**Ralph Thoresby School**

Information for candidates

**Cover Supervisor**

Salary Range

C1 Points 22-25

Actual Salary £19,037 to £21,018

Ralph Thoresby School

Holtdale Approach

Leeds

LS16 7RX

 Telephone: 0113 3979911

Email: dmaw@ralphthoresby.com

Fax: 0113 2613132

Headteacher: Mr Will Carr



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November 2021

Dear Candidate,

Thank you for expressing an interest in applying for the post of Cover Supervisor at Ralph Thoresby School.

This is an exciting time to be joining Ralph Thoresby School. The school has recently been judged GOOD by Ofsted once again, consolidating the significant improvements made in recent years. Educational outcomes are consistently strong at all levels. Students make good progress because, ‘the working atmosphere in classrooms is positive’ and ‘pupils take pride in their work’ (OFSTED, October 2018).

The School is a mixed comprehensive community school with approximately 1,000 students on role. 30% of our students come from ethnic minority backgrounds and we have a resource provision for physically and visually impaired students which really adds to the positive and harmonious atmosphere around school. Our superb, modern school building further enhances the atmosphere and supports students’ learning. ‘This is a school where staff and pupils celebrate diversity and promote values of tolerance, mutual respect and care for others’ (OFSTED, October 2018).

We have an excellent 6th form partnership arrangement with Lawnswood School (another GOOD local school) and together we offer post-16 provision to rival the best in the city – ‘The quality of provision for post-16 students remains good. Students make consistently good progress over time’ (OFSTED, October 2018). We are a Trust school in partnership with several of our local partner Primary schools. We are also part of the successful and highly regarded Red Kite Alliance teaching school and work closely with the Red Kite Learning Trust. ‘Partnership working is strong’ (Ofsted).

Our school motto is ‘ambition and achievement for all’. We firmly believe in giving all students the opportunity to achieve their very best regardless of the circumstances in which they find themselves.

We are excited about the future here at Ralph Thoresby and, having read the information included in this pack, I hope you feel you can play an important part and submit an application. Please also ensure that you visit our website which will give you an insight into the work of the school. I look forward to welcoming you to the school as a candidate in the near future.

Yours faithfully,



Mr Will Carr (Headteacher)

**THE SELECTION PROCESS**

**How to Apply**

Thank you for taking time to read and digest our information. If you wish to apply for the post of Cover Supervisor at Ralph Thoresby School, then you should:

* Complete fully the enclosed application form, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees with one being your current employer (with email addresses if possible). Do not enclose additional CVs.
* Support your application with a word-processed covering letter detailing how your experience and qualifications fit the role of Cover Supervisor (2-sides A4 maximum – Arial 11 point).
* Submit your letter and application form on hardcopy to be received by Monday 6th December 2021.

Please address all return mail to;

Mrs D Maw

PA to the Headteacher and Senior Leadership Team

Ralph Thoresby School

Holtdale Approach

Leeds

LS16 7RX

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**Timetable for the selection process**

* Post advertised in Leeds CC Bulletin: w/c Monday 29th November 2021
* Closing date for applications: Monday 6th December 2021
* Short listing: Monday 6th December 2021
* Invitation to interview by telephone: Monday 6th December 2021
* Confirmation by email: Monday 6th December 2021
* Reference requested: Monday 6th December 2021
* Selection day scheduled: Wednesday 8th December 2021

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| **Ralph Thoresby School**  |  |
| **Job Description****Job Title: Cover Supervisor - with core subject support** |  |

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

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| **Accountable to:** | Cover ManagerAssistant Headteacher | **Line Managing:** | NA |
| **Post type:** | Temporary for 2 terms in the first instance | **Salary/Grade:** | C1 Term Time |
| **Liaising with:** | Data Manager, Year Leaders, Lead Head of Year, Subject Leaders/Teachers, Support / Administration staff. |

