



Stour Vale Academy Trust

REDHILL SCHOOL



CANDIDATE INFORMATION PACK

Cover Supervisor

ABOUT OUR SCHOOL

KEY FACTS AND STATISTICS

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|--------------------------------------|--|
| Type of School | Academy (Member of Stour Vale Academy Trust) |
| Location | Stourbridge, West Midlands |
| Age Range | 11–16 years |
| Gender | Co-educational |
| Headteacher | Mr J Clayton |
| Number of students | 1,218 |
| Number of teaching staff | 70.7(FTE) |
| Date school established | 1976 |
| Budget | £8.4m |
| Pupil Premium | 24% |
| % of students with SEN in the school | 14% |
| % of students on free school meals | 23% |

ACADEMIC ACHIEVEMENTS

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| GCSE Results 2024 | <p>Attainment 8—Whole School 48.6</p> <p>Progress 8—Whole School 0.22</p> <p>Basics Standard (English and Maths 9-4) - Whole School 74%</p> <p>Basics Good (English and Maths 9-5) - Whole School 57%</p> <p>E Bacc (4+) - Whole School 50%</p> <p>E Bacc (5+) - Whole School 37%</p> <p>Data used from SISRA Analytics Collaborative Data 2024</p> |
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Message from the Headteacher



Dear Candidate,

Thank you for showing an interest in joining our wonderful school. Redhill School is a fantastic place to work and develop your future career. We are a school which places care and support at the heart of what we do. If you are successful, you will play a significant role in enhancing the exceptional Quality of Education and Pastoral support our school offers the children of Stourbridge.

Over the past 5 years we have increased in size, taking in additional students to meet the demand of the local community. We now have over 1200 students across years 7 -11. We are ambitious and have high aspirations for our school. We aim to provide the best opportunities for all members of our school community. Our campus is well maintained and well resourced. We take great pride in all aspects of our school. Our children and staff deserve the best.

We are a school where children flourish in all aspects of their school life. We place a high importance on wellbeing. Our staff are supported with additional time for family events and appointments.

If this role is of interest to you and you would welcome further information then please contact us and we will answer any questions you have.

I look forward to hearing from you,

Best wishes

Jamie Clayton

Headteacher

About our School

Redhill School continues to provide an excellent all round education for our students. Our 'Commitment to Excellence' shines through in all of our work, with our success being built upon the high quality of our teaching and excellent pastoral support. The comments in the last school OFSTED report, which recognised the impact of the outstanding provision within the curriculum for care, guidance and support, are still true today. Since this inspection the school has not in any sense stood still but has built upon its strengths to demonstrate that it is fully committed to continuous improvement to meet the new challenges.

If you aspire to make an impact on the lives of the students in our care, Redhill offers you a wonderful professional opportunity to work alongside an excellent team of staff. We are fully committed to ensuring that our school is a place of learning where people are happy, healthy and successful.

Redhill serves the town of Stourbridge with the current pupil numbers on roll being 1232. We have recently expanded our PAN to ensure we can meet the demand for places.

Stourbridge is on the edge of the West Midlands conurbation with easy access to Birmingham, the Black Country, North Worcestershire and the motorway network. It is an educationally rich area with successful primary and secondary schools and Sixth Form Colleges.

Redhill School is popular with parents, being oversubscribed each year, and achieves excellent GCSE results. The school's appeal is based in its strengths in core subjects, modern foreign languages and its strong tradition in other areas such as sport, music and drama.

The school has benefited from a number of developments in the last few years, with new build science, language and sports facilities, the latter in partnership with the Football Association, and a complete refresh of ICT equipment. In 2018 we were successful in two CIF bids and the school estate and facilities have been well managed and are of high quality.

Redhill School is a great place to come to work. We have a full induction programme for new staff, who meet together regularly both formally and informally. The culture of challenge and support is shared not only with our pupils but with staff as well. New staff will often be given a peer mentor to support them in their first year.

Safeguarding

Redhill School is committed to safe working practices and safeguarding for children. Applicants will be required to complete pre-employment checks on suitability for working in a school. We also promote equal opportunities for all.

**To view Redhill School's Child Protection
Policy please follow this link:**

<https://www.redhill.dudley.sch.uk/policies>

About Stour Vale Academy Trust

Our multi-academy trust was founded in 2017 and developed from collaboration between schools, the significant positive impact of which convinced three schools, two secondary and one primary, that together we would have much greater capacity to continuously improve. Over time, Stour Vale has steadily grown. We began as a cross-phase multi-academy trust and as we have grown, both secondary and primary schools have joined us. There are currently twelve member schools, six primary, one junior, one infant with day nursery and four secondary.

As a successful family of schools, delivering high-quality education for the communities we serve, Stour Vale values its diversity. Each school brings their own distinct character, community, history and identity. We celebrate the uniqueness of member schools, recognising that there is a great deal to learn from education in different contexts. This is also the reason why we remain outward-looking, committed to learning from research and excellent practice across the education system.

Our Vision and Values

Stour Vale Academy Trust holds children and young people at the heart of all that we do. We recognise that as a multi-academy trust we exist in order to advance education for the public good. Our mission, therefore, is to improve life opportunities for children and young people by both providing the best possible education and care to pupils in Stour Vale member schools and by having a positive impact across the wider education system. Our values are encapsulated in four words:

OUR VALUES



INTEGRITY

By always acting with integrity we will deploy our resources appropriately to provide the very best education and care for pupils. This approach will enable us to recruit and retain the best staff who share our values.

We recognise our responsibility to support and challenge member schools to have a positive impact on the lives of children and young people, our communities and the wider educational system.

