



Application Pack **COVER SUPERVISOR**



THE DEANERY

Church of England High School and Sixth Form College



An education for life

Jesus said, "I have come that they may have life – life in all its fullness."
John 10:10

Dear Applicant,

Thank you for your interest in this post at The Deanery Church of England High School and Sixth Form College. I hope the attached documentation will provide you with the information you need and that you will feel encouraged to apply for the post.

The Deanery is an 11-18 Church of England school at the heart of the local community in Wigan. We are a successful and heavily oversubscribed school of around 1450 pupils with a thriving and growing Sixth Form. Serving the Diocese of Liverpool and the parishes of the Wigan Deanery, we aim to provide an education for life, enabling all of our community to flourish and live life to the full. We live by our Christian values of Faith, Hope, Love, Wisdom, Courage and Integrity and our mantra Work Hard, Be Kind, Make a Difference.

In December 2021, the school received the highest grade of 'Excellent' across all areas of our SIAMS inspection.

As a school, we nurture young people in body, mind and spirit, recognising that there is a spiritual dimension to the fullness of life. We see all young people as individuals, recognising their unique God-given talents, potential and purpose and seeking to nurture these through a rich, deep and horizon-broadening curriculum. We promote a culture of academic excellence and the highest expectations, set firmly within a guiding framework of lived and visible Christian values, beliefs and practices. We are passionate about excellence in education and aim to give pupils the very best start in life with the firm belief that excellent teaching transforms lives. We are unapologetically ambitious for every child, no matter what their background, prior attainment or needs.

At The Deanery, we believe that a traditional ethos and common sense approach to the curriculum and behaviour works best in promoting pupils' progress, both academically and socially. This includes:

- Strict discipline
- Smart school uniforms
- Academic rigour
- High expectations

We have dedicated and highly motivated teaching and support staff, who are committed to the continual improvement of the school. We place a very high value on managing staff workload and wellbeing, as recognised by the NASUWT's Valued Worker Scheme.

The Deanery enjoys a magnificent new £27m building, opened in 2017. We have outstanding facilities, including advanced science laboratories, state of the art purpose-built curriculum suites, sixth form centre, a modern ICT network, new 4G all-weather pitches, activity studio, gym and a fully equipped technology suite. Learning here has never been more exciting.

Please do take a look at our website to get a fuller picture of our school and what we stand for. On it you will be able to see our prospectus, details of our curriculum offer and the wide-ranging opportunities available to pupils.

We take being a Church school seriously and expect all colleagues to support our ethos, whatever their own personal faith position may be. Our aim is simply to serve our local community through providing an outstanding education to children of all faiths and none. We emphasise our Christian distinctiveness through regular acts of worship, but more importantly by valuing and caring for every member of our community.

If you would like to visit the school prior to applying please contact my PA, Mrs Wogan, on 01942 597501. If you wish to make an application please complete the form and write a letter (no longer than 2 sides of A4 – font Tahoma 11) outlining how your skills and experience fit you for the post and how you will contribute to the life of The Deanery.

We are committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. Appointments are made subject to satisfactory references and to an enhanced Disclosure and Barring Service check.

The Deanery is a very welcoming and close-knit community and a great place to work! If you share our vision and would like to be a part of this dynamic and successful school, I would encourage you to apply for the post. Alternatively, you can send us your CV to add our talent pool for any future vacancies that may be of interest to you.



Mr M Wood
Headteacher

About us

Introduction

A school with a church foundation has existed on this site for 92 years. In 1932, All Saints' Senior Church School was founded for *'the nurture of the hearts and minds of children'* in Wigan. In 1970, All Saints' School closed to allow the formation of a new high school. For the last 53 years, The Deanery Church of England High School has honoured that rich legacy and has been a beacon of distinctive Christian education for generations.

Our school sits at the heart of Wigan and serves young people and families from every parish of the town.

Our school's history can be seen in its badge:

- 30 dots, representing the 30 traditional parishes in the Wigan Deanery
- The Red Rose of Lancashire
- 3 crosses to represent the 3 original constituent schools
- A branch from the Wiggin Tree



Key Information

- Our pupils and students are fantastic – they are highly motivated and engaged young people with supportive and caring parents.
- As a Church of England school, we aim to maintain a distinctly Christian ethos while being genuinely welcoming and inclusive.
- We have over 1450 pupils and students, including almost 200 in our Sixth Form.
- The school admits 250 children into Year 7 each year and is heavily oversubscribed.
- In 2024, we had over 820 applications for our 250 places in Year 7.
- We offer a rich co-curricular provision, including music, drama and sport.
- Our school building was completed in September 2017 offering state of the art facilities.
- Our Sixth Form Centre gives a modern area in which to work and study. It allows us to have a distinctive sixth form which is still closely linked to the main school.

