

Cover Supervisor

The Hollins

Hollins Lane, Baxenden, BB5 2QY

Start date: 1st September 2024



LET
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TRUST

AMBITIOUS | INCLUSIVE | RESILIENT



Welcome to **LET** Education Trust

Dear Colleague,

Thank you for showing an interest in a post at one of our schools. The LET Education Trust is a cross-phase multi-academy trust based in Lancashire with primary and secondary schools as members.



We believe that every child deserves the best education and we create opportunities and experiences for all of them to reach their potential. Building 'cultural capital' is vital for our pupils and this occurs from reception up to year 11 through trips, activities, projects, events and residential, both at home and abroad. We are ambitious for our pupils, meaning we are always striving for excellence and supporting career aspirations through a culture of constant improvement.

Each of our schools is different and this is something we value and celebrate. The uniqueness of each school is supported by strong central services and a school-centred and approachable central team. Most colleagues work in one school but some work across a range of schools where their skills and abilities are needed.

Collaboration is key for LET schools and at the forefront of this is staff development. Joint INSET days with keynote speakers, middle and senior leader training and subject links occur across and between schools and phases. To aid transition for pupils, and planning for teachers, we are working on key fundamental skills required for KS3, in KS2. Sharing this information is proving invaluable in getting pupils 'secondary ready' and ensuring a smooth start to Year 7.

One of the strengths of the LET Education Trust is school improvement, with a range of high-quality SLEs able to provide support where it is needed, both within and beyond the Trust. We also have Initial Teacher Training as part of our remit through the Pennine Lancashire SCITT. This has successfully trained primary and secondary teachers over the last 10 years with a large number employed locally and within the LET Education Trust.

If you have the highest standards of professional endeavour, integrity and ethics and would like to be part of our MAT, I look forward to receiving your application.

You can find out more about our Trust at www.let-edu.org

Best wishes
Steve Campbell
Chief Executive



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You can find out more at: www.thehollins.com



Dear Applicant,

Thank you for your interest in the position of Cover Supervisor at The Hollins. This post is a key role in the further development of the school as we continue to build on our successes.

We are a fully comprehensive school and serve a differing catchment area across Accrington and the surrounding area. Over 62% of our pupils come from E/E* areas of overall multiple deprivation, and prior attainment of our pupils is just below average. However, we achieve many great things with our pupils due to our committed, well-trained staff always going the extra mile to care for our pupil's welfare, character development and achievements. We are dedicated to improving the chances of all our young people, including our most vulnerable, pupil premium pupils, and learners with SEND and, as such, strive to offer as many opportunities for our pupils as possible, both within and outside of the classroom. We ensure that our staff engage in continual professional learning throughout their time with us, regardless of the level of experience, as we are committed to ensuring we can always get better. The post has arisen due to the retirement of the previous post-holder.

The successful candidate would join a dedicated, committed and well-developed team of support staff who are determined to make The Hollins the best it can be for our young people. Our recent transition to becoming an academy is helping cement further collaboration with other professionals, and will allow us to continue to further develop our practice. The LET Education Trust is an inclusive trust recognising the importance of providing for and investing in the adults of tomorrow.

Should you wish to speak to me (on an informal basis), please do not hesitate to contact me. We look forward to receiving your completed application form together with a letter of application.

Yours faithfully,
Mrs S Haydock
Headteacher, The Hollins



HOW TO APPLY

Please note that CVs will not be accepted.

Your completed application form and covering letter should be returned no later than the specified closing date to Mrs Young, Headteacher's PA at youngc@thehollins.com. Good luck! You can find the application form by clicking on this link <https://let-edu.org/vacancies/>

SUPPORT FOR OUR STAFF

Encourage a climate of connecting with people.

At The Hollins we encourage collaborative working and sharing our moments with each other, both within the school and further afield in the hope that both professionally and personally all our staff feel less isolated and more connected. We are human beings first and foremost and, as such, must look after and care for our well-being.

Looking after our mental health

We have staff who are trained mental health first aiders who are ready, willing and able to support staff.

You can also have look at the wellbeing charter which you can find on the LET Education Trust's website vacancy page.

Quality staff professional development

We value staff development above all else and this engenders a sense of confidence and motivation for staff. We treat our staff like the professionals they are by engaging in the disciplined Inquiry approach to appraisal and development, which gives staff the responsibility to consider their own individual needs in order to continue to develop and improve.

Measure and respond to staff voice.

Our thrice-yearly questionnaires allow staff the opportunity to let us know how they are coping with the demands of work, along with how they are coping generally. However, leadership doors are always open for continual conversations around this.

Quality behaviour systems in place

Our behaviour system is designed to support both pupils and staff to ensure consistency and support at all times. Our school believes that the certainty of a sanction and subsequent restorative conversations are extremely important for the smooth running of the school.

ABOUT OUR 7 VALUES

These 7 important values underpin every decision we make.



Kind



Honest



Resilient



Reflective



Respectful



Responsible



Aspirational

Alongside the 7 values, we also have our vision, self-evaluation and our school improvement plan. None of these stand alone. They work together to ensure that we at The Hollins do our very best for our pupils and they have a positive experience, fulfilling their potential both academically and personally, celebrating our differences and developing the character to make their mark in the world. Our pupils are encouraged to "Strive for Success" and fostering these values will help them to achieve their success.



