

APPLICATION PACK

Cover Supervisor

1. About Priestley College
2. About the post and how to apply
3. Job Description
4. Person Specification

February 2024

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

About Priestley College

Priestley College is a founder member of The Challenge Academy Trust (TCAT) which currently consists of 9 schools and the College, working together to deliver a cohesive education pathway from primary through to sixth form.

We are an inclusive college with a consistent record of high achievement. We offer around 70 A-Level and Vocational courses and we are a college of several firsts.

The quality of education we provide in Science, Technology, Engineering and Maths was recognised when we became the first dedicated sixth form in the country to receive STEM-assured status.

In September 2020, Priestley was chosen to be among the first tranche of colleges to provide T-Levels. In the same year our rugby academy became the first in the UK to receive 'dual status' as both boys and girls were excelling.

In its most recent OFSTED report the College was praised by inspectors who said 'teachers ensure students develop the skills and knowledge they need to be successful in their qualifications and in their working life'.

In 2021 Priestley retained its matrix accreditation after an inspection found the quality of advice and guidance it provided met the internationally-recognised standard.

There are now over 2000 students at Priestley with the latest investment a £1.5M technology centre that boasts more than 200 computers. The Crescent Building has also been extended to provide extra café and study space whilst the Performing Arts facilities have been modernised. More than £15M has been invested in the campus since 1999 on projects including the Learning Resource Centre and an all-weather sports pitch.

Priestley's growth in numbers has also gone hand in hand with increasing the range and scope of provision as well as significant improvements in quality.

By responding to student demand and national curriculum development, we have been able to broaden the choice by offering new curriculum lines.

Priestley is not a college that stands still. All tutors and staff constantly look for ways to improve in order to make the biggest difference to the highest number of young people.

The College's goal will always be to inspire, challenge and support its students to ensure they reach their full potential.

About the Post and How to Apply – Cover Supervisor

Priestley College, a founder member of The Challenge Academy Trust (TCAT), is looking to appoint a Cover Supervisor.

The key purpose of the role is to:

Supervise classes during the absence of a teacher.

Supervise communal areas of the College and to facilitate a safe and positive College culture.

Deliver aspects of our cross-college literacy intervention programme.

Through the above, help enhance the experience of students as Priestley College.

Responsible to: Assistant Principal Student Support Services.

Contractual Terms: NJC Terms and Conditions for Support Staff in Sixth Form Colleges

Working Arrangements: Part-time (21 hours per week) / Term-Time only (190 days per year) / Temporary until the end of the academic year 2025.

Start Date: As soon as possible. (subject to successful pre-employment checks including a DBS check *or a check against the DBS Update Service if registered*)

Salary: Point 10 on the Support Staff Salary Scale i.e. £25,276 per annum FTE. Actual salary (pro-rata for term time only) would be £11,954.

Pension Scheme: Local Government Pension Scheme

Application Deadline: 12 noon Wed 10th April 2024.

Interviews: It's anticipated interviews will be held as soon as possible following the closing date.

Application Process:

The application form is in word format and ***should be downloaded to your pc and saved***, then completed electronically (CVs will not be accepted). It is important that you complete all relevant sections of the form accurately. If you require assistance in completing your application, or require information providing in a different format, please contact HR. You are reminded that providing false information is an offence and could result in your application being rejected or summary dismissal if you are later selected and possibly referred to the police.

Your application should be returned to hr@priestley.ac.uk or in hard copy format by hand, or posted to the **HR Department, Priestley College Loushers Lane, Warrington, WA4 6RD**. Incomplete applications will not be considered.

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Safeguarding and Safer Recruitment in Education

The College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, governors and volunteers to share this commitment. Our Safeguarding Policy and our DBS and Ex-Offenders Policy (incorporating our Policy Statement on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information) can be accessed on the link to our website, as given above.

As an organisation using the DBS (Disclosure and Barring Service) to help assess the suitability of applicants for positions of trust, Priestley College complies fully with the DBS Code of Practice. For information relating to the DBS please visit www.gov.uk/government/organisations/disclosure-and-barring-service/about and for information relating to the DBS Update Service visit www.gov.uk/dbs-update-service We also comply with our obligations under the Data Protection Act 1998.

The successful applicant will be required to obtain an Enhanced DBS certificate for the **Child Workforce** (which must be shared with the HR Department within 28 days of its issue) or if already registered with the Update Service, provide their certificate, and their registration number to enable the College to carry out an on-line check. All information received will be treated in the strictest confidence and will not necessarily debar a candidate for consideration of appointment.

Equality and Diversity

The College as an Equal Opportunities employer aims to promote and maintain equality of opportunity as outlined in our Equal Opportunities Policy. We monitor the diversity of applicants. We would therefore ask you to support us in completing and returning our **Equal Opportunities Monitoring Form**. Information supplied will be treated in confidence and will only be used to assist our monitoring process. Applicants with a disability who meet the essential criteria will be guaranteed an interview.

Invitation to Interview

Applicants who are successful in being short-listed will be contacted by the HR Department by telephone and email and will be given details of interview arrangements. If you have not been contacted, you should assume that unfortunately you have not been short-listed on this occasion. Applicants who require any special arrangements or adjustments should contact the HR Department prior to attendance at interview. Applicants declaring a disability will be contacted in order that, wherever possible, appropriate adjustments can be made to support them throughout the selection process.