Leadership

Martin Wood, taking on his second headship, joined the school in 2019 as Headteacher, leading a dynamic and forward-thinking Senior Leadership Team. This team comprises three Deputy Headteachers, two Assistant Headteachers and the School Business Manager.

"A school in which pupils and adults flourish."

SIAMS Inspection Report - December 2021

"Staff are very proud to be part of the school."

Ofsted Inspection Report - May 2022

Why work at The Deanery?



Our core employee rewards and benefits include:

- A professional working environment in which all staff are valued, listened to and able to fully use their gifts and talents
- 'Warm and strict' behaviour systems, meaning pupils can learn and teachers can teach
- Exceptionally visible Senior Leadership Team with open door policy
- A Well-Being Team which is responsible for wellbeing of staff and students
- A bespoke CPD programme for all staff, exciting career opportunities and individual leadership coaching
- A comprehensive induction programme
- State of the art facilities, located in the centre of the wonderful town of Wigan
- Competitive salaries for all postholders
- Higher preference in our Admissions Policy for children of staff
- Family friendly leave, pay and working arrangements
- Free on-site parking
- Discounted gym membership
- A dedicated, enthusiastic and highly professional staff team
- We have been awarded the NASUWT Valued Worker Scheme in recognition of exceptional support for staff
- We are members of the DFE's Education Staff Well-Being Charter



The Valued Worker Scheme is an initiative jointly promoted by the NASUWT, GMB, UNISON and Unite to recognise and support good employment relations in schools and colleges.

The Valued Worker Scheme aims to recognise those employers that are committed to valuing their staff. The scheme recognises employers who commit to treating all employees fairly, equitably and with dignity.



We are a Disability Confident Committed employer. Our recruitment process is inclusive and accessible. We guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.

"Leaders and Governors are considerate of staff's workload and well-being. Staff described the school as a happy place to work."

Ofsted Inspection Report - May 2022

Our Sixth Form

We are proud of our Sixth Form and the support, care and guidance we provide to our students, along with excellent teaching and facilities, including a designated Sixth Form area. Our experienced Sixth Form team consists of a Head of Sixth Form, Assistant Head of Sixth Form, Guidance & Welfare Officer, dedicated Sixth Form Administrator, Learning Support Assistants, Careers Advisor and Progress Tutors. The Sixth Form has increased in capacity over the last few years, offering a wide range of Level 3 academic and vocational subjects.

We have excellent levels of achievement; 90.6% of all grades are A*-C or equivalent and 68.1% of all grades are A*-B or equivalent. We are extremely proud of our students and their achievements. Our results are testimony to the hard work of the staff and students, and a reflection of the caring, Christian ethos within the Sixth Form. 93% of our Year 13 students who applied for university were accepted on to their first-choice university course.

Extra-curricular opportunities are extensive including the Duke of Edinburgh Gold Award, the Deanery Sixth Form Elite Programme and subject specific trips. Our Enhancement programme offers tailored work experience placements, volunteering or further academic study via the EPQ. We encourage students to take on roles of responsibility within the school community, such as the Senior Leadership Team, Student Voice and Student Ambassador Programme.

We are ambitious for our students and our expectations of conduct and commitment are high. It is a place for students who want to work hard and realise their potential, and we are proud to support them on their journey.

The ethos of the Sixth Form is emphasised via the words of our Senior Leadership Team – 'since arriving here, we have all been privileged to experience the close-knit community of the Sixth Form. At the college we have a vast support network that is dedicated to assisting every single student in their studies. The encouragement offered from staff is immense and they are always eager to help in any way possible, making the Sixth Form a wonderful place to be if you want to gain the most from your education.'



"Life at Sixth Form is fantastic. The staff are extremely friendly and there is a great deal of support."

About the Role



We have a small team of Cover Supervisors who play an essential role in the life of our school and are a valued part of our team.

You will work under the guidance of teaching staff, within an agreed system of supervision, to implement agreed work programmes with individuals or groups of students both in and out of the classroom.

