

# Sir John Thursby Community College



## Candidate Information Pack Cover Supervisor

Dear Applicant,

Thank you for your interest in the post of Cover Supervisor at Sir John Thursby Community College, full details of the position are included in this pack.

Sir John Thursby Community College is a mixed 11-16, multi-cultural, fully inclusive school which values all students, staff and our community partners. We have over 1,100 students on roll and over 150 staff enjoying working together to provide the best for everyone. We are also fortunate to work in a fantastic building that was one of five community high schools within the Building Schools for the Future project in Burnley.

Everything we do is driven by our strategic vision and our ambition to be a truly great school. Three words are central to what we do: Belong, Believe and Achieve. We are committed to ensuring that all our students have bright futures and collectively, as a staff, we commit to our beliefs which are set out in our Strategic Vision (included in this pack).

In our latest Ofsted report in April 2023, the school was graded 'good' in every area and inspectors commented that the pupils *'enjoy attending this thriving and popular school'* and that they *'feel a strong sense of belonging to the school community.'* The report also identified that students *'achieve well'* and that *'almost all pupils successfully move on to apprenticeships, A levels or other forms of education, employment or training'*.

People and relationships are at the heart of what we do. One of our key values is that all members of our school community are known, valued and loved and we work hard to ensure this happens. We were delighted that Ofsted saw this in our relationships with our young people when they commented that *'staff know pupils very well'*. We work hard to create an environment in which staff feel a strong sense of belonging to our school, our students and our families. We are firmly committed to ensuring that all our staff have a positive work/life balance and as a result we give all our teaching staff a minimum of 20% non-contact time and staff have excellent CPD opportunities.

In our 2023 staff survey, 97% of staff were proud to be a member of our school community and 95% said that they enjoyed working at the school. Staff commented that:

- *'Leaders care and lead by example'*
- *'SJT is a great place to work'*
- *'I love being part of the SJT team and appreciate the opportunities that the school provides for its staff and pupils'*
- *'The staff are extremely positive and supportive of each other and value relationships with their students'*
- *'I do believe this is a great place to work, and I feel lucky to have this opportunity'*

We have a highly ambitious curriculum with over 70% of students following the EBacc subjects. Our results are consistently strong with students Attainment 8 and Progress 8 in line with other schools nationally.

We have a positive behaviour system which has *'high expectations of pupil's behaviour'* (Ofsted 2023).

We are proud of our achievements and continue to go from strength to strength. I would encourage you to come and visit SJT to see why we all believe that it is a special place to work and make a difference. Please contact Leanne Barwell, Headteacher's PA ([l.barwell@sirjohnthursby.lancs.sch.uk](mailto:l.barwell@sirjohnthursby.lancs.sch.uk)) to arrange an appointment. We look forward to receiving your application and please contact us if you would like any further information.

Yours sincerely,

*R Browning*

**Rob Browning**  
Headteacher

**Cover Supervisor**  
**Grade 6 pt 11-19 - Actual Salary £19,802 - £22,697pa**  
**32.5 hours per week / Term-time only + 1 week**  
**To start ASAP**

**We are characterised by how we treat our people**

“Pupils enjoy attending this thriving and popular school. They feel a strong sense of belonging to the school community. Pupils achieve well and almost all successfully move on to apprenticeships, A levels or other forms of education, employment or training. Staff have high expectations of behaviour and know pupils very well.” Ofsted April 2023

This is an outstanding opportunity for a suitably experienced individual to join a successful and welcoming school. We are seeking to appoint an enthusiastic, flexible and proactive person to supervise whole classes for short-term teacher absence and general classroom support. We are looking for someone who can support learning and motivate & engage students.

A high level of education, including A\* - C (or equivalent) in GCSE English and Maths, along with relevant experience or an appropriate, recognised qualification such as NVQ Level 3 is essential.

It is an exciting opportunity for the right candidate to contribute to our work and benefit from an excellent environment, where all staff are encouraged to progress their careers with us. We have great facilities ensuring that our students and staff have the best learning environment in which to achieve. SJT is a very positive community, with our recent staff survey showing that over 95% of our staff enjoy coming to work and are proud to be part of our school. At SJT we view the professional development of all staff as a priority and you will be joining successful and committed team.

The successful candidate will fully embrace our ethos of ‘Belong, Believe Achieve’ whilst bringing fresh ideas that will build on current strengths and achievements.