RESPECT

We are committed to treating everyone with respect and promoting equality.

Stour Vale member schools are safe and inclusive schools. We value and celebrate the diversity of pupils, colleagues and the communities we serve. We believe that developing pupils' character and their own commitment to treating others with respect must sit alongside the pursuit of academic excellence.

COLLABORATION

Stour Vale Academy Trust exists because we believe that effective collaboration has a positive impact on the life opportunities of children and young people.

We believe that working collaboratively together we have much greater capacity to realise continuous improvement in all member schools. Therefore, we seek to actively promote positive, impactful collaboration, most often with school-based staff taking the lead.

EXCELLENCE

We are committed to constantly pursuing excellence and improving all aspects of our work as a trust.

Excellence in teaching and learning, curriculum and character development is our primary focus. This will be achieved by realising our ambition to provide top-level professional learning for all colleagues, developing leadership in every role and providing exceptional back-office services such as HR and finance.

We describe our shared approach to school improvement as 'secure autonomy'. Headteachers, with school leadership teams and staff, have autonomy to lead school improvement in their own schools, responsively and in collaboration with others within and beyond our trust. We believe that this approach enables us to grow, attract and retain excellent school leaders and to develop the most innovative and impactful school improvement strategies. We recognise that this autonomy must be secured within the structure of the multi-academy trust, and our model of challenge and support for impact, underpinned by our shared values, ensures sustained school improvement and a sharp focus on outcomes for pupils. This in turn realises our ambition that **Stour Vale** member schools will ***create the difference together.***

Cover Supervisor

Since September 2005 Cover Supervisors have played a crucial role in supporting teaching and learning within our school.

Within the team there is a Team Leader who organises the cover diary and provides the team with their cover timetable.

There are two types of cover:

- Planned—this usually relates to training/meetings.
- Unplanned—this normally relates to first day sickness absence. Work will either be set by the absent teacher or Co-ordinator of Learning Area/Head of Department.

Cover Supervisors are linked to learning areas so that during times when cover is not required they are able to work in their area. This work can involve classroom displays, research etc.

On appointment a Supervisor will receive intense training for the first 2-3 weeks, this will involve shadowing teachers and the existing team members.

The Supervisor will then progress into the Classroom of their own. In addition to this, full CPD is in operation with a system that supports individual and departmental training needs. All new staff are supported with a thorough induction programme.

We wish to appoint a dynamic Cover Supervisor who will assist in inspiring students with their drive and enthusiastic approach to supporting teaching and learning.

JOB DESCRIPTION

Job Title: Cover Supervisor

Contract: Permanent Term Time only (39 weeks)

32.5 hours per week

Salary scale: Grade 5 SCP 7-11

£19,398.70 to £20,676.33 (- 5 years service)

£19,837.43 to £21,143.96 (+ 5 years service)

Responsible to: Deputy Headteacher/Headteacher

To work under the guidance of teaching staff and within an agreed system of supervision, to implement work programmes with individuals/groups in or out of the classroom including the supervision of whole classes during the short term absence of teachers.

Main Activities

- Supervise work that has been set in accordance with the school policy.
- Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment.
- Respond to questions from pupils about process and procedures.
- Assist pupils to undertake set activities as appropriate.
- Deal with any immediate problems or emergencies according to the schools policies and procedures.
- Collect completed work after the lesson and return to the appropriate teacher.
- Report back as appropriate using the schools agreed referral procedures on the behaviour of pupils during the class and any issues arising.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 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 the pupils.
- Attend and participate in meetings.
- Participate in training and other learning activities as required.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Undertake planned supervision of pupils' out of hours learning activities.
- Supervise pupils on visits, trips and out of school activities as required.
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect changing roles and responsibilities. Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the head teacher and member of staff, to be reviewed annually.

PERSON SPECIFICATION

| Criteria | Essential |
|--|--|
| Training and Qualifications | <ul style="list-style-type: none">• GCSE or equivalent in English and Maths at Grade C or above. |
| Abilities and skills | <ul style="list-style-type: none">• Able to communicate effectively and deal with pupils, parents and colleagues sensitively.• Able to respect confidentiality.• Able to work flexibly, adapting to changing circumstances.• Able to work effectively within a team. |
| Experience | <ul style="list-style-type: none">• Demonstrate experience of working with or caring for children of a relevant age.• Full working knowledge of school policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection. |
| Personal Qualities and Attributes | <ul style="list-style-type: none">• A knowledge of Equality & Diversity issues.• Ability to understand and relate well to children and adults.• Ability to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.• Ability to identify own training needs and willingness to participate in training and development opportunities.• To comply with the Schools commitment to the protection and safeguarding of children. |



REDHILL SCHOOL
Junction Road
Stourbridge
West Midlands
DY8 1JX

01384 816355

www.redhill.dudley.sch.uk

www.svat.org.uk

**For an informal discussion with the Headteacher
or to arrange a tour of the school, please contact
The Headteacher's PA, Mrs J Endicott.
Either call 01384 816355 or email info@redhill.dudley.sch.uk
(please include a contact number).**

**Please send completed application forms to:
Mrs J Endicott, Redhill School, Junction Road, Stourbridge, DY8 1JX
or email to:
jobs@redhill.dudley.sch.uk
or apply via TES**

**CLOSING DATE: Friday 28 March 2025 (9am)
INTERVIEWS: To be advised**

Please note only successful candidates will be contacted.

All candidates are subject to safer recruitment procedures.

NB. We reserve the right to close vacancies prior to the advertised closing date should a large number of applications be received.