This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management or preparation of resources.

You will also supervise whole classes during the short term absence of teachers, maintaining good order and keeping students on task.



"The atmosphere and environment of the school is calm and purposeful with a powerful hallmark of respect and excellent relationships at all levels."

SIAMS quote - Report 2021



Job Description – Cover Supervisor

Responsible to:	Cover Manager
Salary	G4 - £16,155 - £16,918 actual salary, based on new starter with no previous service
Start date:	As soon as possible
Hours:	30 hours 25 minutes per week, term-time only (Monday – Friday: 8.30am – 3.15pm; 40-minute lunch break)

School Mission Statement

As a Church of England school, we aim to provide an education for life, enabling all of our community to flourish and live life to the full.

Role Purpose

At the start of the day:

- To meet with the Cover Manager to discuss the day's work
- To prepare for the lessons by checking class lists and work from the appropriate Curriculum Leader
- To take electronic registration where required

In the classroom:

- Provide active classroom supervision in the absence of a teacher
- To maintain a calm working atmosphere in the classroom
- Communicate the work set by the teacher to the pupils
- Ensure that the pupils complete the work set by the teacher, giving help and support when necessary
- Observe Health and Safety regulations
- Uphold the school ethos, rules and regulations as outlined in the staff handbook
- To implement the school's disciplinary and rewards systems
- To take the register in each lesson
- To leave feedback on the class for the teacher

In the examination room:

- Assist with examination invigilation
- Maintain the rules set by the external examination boards and in-house regulators when invigilating examinations

On school trips:

- Accompany staff and pupils on school trips
- Work under the direction of the lead teacher/organiser when accompanying staff on school visits

Other duties:

- Provide administrative support to subject areas if required
- To be available for before-school, break, lunchtime and after-school duties as required
- Provide first-aid support as required as part of a team of first-aid trained staff
- Any other duties deemed reasonable as directed by the Cover Manager or Senior Leadership Team

To develop professionally, all staff are expected:

- To receive and act on feedback to build on strengths and improve performance
- To take ownership of their own professional development, engaging in professional development activities as appropriate to the teacher's own career stage
- To contribute to the professional development of others as appropriate to own career stage
- To keep up to date on current teaching, learning and behaviour management strategies and know how to adapt them, including how to personalise learning to provide opportunities for all learners to achieve their potential

To manage young people effectively, all staff are expected:

- To understand how young people develop and to make effective personalised provision for children with specific learning needs including higher prior attaining pupils
- To manage pupils' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's Behaviour Policy
- To promote the self-control and independence of pupils through a range of behaviour management strategies and through developing pupils' social, emotional and behavioural skills
- To know how to identify potential safeguarding issues and follow safeguarding procedure

To provide the best possible learning environment, all staff are expected:

- To establish a purposeful and safe learning environment which enhances learning
- To be responsible for the safety of those working in the classroom; this includes ensuring that the room is free from clutter and untidy storage, that faults are reported according to procedures laid down; this includes awareness of the dangers of equipment and material being used, availability of first aid materials and knowledge of procedures in case of accidents

Applicable contract terms

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description (role definition) is current at the date shown, but in consultation with you it is liable to variation by the management of the school via the Headteacher to reflect or anticipate change in or to the job commensurate with the responsibility level (grade).

Person Specification

Attribute	Essential	Desirable	Assessed by				
			Application form	Letter	Reference	Task/ observation	Interview
Training and Qualifications							
Minimum 3 x 9-4 grades at GCSE inc. English & Maths, or equivalent Level 2 qualifications	✓		✓				
Knowledge of GCSE requirements		✓	✓				
Knowledge of literacy support programmes		✓	✓				
First Aid Certificate (or willingness to undergo training in First Aid)	✓		✓				
Proficient use of ICT	✓		✓			✓	
Church connection							
Fully supportive of Church school ethos and the school's mission statement	✓			✓			✓
Previous experience							
Experience of working with children	✓		✓		✓		✓
Experience of a classroom environment, preferably KS3-4		✓	✓		✓		✓
Professional knowledge and understanding							
Ability to use different approaches and a range of strategies to deal with whole classroom and individual behaviour	✓				✓	✓	✓
Behavioural competencies							
Demonstrate excellent communication and interpersonal skills	✓			✓	✓	✓	✓
Build and maintain effective relationships	✓			✓	✓	✓	✓
Demonstrate personal enthusiasm and commitment to the role through professional appearance and demeanour	✓			✓	✓	✓	✓
Manage conflict	✓			✓	✓	✓	✓
Prioritise, plan and organise themselves	✓			✓	✓	✓	✓
Think creatively to anticipate and solve problems	✓			✓	✓	✓	✓
Listen to and reflect on feedback	✓			✓	✓	✓	✓
Develop effective teamwork	✓			✓	✓		✓
Letter and application form are fully completed and error-free	✓		✓	✓			
Strong support/positive recommendation from referees	✓				✓		