Further details and application form are available from the college website or as detailed below.

**For an application pack please:**

- download from the college website: [www.sirjohnthursby.lancs.sch.uk](http://www.sirjohnthursby.lancs.sch.uk)
- or telephone 01282 682313
- or email [recruitment@sirjohnthursby.lancs.sch.uk](mailto:recruitment@sirjohnthursby.lancs.sch.uk)

Send your completed Application form (only the version attached) stating which post you wish to apply for to: [recruitment@sirjohnthursby.lancs.sch.uk](mailto:recruitment@sirjohnthursby.lancs.sch.uk)

**Closing date: 9am Tuesday 3<sup>rd</sup> September 2024**

**Shortlisting: Wednesday 4<sup>th</sup> September 2024**

**Interviews: Week commencing 9<sup>th</sup> September 2024**

The college is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. You will be required to undertake an enhanced DBS disclosure and other recruitment checks. Please note that in line with Keeping Children Safe in Education 2023 an online search will be carried out as part of our due diligence on shortlisted candidates.

<b>Job description for the post of: Cover Supervisor (TA3)</b>					
<b>Directorate:</b> Children and Young People			<b>Location:</b>	Sir John Thursby Community College	
<b>Establishment or team:</b>		Sir John Thursby Community College		<b>Post number:</b>	
<b>Grade:</b>	6 Pt 11 - 19	<b>Line manager:</b>	Deputy Headteacher	<b>Car user:</b>	N/A
<b>Staff responsibility:</b> N/A		<b>Number of staff directly supervised:</b> N/A		<b>Which business plan covers this post?</b>	
<p><b>Job Purpose:</b></p> <p>The role of Cover Supervisor is to support the operational management of the college by providing classroom cover as necessary.</p> <p><b>In addition to the following duties, the post holder may be required to undertake any of the duties normally associated with the lower graded Teaching Assistant posts.</b></p> <p><b>Main Duties:</b></p> <ul style="list-style-type: none"> <li>• Supervise work that has been set.</li> <li>• Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment.</li> <li>• Assist pupils to undertake set activities as appropriate.</li> <li>• Collect completed work after the lesson and return it to the appropriate teacher.</li> <li>• Report back as appropriate using the schools agreed referral procedures on the behaviour of pupils during the class and any issues arising.</li> <li>• Establish productive working relationships with pupils, acting as a role model and setting high expectations.</li> <li>• Promote the inclusion and acceptance of all pupils within the classroom.</li> <li>• Support pupils consistently whilst recognising and responding to their individual needs.</li> <li>• Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.</li> <li>• Promote independence and employ strategies to recognise and reward achievement of self-reliance.</li> <li>• Provide feedback to pupils in relation to progress and achievement.</li> <li>• Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/ records as requested.</li> <li>• Be aware of and comply with policies and procedure relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Contribute to the overall ethos/work/aims of the school.</li> </ul>					

- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of the pupils.
- Supervise pupils on visits, trips and out of school activities as required.
- Attend and participate in meetings.
- To take part in professional development.
- To monitor own work and take an active part in auditing and developing the role, within the context of the College Improvement Plan.
- To undertake tasks as agreed necessary by the Headteacher.

All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect changing roles and responsibilities.

**Prepared by:**

Headteacher

**Date:**

July 2024

### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

### **Safeguarding Commitment**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Person Specification Form:

Title of post:           **Cover Supervisor – TA 3 Grade 6**

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
<p><b>Qualifications</b></p> <p>4 GCSEs Grade A*-C (or equivalent) including Maths &amp; English</p> <p>NVQ level 3 qualification (or equivalent)</p>	<p>E</p> <p>E</p>	<p>Original Certificates</p> <p>Application form/ Interview/reference</p>
<p><b>Experience</b></p> <p>Experience of working with young people</p> <p>Experience of working in a relevant classroom/service environment</p> <p>Experience of Administrative work</p> <p>Experience of supporting pupils with challenging behaviour</p>	<p>E</p> <p>E</p> <p>D</p> <p>D</p>	<p>Application form/ interview/reference</p>
<p><b>Knowledge/skills/abilities</b></p> <p>Ability to relate well to children</p> <p>Ability to work as part of a team</p> <p>Good communication skills</p> <p>Ability to relate well to parents/carers</p> <p>Ability to supervise and assist pupils</p> <p>Time management skills</p> <p>Organisational skills</p> <p>Knowledge of classroom roles and responsibilities</p> <p>Knowledge of the concept of confidentiality</p> <p>Administrative skills</p> <p>Knowledge of National curriculum</p> <p>Knowledge of numeracy and literacy strategies</p> <p>Ability to make effective use of ICT</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application form/ interview/reference</p>



