and support to colleagues in other schools.
14. To invigilate examinations as directed by the Senior Examinations Officer as and when required.

Support of Staff Cover

1. Support and assist the Cover Manager in organising the planning and co-ordination of cover for absent staff when required.
2. Assist with admin processes related to cover supply and staff absence.
3. Ensuring compliance with school policies and procedures of cover staff.

Other

- High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educationalachievements.
- To be responsible for improving your own practice through observation,evaluation and discussion.
- To comply with all School policies and procedures.
- To comply with the School's Health and Safety Policy and associated safeworking procedures and guidelines.
- To comply with the School's Comprehensive Equality Policy and to ensure that itis implemented within the service area of the post.

Additional Duties

To be willing to be trained as, and to be one of the school's many, First Aid Officers (for supportstaff recruited after September 2004). The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time by the Principal/Operations Manager.

Review of Performance

Performance Management reviews will focus on the post holders' responsibilities. There is recognition that however good we are at our jobs, we should embrace the notion of 'continuous improvement'.

Generic Responsibilities of all Rainhill Staff

(a) To work consistently to uphold school's aims.
(b) To work in a co-operative and polite manner with all stakeholders.
(c) To work with students in a courteous, positive, caring and responsible manner at all times.
(d) To take an active and positive role in the school's commitment to the development of staff, and their annual review procedures.
(e) To uphold all school policy and procedure towards safeguarding and promoting the welfare of children and young people.
(f) To work with visitors to the school in such a way that it enhances the reputation of the school.
(g) To seek to improve the quality of the school's service.
(h) To adhere to the schools dress code and code of conduct.
(i) To present oneself in a professional way that is consistent with the values and expectations to the school. The appearance of all staff should at all times be supportive of school policies for the students; e.g. professional, and appropriate, appearance at all times including when out of school, eg trips, CPD etc.

This post is subject to a satisfactory Enhanced Disclosure & Barring Service check.

The details contained within this job description reflect the content at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Trust will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

PERSON SPECIFICATION

Criteria	E/D	A/I
Knowledge and Experience		
Understanding and working knowledge of the national curriculum and other learning programmes (within specified age range/subjectarea) e.g. knowledge of core subject areas	E	A/I
Working knowledge and understanding of principles of effective learning in the classroom and classroom management	E	A/I
Working knowledge of relevant policies/codes of practice/legislation	E	A/I
Understanding of inclusion, especially within a school setting	E	A/I
Experience of resources preparation to support learning programmes	E	A/I
Working knowledge of Arbor and Cover	D	A/I
Proficiency in Microsoft Office Excel and Word	E	A/I
Knowledge and awareness of GDPR requirements and regulations	E	A/I
Qualifications and Training		
Good standard of Education up to GCSE or equivalent - Excellent literacy and numeracy skills	E	A
Minimum 2 years experience of working withchildren in an educational setting (within specified age range/subject area)	E	A/I
NVQ 2/3 equivalent or above in teaching assistance or relevant experience	D	A
Coaching qualifications in a one or more sports	D	A/I/T
QTS/QTLS	D	A
Training in the literacy/numeracy strategy	D	I
Training in special educational needs strategies	D	I
Skills and Abilities		
Excellent time management and organisational skills	E	A/I
Excellent communication skills	E	A/I
Ability to build and maintain effective workingrelationships with all pupils and colleagues	E	A/I
Ability to work with sensitive information and maintaining strict confidentiality in all forms including electronically, written form and verbally	E	A/I
Ability to promote a positive ethos and role model positive attitudes	E	A/I
Ability to work effectively and calmly under pressure	E	A/I
Ability to communicate effectively at all levels	E	A/I
Planning own workload to meet deadlines	E	A/I
Ability to play at least one sport to a good level	E	A/I/T
Ability to support PE teaching	E	A/I/T
Flexible in their ability to work across the school to best meet the needs of pupils as and when it is needed	E	A/I
Ability to work effectively within a team environment, understanding classroom rolesand responsibilities	E	A/I
Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate	E	A/I
Effective Behaviour Management skills	E	I
Commitment to Equal Opportunities		
Ability to understand and demonstrate commitment to equality and diversity	E	A/I

E = Essential requirement of the role D = Desirable requirement of the role A = Assessed via the application form I = Assessed at Interview T = Task

STEPHENSON TRUST

Stephenson Trust is based in Rainhill, Merseyside and is currently a single school in a multi academy trust. We have several external partners, including Hope University, Ambition Institute, The Fowler Education Faculty, SSAT, Rainbow teaching school hub and the educational endowment fund.