Selection Process

Application	Interview Tasks	Interview
Please make sure your letter of application is a maximum of 2 sides A4, font Tahoma, size 11. It must <u>directly</u> address the following: 1. Why you want to work at The Deanery 2. Your previous experiences 3. What positive impact you could have on The Deanery 4. Your personality and what makes you unique	Shortlisted candidates may be asked to carry out the following tasks: • An observed task • Knowledge assessment • Tour of the school	The interview panel will comprise the Headteacher, senior staff and governors

Please see our website for privacy notices.

Completed applications should be emailed to:

Mrs Tracy Wogan, Executive Assistant to the Headteacher
E: swogant@deanery.wigan.sch.uk
T: 01942 597501

Key Dates

Friday 21st June 2024

Deadline for receipt of applications is 9.00am.

Applications should be emailed to Mrs T Wogan, Executive Assistant to the Headteacher:
swogant@deanery.wigan.sch.uk

w/b. Monday 24th June 2024

Formal interviews will take place at school.

Tuesday 25th June 2024

If you have not heard from us, please assume that you have not been shortlisted and accept our thanks for your interest and best wishes for your future career.

About Wigan



Getting Around

At the heart of the motorway network, Wigan has easy access to the M6, M58 and M61 so there is no better place to live.

The West Coast rail line runs right through Wigan, which makes London and other great cities of the UK accessible within a few hours. We are located only a 10-minute walk away from both train stations. We are also only a 5-minute walk from Wigan's bus station.



A rich history

From the first century when the area was conquered by the Romans, through to the present day, Wigan has a vibrant and rich history meaning it is great for history buffs.

Wigan Pier, a wharf on the Leeds and Liverpool canal, was made famous by the writer George Orwell in his book, 'The Road to Wigan Pier.'

After the decline of industrial activities in the region, Wigan Pier's collection of warehouses and wharfs became a local heritage centre and cultural quarter.

Sporting Traditions

Wigan has a proud tradition of sporting excellence, especially in Rugby League, with Wigan Warriors being one of the most famous and successful sporting clubs in the world.

In football, Wigan Athletic play in the English Football League and won the FA Cup in 2013.



We are ...

We are the town that is kept aglow,
With mintballs made by Uncle Joe,
We are Ben Watson's FA Cup final goal,
We are Casino all-nighters and Northern Soul,
We are Orwell's The Road to Wigan Pier,
We are Coccium when the Romans lived here,
We are notserbad, belting, bob on, oreet,
We are babby's yed, gravy and mushy peas,
We are Thomas Woodcock's Victoria Cross,
We are Davey Boy Smith and Hacker T Dog,
We are Sissay's poems and Isherwood's art,
We are Sir Ian McKellen's acting parts,
We are a Bittersweet Symphony that's life,
We are Challenge Cups and Offiah's tries,
We are the Little Theatre and The Deanery,
We are the Diggers and Gerard Winstanley,
We are The Lathums fighting on,
We are Emily Borthwick when the medal is won,
We are the Battle of Wigan Lane,
We are Mokaev as he steps in the cage,

We are Haigh Hall and the Plantation Gates,
We are the Market, Galleries and Grand Arcade,
We are Mesnes Park and feeding the ducks,
We are rubbing the statue's shoe for luck,
We are the River Douglas flowing through gaily,
We are George Formby and his ukulele,
We are Galloway's pies and De Roma ice cream,
We are the town that always believes.

We are our history:

Our pubs, our mills, our mines,
Our accent, our sport,
our happy times.

We are Wigan.

By The Deanery Bard





Work Hard Be Kind Make a Difference

The Deanery Church of England High School
Frog Lane, Wigan WN1 1HQ

01942 768801

enquiries@deanery.wigan.sch.uk
www.deanery.wigan.sch.uk