<b>Personal Attributes required (on the basis of the job description)</b>	<b>Essential (E) or Desirable (D)</b>	<b>To be identified by: (eg application form, interview, reference etc)</b>
Ability to assess children's development Ability to plan and deliver work programmes Flexible attitude to work	E E	
<b>Other</b> Commitment to safeguarding and protecting the welfare of children and young people. Commitment to equality and diversity Commitment to Health & Safety Commitment to attendance at work Commitment to undertake in-service development	E E E E E	Interview
<b>Prepared by: T. Collinge</b>		<b>Date: July 2024</b>
<b>Note: We will always consider your references before confirming a job offer in writing.</b>		

## SIR JOHN THURSBY COMMUNITY COLLEGE STRATEGIC VISION AND VALUES 2022-2025

Being a truly great school through..

### OUR CORE PURPOSE

- To be a community-centred school, where all students achieve the academic & creative success needed for further study and employment
- To support social mobility and to make a positive difference in the lives of our students and their families
- To enable our young people to become confident, resilient, informed, adaptable and caring members of society

### MEASURING IMPACT

- Our students' outcomes place our school in the top 10% of similar schools
- Our teachers consistently deliver our curriculum effectively
- Our attendance will be at least 97%



### OUR VALUES

- We are ambitious for our students
- We value and invest in our staff
- Our students deserve great teaching every lesson
- Strong positive relationships make a great school
- We treat each other with care, respect and kindness
- All members of our school community are known, valued and loved
- We are inclusive & support diversity
- Our families play a key role in supporting our students to be successful
- A great education includes learning & experiences beyond the classroom
- All of us at SJT have the capacity to improve what we do

### OUR STRATEGIC PRIORITIES

1. To deliver a well-structured, knowledge-rich curriculum that enables our students to be successful in their next stages in learning and development
2. To ensure that all our students have the literacy skills needed to access the curriculum effectively
3. To ensure that our teaching is engaging and is responsive to the needs of all students
4. To ensure that the assessment of our students is accurate and enables gaps in learning to be addressed
5. To ensure that all our learners are 'Ready, Respectful and Safe'
6. To stop doing anything that prevents us from delivering great lessons and that creates unnecessary workload
7. To support the emotional well-being of our school community
8. To ensure that Leadership at all levels is highly effective



**BELONG BELIEVE ACHIEVE**

## Further Information

Thank you for your interest in joining our fantastic team here at Sir John Thursby Community College.

Application forms can be found on our website: [www.sirjohnthursby.lancs.sch.uk](http://www.sirjohnthursby.lancs.sch.uk)

Completed application forms should be returned by the closing date to [recruitment@sirjohnthursby.lancs.sch.uk](mailto:recruitment@sirjohnthursby.lancs.sch.uk)

CVs will not be accepted. Please note that we are only able to employ nationals of European Economic Area (EEA) countries, citizens of Switzerland and those legally entitled to work in the UK. Lancashire County Council does not hold a sponsorship licence and is unable to employ non-EEA nationals under tiers 2 or 5 of the points based system. If you submit an application form and are shortlisted for interview, you will be required to produce documentary evidence of your right to work in the UK. Please note that we will seek references for shortlisted candidates prior to interview.

The school is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. If appointed you will be required to undertake an enhanced DBS disclosure and a range of other recruitment checks. Please note that in line with Keeping Children Safe in Education 2023 an online search will be carried out as part of our due diligence on shortlisted candidates.

Follow the link to watch 'Burnley By Drone' to see a beautiful area in which to live and work - [Burnley by Drone - YouTube](#)

For an interactive tour of SJT follow this link - [Sir John Thursby Community College - Interactive Tour of SJT](#)

If you have any questions please do not hesitate to get in touch.



Sir John Thursby Community College, Eastern Avenue, Burnley, BB10 2AT, 01282 682313  
[www.sirjohnthursby.lancs.sch.uk](http://www.sirjohnthursby.lancs.sch.uk)