**Safer Recruitment Statement:**

*We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (CRB).*

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| **Every member of staff is required to:** |
| * Work towards and promote the vision, beliefs, aims and expectations outlined in the School Improvement Plan
* Support and contribute to the achievement of every child’s outcomes
* Support and contribute to the safeguarding of all students
* Undertake professional development activities to enhance personal development and performance
* Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.
1. To keep abreast of strategic systems
2. To participate in CPD events
3. To participate in Performance Management processes
4. Attend appropriate meetings and forums under self-direction
5. Liaison with and advice HOY, teaching staff and admin team
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| **Cover Supervisor responsible for key roles:**  |
| * Work under guidance of teaching/senior staff with an agreed system of supervision
* Implement agreed work programs with individual students, small groups or whole classes, in or out of the classroom
* **Core subject support** - actively support the Mathematics/English/Science departments. Working in these departments to support the learning and achievement of all students, under the direction of heads of department.
* Assist teaching staff to plan, manage and prepare teaching resources
* Supervise whole classes during short-term absence of teaching staff (limited to 3 consecutive days), keeping students on task and maintaining good order
* Mark and assess students work where there are predetermined answers
* To invigilate tests and examinations as required
* Assist with administrative and clerical tasks as required
* Use specialist (curriculum/learning) skills/training/experience to support students’ learning including in a whole school setting
* Establish productive working relationships with students and setting high expectations
* Assist with the implementation of IEPS
* Promote the inclusion and acceptance of all students within the classroom
* Support students consistently whilst recognizing and responding to their individual needs
* Maintain computerized and manual records/management information systems
* Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
* Promote independence and employ strategies to recognized and reward achievement of self-reliance
* Provide feedback to pupils in relation to progress and achievement
* Work with teaching staff to establish an appropriate learning environment
* Work with teaching in lesson planning, evaluating and adjusting lessons/work plans as appropriate
* Monitor and evaluate pupil responses to learning activities
* 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
* Responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
* Undertake marking of pupils works which has predetermined answers and involve no element of professional judgment or assessment. Accurately recording of achievement /progress
* Promote positive values, attitudes and good behavior, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behavior
* Administer and assess routine tests which have predetermined answers and involve no element of professional judgment or assessment. Invigilate exams/tests
* Provide general clerical and administrative support, administer coursework, produce worksheets for agreed activities
* Implement agreed learning activities/programmes, adjusting activities according to pupil response/needs
* Implement local and national learning strategies – literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
* Support the use of ICT in learning activities and develop pupils’ competence and independence in its use
* Determine the need for and prepare and maintain general and specialist equipment and resources
* 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
* Be aware of and support differences and ensure all pupils’ have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the school
* Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils’
* Recognise own strengths and areas of expertise and use these to advise and support others
* Attend and participate in regular meetings, training and other learning activities as required
* Supervise pupils’ on visits, trips and out of school hours learning activities as required which fall within the remit and hours of the post
* Undertake other reasonable tasks as directed by line manager.
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| **Leading and Developing Colleagues and Other Adults** |
| 1. To act as a positive role model
2. Being actively involved with the professional development of colleagues
3. Leading the performance management of colleagues
4. Exemplifying a public service centred approach to work
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| **Additional Duties** |
| * Contribute to the life of the Ralph Thoresby School community, and to support its ethos and policies.
* Undertake any other duties that are commensurate with the role.
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| **Compiled by:** | Will Carr | **Date:** | November 2021 |

*This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.*

*This job description is not necessarily a comprehensive definition of the post. It will be reviewed as need arises and may be subject to modification or amendment at any time after consultation with the holder of the post.*

***Ralph Thoresby School is committed to safeguarding and promoting the welfare of its pupils and***

***expects all staff and volunteers to share this commitment***

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| **Ralph Thoresby School** |
| **Person Specification****Job Title: Cover Supervisor** |

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| **Essential Criteria** | **How Identified** | **Desirable Criteria** | **How identified** |
| **SKILLS**GCSE English & mathematics, ideally grade C or above (or working towards)Can use ICT effectively to support learningAbility to relate well to children and adults | Application Form and Selection ProcessApplication Form and Selection ProcessApplication Form and Selection ProcessReferences | Use of other equipment technology – Interactive whiteboard, photocopierAbility to self-evaluate learning needs and actively seek learning opportunities | Application FormApplication form |
| **KNOWLEDGE & UNDERSTANDING**Awareness of National Curriculum Awareness of relevant polices/codes of practice related to safeguarding children and young peopleExperience working with children of secondary school ageAwareness of principles of child development and learning processes | Application Form and Selection ProcessApplication FormApplication Form and Selection ProcessApplication Form and Selection Process | Work constructively as part of a team, understanding classroom roles andresponsibilities and your own position within theseKnowledge of current Mathematics/English/Science specifications | Application Form and Selection ProcessApplication Form and Selection Process |
| **QUALIFICATIONS/****TRAINING**Evidence of knowledge/training in relevant educational strategies e.g. literacy and/or in particular curriculum or learning areas e.g. bi-lingual, sign language, dyslexia, ICT, mathematics, English. | Application Form and Selection Process | NVQ or equivalent qualification for Teaching Assistants Appropriate first aid training | Application FormQualification CertificateApplication Form Certificate |

**Beliefs, aims and expectations**

**At Ralph Thoresby School we BELIEVE in:**

* High expectations for all.
* Excellence in all we do.
* Determination and resilience.

Respect and tolerance.

* Creativity and independent learning.

**At Ralph Thoresby School we AIM to:**

* Achieve success in all areas of school life.
* Ensure that all students enjoy school and are fully engaged in learning.
* Create an inspiring place to learn where all students are safe and well supported.
* Be fully inclusive and committed to opportunity for all.
* Prepare students for life through strong links with local businesses and excellent career development.
* Build strong community links, including with parents and carers.
* Develop confident, articulate and responsible young citizens.
* Create an ethos of mutual support and encouragement amongst our students.
* Promote values of tolerance and respect.

**Our EXPECTATIONS are:**

**For Students:**

* To arrive at school on time every day, correctly dressed, ready to learn and ready to work hard.
* Calm, polite and considerate behaviour towards all others.
* To aim high, be committed and make the most of your ability.
* To take responsibility for your learning – be an active learner.
* To always uphold school values, aims and expectations.

**For Staff and Governors:**

* To be positive, professional role models in promoting school values, aims and expectations.
* To be committed to student achievement and demand the best from our students.
* To develop an engaging curriculum and deliver consistently excellent lessons.
* To demonstrate and encourage independence and leadership.
* To treat everyone with dignity, building relationships rooted in mutual respect.

**For Parents / Carers:**

* To support your children in achieving their goals.
* To fully support school staff, policies and initiatives.
* To encourage students to achieve their potential.
* To take an active role in your child’s learning, attending school events wherever possible.
* To ensure that your child attends school and arrives on time every day, fully equipped and ready to learn.