Evidence of Identity

Applicants invited for interview will be required to produce at interview evidence of their identity, i.e. a current valid Passport, a current Driving Licence, and/or a Birth Certificate (issued at the time of birth, full or short form). In addition, a document issued within the last 3 months which confirms your current address (e.g. bank/building society statement or a utility bill – a mobile telephone bill is not acceptable). Also required is a document confirming a Right to Work in the UK (if applicable).

In addition, applicants will be asked to provide evidence at interview of qualifications which are relevant to the post applied for. If certificates are not able to be provided at the interview stage, they must be provided by the successful applicant *prior* to taking up appointment.



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References (Safeguarding Requirement)

If you are invited to attend for interview, the College will approach your referees prior to interview. One of your nominated referees must be of a professional nature (i.e. from your **current or most recent employer**). Referees should not both be from the same employer wherever possible. If you are not currently working with children or young people but have been employed in such a capacity previously we require one nominated referee from that employment.

Offer of Appointment

Any offer of employment with the College (TCAT) will be subject to mandatory pre-employment checks which will include a DBS check, satisfactory references, evidence of qualifications (e.g. teaching and professional certificates), proof of health and physical capacity to undertake the role (i.e. an occupational health check), and confirmation of the Right to Work in the UK (if applicable).

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Job Description: Cover Supervisor

Terms: Part-Time 21 hours per week, across 3 days, (Monday- Wednesday) Term-Time Only, 38 weeks per year, does not include professional development days. *(must be available to attend marketing events, A Level and GCSE results days if required – payment would be additional, i.e. pro-rata on the salary above)*

Responsible to: Assistant Principal Student Support Service

At Priestley College we value:

- Learning and the enjoyment of learning.
- Each individual and their needs and aspirations.
- Achievements and success which are both pastoral and academic.
- Effort and endeavor to maximise a person's full potential.
- Partnership based on respect and equality.

The key purpose of the role is to:

- Supervise the class during the absence of the teacher.
- Supervise communal areas of the college and facilitate a safe and positive College culture.
- Deliver aspects of our cross-college literacy intervention programme.
- Through the above, help enhance the experience of students at Priestley College.

To this end the cover tutor will:

- In the absence of a teacher, will be solely responsible for a class of students, ensuring they are supported and engaged in learning as set by a teacher and/ or manager.
- Liaise with teachers and managers with regard to work set for a class and to feedback on progress.
- Effectively manage behavior and any other immediate issues or emergencies that arise in accordance with College policy.
- To liaise with the Operations and Management team to ensure communal areas are effectively monitored and facilitate a safe and positive Culture.
- Promote positive behavior and relationships, using effective strategies in a timely manner in accordance with College policy.
- To liaise with the relevant managers and support directly literacy intervention including planning and implementation of individual and small group intervention.
- Assist in the creation and maintenance of curriculum resources to support students.
- To undertake administrative duties relevant to the role.
- To invigilate internal and external examinations under formal conditions.
- Promote positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the college staff.

When not required to undertake any responsibility falling within the above, the person may be directed to provide additional support in the college.

Other Specific Duties

- To seek out and take part in appropriate training opportunities as part of personal professional development and in response to the development needs of the college and of the programme area.

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- To continually reflect upon and evaluate one's own performance, undertaking professional review in line with the Colleges Quality Assurance processes
- To work on evening events as directed
- To mentor students as directed
- To contribute to the promotion and running of cross College events
- To attend meetings as required
- To undertake other duties as identified.

Communication:

- To ensure effective communication through the attendance at staff briefings, subject and Faculty meetings as appropriate.

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Person Specification: Cover Supervisor

All Staff must make a positive contribution to:

- The College's Safeguarding and Equality and Diversity practices
- The pursuit of excellence and the highest standards of quality in all aspects of College life
- Their own professional development, in accordance with the needs of the college
- Priestley College's mission statement

Education & Experience	Essential	Desirable
Teaching Assistant/ Teaching qualification (e.g. PGCE)		✓
Degree Level or equivalent qualification (Level 6)	✓	
Level 2 qualifications (e.g. GCSE, Functional Skills) English and Maths	✓	
Experience of working with young people in an educational setting		✓
Experience in mentoring or supporting young people		✓
Strong communication skills, including verbal and written	✓	
Ability to engage with, motivate and inspire young people across a range of abilities and needs.	✓	
To be able to work closely with students on a one-to-one, small or whole group basis, using motivational strategies enabling students to overcome barriers to learning	✓	
Ability to challenge students constructively, diffuse conflict and remain professional and supportive	✓	
Able to prioritise and work to deadlines	✓	
Excellent time- management	✓	
Personal Qualities		
A genuine commitment for students' education, welfare and progress	✓	
High expectations and standards	✓	
Enthusiasm, tenacity and dedication	✓	
Team player and good communication skills	✓	

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Ability to work independently	✓	
A flexible approach to work	✓	
Organised and reliable	✓	
Excellent attendance and punctuality	✓	
Able to demonstrate initiative and take responsibility	✓	
Safeguarding		
Suitable to work with children and young adults and/or vulnerable adults	✓	
Requirement to apply for an Enhanced Disclosure and Barring Service check and produce a DBS certificate (or produce a DBS certificate if registered for the Update Service)	✓	