



RISEDALE

SCHOOL

A family of learners

RECRUITMENT PACK



January 2024

Dear Candidate,

SUBJECT: Recruitment Pack – Cover Supervisor

Thank you for your interest in the post of Cover Supervisor at Risedale School. I hope you find the information you require within this Recruitment Pack.

Risedale is a small but growing school with a fantastic team of staff, a wonderful group of young people and a clear but determined agenda to make sure that every pupil is looked after, nurtured, challenged and ultimately leaves ready for an exciting and positive future. We are at an exciting point in our journey. Attainment continues to rise, attendance is above the national recommendation and we are absolutely committed to no young person being left behind; the school is passionate about ensuring that the curriculum is bespoke for each child and that teachers provide a family through our tutor group system.

If you decide to apply, please do so using the Risedale Job Application Form utilising the 'Supporting Evidence and Further Information' sections to detail how your knowledge, skills and experience meet the requirements for this post, what you can bring to this post and why you wish to work at Risedale. Please do not send a CV or apply through a recruitment agency.

Return your application either via email to jobs@risedale.org.uk or alternatively post your application to Colin Scott, Headteacher, Risedale School, Hipswell, Catterick Garrison, DL9 4BD. Please ensure your application arrives no later than 23:59 Sunday 18th February 2024. Please mark your envelope 'Cover Supervisor' in the top left-hand corner.

I hope you will accept my thanks in advance for your interest in the post, and excuse my discourtesy in responding only if you are shortlisted for interview.

I look forward to hearing from you.

Yours sincerely

Colin D Scott
Headteacher





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JOB INFORMATION

JOB TITLE	Cover Supervisor
SALARY / GRADE	Pay Grade CD Point 3-6 £19,710.63 - £20,712.77 pro rata'd salary (£22,737 - £23,893 full time equivalent salary)
CONTRACT TYPE / TERM	Permanent / Term time only plus 1 week / 37 hours per week
JOB TO START	As soon as possible
CLOSING DATE	23:59pm Sunday 18th February 2024
INTERVIEW DATE	Week commencing 26th February 2024

Are you an aspiring teacher looking for experience in secondary education? Then Risedale School could have the perfect opportunity for you.

We are looking for a Cover Supervisor to join our team, covering lessons in the absence of teachers and during staff training commitments. The role does not involve planning, preparation and assessment cover.

You will be expected to support pupils as a general teaching assistant as required, when not covering lessons, and support departments with basic administration and resource preparation.

The successful candidate will have experience of working with children and young people and would be confident in leading a class and delivering the lesson plan as set out by the class teacher or subject department. Supporting pupils in their work and implementing effective behaviour management tools will be imperative.

If you would like further information on the role or would like to arrange a visit to the school, please email Senior Teacher, Mark Kirkbride, at kirkbride.m@risedale.org.uk to arrange a suitable time.

Completed application forms should be emailed to jobs@risedale.org.uk or alternatively can be posted to Colin Scott, Headteacher, Risedale School, Hipswell, Catterick Garrison, North Yorkshire DL9 4BD.

PLEASE NOTE: The school will not accept referrals or CVs from supply or employment agencies for this post.

Closing date: 23:59pm Sunday 18th February 2024

Interview date: Week commencing 26th February 2024

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will therefore be required to complete an enhanced Criminal Records Disclosure. We encourage applications from all sectors of the community.



JOB DESCRIPTION

JOB TITLE:	Cover Supervisor
GRADE:	Pay Grade CD Point 3-6
CONTRACT TYPE / TERM:	Term time only plus 1 week / 37 hours per week
RESPONSIBLE TO:	Senior Teacher (Cover Lead)

JOB PURPOSE:	<p>To provide short term cover for absent teaching staff and staff training commitments, allocating pre-prepared work, keeping pupils on task and managing the behaviour of pupils during class. The role does not involve planning, preparing, delivering lessons or assessing and reporting on the development progress and attainment of pupils.</p> <p>To support Student Support and Development (SSD) as a General Teaching Assistant as required, when not covering lessons.</p> <p>To support departments with basic administration and resource preparation.</p>
JOB CONTEXT:	<p>Cover should only be used for short term absence. Short term absence occurs when individuals have a number of absences in relative short spells of time. Longer term absence (maternity leave, long term sick leave) should be covered by a teacher.</p> <p>This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English.</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Supporting Learning & Development	<ul style="list-style-type: none"> ● Supervise pre-prepared activities and self-directed learning in the absence of the teacher to enable continuity of learning. ● Provide support and encouragement to pupils, and manage classroom organisation during the cover lesson. ● Manage the behaviour of pupils through the implementation of the school behaviour policy and practices, and encourage pupils to take responsibility for their own behaviour. ● Collect any completed work at the end of the lesson and return it to the appropriate person. ● Under the supervision of the Senior Teacher, support designated pupils/groups of pupils with their learning. ● Assist departments with the preparation of resources/materials for use in learning.