We are now seeking to expand in the next couple of years with those who share our desire to provide an excellent education

In our trust, our vision is one of excellence for everyone, pupils and staff. We believe that by working together, we can make a positive difference to children`s lives. We place emphasis on wellbeing, collaboration and professional development for our staff, underpinned by research. Our aim is to ensure our students finish their education with us as well-rounded, well-grounded individuals who will make a positive contribution to society, which is partly achieved by ensuring our workforce is supported and professionally challenged, underpinned by comprehensive CPD programmes and wellbeing initiatives. We offer the following benefits, designed to promote your wellbeing and make your role enjoyable and rewarding.

For the right candidate there will be additional opportunities based on potential, ability and capacity to make a difference across the team and the school.

BENEFITS OF WORKING FOR STEPHENSON TRUST

- A culture that actively promotes a positive work-life balance
- Local Government Pension Scheme with a generous employer contribution
- Flexible and Family Friendly Policies
- Continued Professional Development
- Lifestyle benefits and discounts
- Competitive salaries
- Free on-site parking
- On-site catering facilities

HOW TO APPLY

https://rainhillhighschool.org.uk/about/rhs-vacancies

GUIDANCE FOR COMPLETING YOUR APPLICATION FORM

Your application form should be submitted to the school by email to the school's job vacancies email address provided, or by hard copy to the school postal address. Your application consists of two parts; the application form and the optional Equal Opportunities form.

Your application form will be used to measure you against the essential criteria as identified on the person specification. This is your opportunity to sell your skills, abilities and experience. It is important that you read the job description and person specification carefully and ensure that your application is tailored to the role you are applying for. You may also wish to submit a covering letter outlining how your career to date has prepared you for the post.

Take time to check your application form to ensure that you have completed all sections. Also check for any spelling and grammatical mistakes.

The Equal Opportunities form will be used to assist in monitoring the effects of the school's equal opportunities policy in recruitment and selection and will help us to develop and improve.

If you are applying for a post that includes working with children or vulnerable adults please include the date that you left secondary education. We may contact any of your previous employers to confirm information provided in your application.

Section 6: This is your opportunity to demonstrate to the shortlisting panel how you meet the essential criteria of the person specification. Use specific examples and evidence of your skills, abilities and experience to demonstrate how you meet the criteria.

Section 7: Please provide details of two referees, one of whom must be your current or most recent employer. Referees cannot be relatives or people writing solely in the capacity of friends. If you are applying for a post which involves working with children or vulnerable adults and you are not currently working with children or vulnerable adults, but have done so in the past, please provide details of the most recent employer of this type of employment.

Section 14: In line with the statutory guidance document Keeping Children Safe in Education (2024) the trust will conduct online searches after the shortlisting process for any candidates who accept an invitation to interview.

You are required to sign the form to confirm that the information you have provided is accurate and true. Providing false or misleading information could result in your application being rejected, a conditional offer being withdrawn or lead to disciplinary proceedings which may result in dismissal. If you send your application by email, it will be deemed that you have signed the declaration. You will be required to sign a copy of your application form if you are invited for interview or if you are offered the post subject to further checks.

Application forms should be returned to jobs@rainhillhigh.org.uk

Please note it is our policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed.

Click here for the **Application Form**




POC
ATOMIC



RAINHILL
HIGH SCHOOL

RAINHILLL HIGH SCHOOL
WARINGTON ROAD, RAINHILL, MERSEYSIDE, L35 6NY

WWW.RAINHILLHIGHSCHOOL.ORG.UK