Job Advert

Job Title:	Cover Supervisor
Location:	The Hollins, Hollins Lane, Accrington, Lancashire, BB5 2QY
Grade:	6
Annual Pro-rata Salary	£18,278 - £20,951 <i>(subject to pay award increase)</i>
Hours per week:	30 hours per week, Term Time Only (+ 5 days, INSET), Monday to Friday
Contract type:	Permanent
Start date:	1st September 2024 <i>(Following completion of a Enhanced DBS check (including child barred list check) and other safer recruitment checks)</i>
Closing date:	Friday 12th July 2024, 12noon
Interview date:	To be confirmed

The Hollins, part of the LET Education Trust are seeking to appoint an enthusiastic, committed and highly motivated Cover Supervisor. We are looking for an exceptional individual, to work with the school to provide classroom cover and support for teachers. You will be delivering work, set by teachers, from across the curriculum and age ranges.

Responsibilities will include assisting with, on occasion, daily cover arrangements, organising pupil work and resources, covering absent colleagues, supervising classes, small groups and some 1:1 provision. It is a varied and exciting role and we want a dynamic and enthusiastic candidate, with experience of working in schools and with young people to join our team. They will be effective and efficient and able to maintain a sense of humour even when under pressure.



Each school in our Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its pupils. Each pupil's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the school's policies and procedures, attend appropriate training, inform the designated person of any concerns and record any potential safeguarding incidents appropriately. Any offer of employment will be made conditional upon a satisfactory enhanced DBS check and barred list check (where applicable to the role in question).

If you are shortlisted for the position you are applying for, you will be required to complete a self-declaration giving details of any relevant criminal offences and other relevant information relating to our safeguarding duty. Further information will be provided on that form.

If you are shortlisted for the position you are applying for, the recruiting officer will undertake an online search in accordance with KCSiE 2023.

Please be aware that references will be requested immediately after the shortlisted candidates have been selected to ensure they have been received prior to the interview.

Personal email addresses will not be accepted for any referees and the recruiting officer will contact your employer to confirm your reference.

Cover Supervisor - Job Description

Grade	6	Hours/week	30/week, term time only (+ 5 days)
Reporting to	SLT link		
Location	The Hollins, Hollins Lane, Accrington, BB5 2QY		

Main Duties :

These include supervising whole classes during short-term absence of teachers, supporting cover management, preparing resources and work set by teachers, to provide in class support and aspects of small group and 1:1 work.

Ethos

- To create an exciting learning environment
- To be inclusive to all pupils
- To create relationships based on mutual respect
- To be an effective part of the team
- To manage own professional development

Teaching and Learning

- To fully implement all school policies and procedures
- To make effective use of resources, including ICT

Liaison

- To work closely with all colleagues
- To work collaboratively with staff in sharing ideas and best practice
- To form effective relationships with pupils

Community

- To contribute to the school's community ethos

Responsibilities specific for this post:

1. Provide pupils with and supervise work that has been set by the teacher
2. Deliver learning activities to pupils
3. To ensure that, as best as is possible, learning objectives set by the teacher are achieved
4. To act as a role model and set high expectations of conduct to ensure that good behaviour is maintained
5. Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive and positive environment
6. Respond to any questions from pupils and provide support and guidance
7. Deal with any immediate problems or emergencies according to the school's policies and procedures
8. If required, collect completed pupils' work after the lesson and pass to the appropriate teacher
9. Complete cover lesson feedback form or equivalent and return to the appropriate teacher
10. Report, as appropriate, using the school's agreed referral procedures, on the behaviour of pupils during the class and on any problems arising
11. Use the school's Behaviour for Learning policy and procedures recording information on Arbor
12. Attend all Inset meetings, and whole school CPD as required.
13. Undertake any other reasonable duties as may be required by the Headteacher in the light of developing circumstances.

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Support for the School:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Attend and participate in meetings as directed
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Supervise pupils on visits, trips and out of school activities as required

This job description will form part of the basis for appraisal.

Note: In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required. The duties may be varied by the headteacher to meet changed circumstances in a manner compatible with the post held.

Cover Supervisor - Person Specification

Essential	Desirable
Qualifications and Experience	
<ul style="list-style-type: none"> • A levels or Level 3 equivalent • Qualifications in English and Mathematics to at least GCSE 5-9/A*-C or equivalent (level 2) • Recent & relevant participation in professional development 	<ul style="list-style-type: none"> • Degree or equivalent • Other relevant qualifications specific to this post • Safeguarding/First Aid
Experience and Professional Knowledge	
<ul style="list-style-type: none"> • Experience of working with young people • Experience of working as part of a team • Experience of using IT / Office 365 / email 	<ul style="list-style-type: none"> • Experience of working within a school • Experience of using Information Management Systems (SIMs) and computerised systems in a workshop/ administrative environment
Skills and Abilities	
<ul style="list-style-type: none"> • Relate well to young people and their families / carers from different ethnic and social backgrounds and ability to build positive relationships • Demonstrate effective communication and have a sense of humour • Ability to work successfully as a team member establishing effective relationships and flexible working practices • Ability to work under pressure in a constantly changing and demanding environment 	<ul style="list-style-type: none"> • Knowledge of arranging cover daily on a day to day basis • Ability to organise cover work and liaise with teaching staff
Professional Attributes	
<ul style="list-style-type: none"> • Highly organised and dedicated • High level of professional standards and expectations of self and others • High level of personal motivation and the ability to inspire, lead and motivate others • Strong communication, interpersonal and independent initiative • Ability to both follow direction and work under own initiative • Be willing to learn and update skills, knowledge and training 	
Other	
<ul style="list-style-type: none"> • Commitment to ensure that all children in your care are safe from harm/knowledge of safeguarding issues. • Commitment to health and safety. • Commitment to attendance at work. • Commitment to equality, diversity and inclusion. • Commitment to the school's values. 	