Communications	<ul style="list-style-type: none"> ● Establish rapport and respectful, trusting relationships and communicate effectively with pupils. ● Communicate pupil work as set out by the classroom teacher. ● Report back as appropriate using agreed referral procedure on the behaviour of the class.
Sharing Information	<ul style="list-style-type: none"> ● Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality. ● Provide feedback to teachers and other professionals as required. ● Participate in staff meetings.
Safeguarding	<ul style="list-style-type: none"> ● To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate. ● Assist pupils with personal hygiene, first aid and welfare, including physical and medical needs, whilst encouraging independence.
Administration / other	<ul style="list-style-type: none"> ● Prepare the classroom/ resources for lessons, ensuring that resources are cleared away at the end ● Undertake administration and any other duties that might be reasonably required commensurate with the grade of the post ● Supervise pupils and provide access arrangements for pupils sitting internal and external examinations ensuring that examinations comply with Examination Board Regulations. ● Participate in the school's procedures for appraisal, training and other learning activities.
Data Protection	<ul style="list-style-type: none"> ● To comply with the Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health & Safety	<ul style="list-style-type: none"> ● Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. ● To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> ● Promote inclusion and acceptance of all pupils ● Within own area of responsibility work in accordance with the aims of the Equality Statement, treating individuals with respect for their diversity, culture and values.
Flexibility	<ul style="list-style-type: none"> ● North Yorkshire Council provides front-line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Council Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> ● The Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. ● The Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
Date of Issue:	January 2024



PERSON SPECIFICATION

ESSENTIAL UPON APPOINTMENT	DESIRABLE ON APPOINTMENT
<p>KNOWLEDGE</p> <ul style="list-style-type: none"> • Good numeracy / literacy skills. 	<ul style="list-style-type: none"> • Good understanding of child/young people's development and learning processes • Understanding of classroom roles and responsibilities • Working knowledge of relevant policies and legislation e.g. child protection and health & safety • Knowledge of behaviour management techniques
<p>EXPERIENCE</p> <ul style="list-style-type: none"> • Experience of working with pupils of relevant age in an education environment. • Managing student behaviour. 	<ul style="list-style-type: none"> • Experience of looking after whole classes.
<p>OCCUPATIONAL SKILLS</p> <ul style="list-style-type: none"> • Good written and verbal communication skills: able to communicate effectively with all children, young people, families and carers. • Demonstrable ICT skills. 	<ul style="list-style-type: none"> • Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable time frame.
<p>QUALIFICATIONS</p> <ul style="list-style-type: none"> • Level 2 qualification or equivalent. 	<ul style="list-style-type: none"> • Childcare or supporting learning qualification at Level 2 (or equivalent). • Appropriate first aid training (Dependent on the schools needs - insert as appropriate).
<p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> • Ability to work successfully in a team. • Willing to learn and develop new skills. • Confidentiality. 	



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OTHER REQUIREMENTS

- Enhanced DBS Clearance.
- To be committed to the school's policies and ethos.
- To be committed to Continuing Professional Development.
- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours and attitudes.
- Ability to use authority and maintain discipline.
- The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.

You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill-specific areas throughout the selection process.

Our Mission Statement:

The Risedale family is committed to a positive future for all through a personalised learning journey.

Our Aims:

- Celebrate success, learn from mistakes
- Build resilience, accept challenge and strive for excellence
- Shape the curriculum to discover, explore and build aspiration



About Us: Risedale School

Risedale School is a coeducational community secondary school welcoming pupils aged 11 to 16. It enjoys an enviable and growing reputation in its local community. Links with the Armed Forces are strong. The school has one of the largest proportions of service children of any secondary school in the UK and this military connection is an essential part of the school's distinctive character.



Risedale was inspected by Ofsted in November 2019 and the glowing report which followed saw the school being judged as 'Good' in all four areas of appraisal which includes; The Quality of Education; Behaviour and Attitudes; Personal Development; Leadership and Management.

Inspectors described how, *"Pupils enjoy coming to Risedale School because it is a caring community"*. The school's Senior Leadership Team has, *"thought hard about how they can help pupils achieve well and enjoy learning."*

The report praised our improvements since the last inspection, the quality of our teaching, the behaviour of our pupils and the leadership and management of the school. The findings are a true testament to the hard work and commitment of all pupils and staff and the continued support of our parents and carers. Justifiably proud of this accomplishment, school staff are by no means complacent and know there is more work to be done and are enjoying the challenge.

OUR LOCAL AREA: Catterick Garrison

Risedale School is located within the pretty village of Hipswell at the heart of Catterick Garrison, close to the historic market town of Richmond. It is set within a beautiful part of North Yorkshire, close to both Swaledale and Wensleydale. Catterick is a thriving and advancing location offering a choice of affordable and desirable housing opportunities prompted by the planned expansion to the Garrison over the forthcoming years. Princes Gate Retail Park offers all major amenities including supermarkets, cafes, shops, a leisure centre and a library. Risedale is just a 5-minute drive from the A1(M) providing easy access to Teesside, York and the Leeds conurbation. Major centres like Darlington are within easy reach for commuters, shoppers or leisure seekers, at around a 30-minute drive along the A1(M).



CHILD PROTECTION



INFORMATION / INSTRUCTIONS FOR APPLICANT

We are committed to safeguarding and promoting the welfare of Children and Young People and ensuring that employees are suitable persons to work with them. All applicants are requested to provide, in their application, explanations for any gaps in study and/or employment history. Applicants should include in the Previous Employment section of their application form, details of any other unpaid work/experience, for example, voluntary work.

Applicants are advised that references should be from “suitable” referees, that is, the current or most recent employer and, where this did not involve work with children and young people, the most recent employer where the work was with children or young people. Where we consider that additional references are required, we reserve the right to request details of alternative referee(s) from the candidate.

Interviewees are required to bring to interview original documents relating to identity and qualifications.

This school will only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended, and where appropriate Policy Act Regulations as amended) this school can only ask an individual about convictions and cautions that are not protected.

As part of a robust safer recruitment process, the school will carry out online searches on shortlisted applicants to identify any safeguarding or suitability issues that can be explored at interview.

At interview, or in a separate discussion, this school ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

On induction, all staff will be provided with Child Protection training, appropriate to the role, including information regarding the North Yorkshire Safeguarding Children Partnership, Local Authority's and School's Child Protection and Safeguarding policies and practice guidance and information on expected probation, safe working practice, standards of conduct and behaviour and disciplinary, capability and whistle-blowing procedures. The [Child Protection Policy](#) can be found on our website at risedale.org.uk/information/policies.