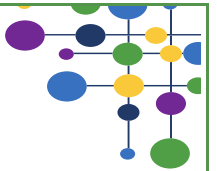




# Cover Supervisor Application Pack





## Welcome from the CEO

Academic Year 2022 /2023

Dear Applicant,



Thank you for taking an interest in this vacancy working across the trust. I hope the materials enclosed in this pack give you a good sense of what makes the trust a special place to work and provides the information you need about the post.

Our belief in “Valuing People, Supporting Personal Best” means we are committed to investing in our staff, to help them be happy at work, to provide the support they need to achieve the highest standards they are capable of and to offer the training or guidance they need to undertake their jobs effectively. For example, everybody is encouraged to use a personal development plan, to set their own objectives and to take responsibility for their own improvement priorities. We define effective leadership as “helping others to achieve their best” and that is what your line manager will try to do for you.

It is important to read the information provided carefully. We want you to be happy in the role you are applying for and committed to performing the job to the best of your ability.

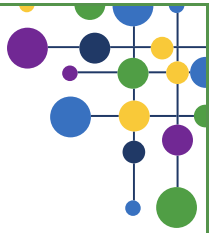
I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,

**John McNally**  
CEO







SHARE Multi-Academy Trust is a charitable trust currently consisting of four secondary and five primary academies in West Yorkshire. Our academies are: Shelley College, Huddersfield; Royds Hall Academy, Huddersfield; Thornhill Community Academy, Dewsbury; Whitcliffe Mount School, Cleckheaton, Heaton Avenue Primary Academy, Cleckheaton; Millbridge Primary Academy, Liversedge; Woodside Green Primary Academy, Cowlersley and Luck Lane Primary Academy, Huddersfield.

We believe in helping staff and students achieve their personal best and are keen to recruit the very best talent to our Trust. Shelley College is the Teaching School Hub for Kirklees and Calderdale and as such, we can offer our teaching staff a wealth of first class, personal development opportunities as well as providing an excellent induction programme for Early Career Teachers. All staff receive full induction training and ongoing support to ensure they enjoy working for the trust.

More than seven hundred people work hard across the Trust to ensure we provide the very best education and service across all our schools, from invigilators joining us for a few hours a year, through flexible part-time work to many full-time teaching and support roles.

At SHARE MAT, we aim to:-

- Encourage all our students/pupils to go beyond what they think they can achieve, to enjoy learning, helping them to lead healthy and happy lives;
- Equip our staff to deliver their best every day, our belief is that by Valuing People, Supporting Personal Best is the key;
- Ensure our staff are happy at work, taking pride in students/pupils progress and development;
- Deliver training and guidance relevant to job role so expectations are understood and staff feel motivated;
- Offer great benefits making us the employer of choice, including outstanding CPD, supportive line management and networking opportunities across the MAT to aid personal development.



Dear Candidate,

I joined Whitcliffe Mount School as Headteacher in November 2022, and I feel very privileged to lead the school into the next stage of its journey.

A school has a very important role to play in a child's development, not only in helping them to achieve their best academically, but in supporting them to thrive as an individual socially, emotionally and morally. Respecting each other and committing to achieving our personal best so that everyone can be happy, safe and successful in our school community is at the heart of everything that we will do.

I am proud to be Headteacher at Whitcliffe Mount and to lead a school which has a strong sense of community into the next chapter of its journey. I believe wholeheartedly in creating a school that enables all students to achieve, develop and thrive so that everyone is best placed to be happy and successful in the future.

We aim to inspire and empower our students and staff through a broad, balanced and ambitious curriculum by respecting and supporting each other in all aspects of school and community life. We will focus on good behaviour, good teaching and high expectations of all so that everyone can access a good education.

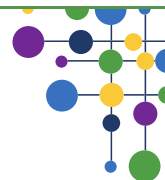
Whitcliffe Mount School joined SHARE Multi Academy Trust in September 2022, a small family of schools in West Yorkshire with a focus upon "Valuing People, Supporting Personal Best". The benefit of this partnership is in working together to share expertise, ideas and best practice to make every school the best places they can be for all our students.

Yours faithfully

Rebecca Hesmondhalgh  
Headteacher







## Cover Supervisor Role Profile

<b>Role Title</b>	Cover Supervisor	<b>Accountable to</b>	Admin Manager
<b>Academy /Section</b>	Whitcliffe Mount, A SHARE Academy	<b>Responsible for</b>	Not applicable
<b>Contract type</b>	Permanent	<b>Band including scale points</b>	Band E

### Part A – JOB DESCRIPTION

<b>Overall purpose of role</b>	<p>To take responsibility for groups or classes of students in the short-term absence of their usual teacher;</p> <p>To implement lesson plans as provided and directed by the absent classroom teacher to help deliver good teaching and learning;</p> <p>Ensure, promote and help maintain good standards of behaviour and conduct from students in all areas of the Academy and at all times;</p> <p>To have high expectations of our students and be committed to raising their achievement;</p>
<b>Safeguarding Responsibility</b>	<p>Committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of this post.</p>

### Key Outputs

1. Undertake short term cover in the absence of the class teacher, administering pre-planned activities to whole classes whilst maintaining the high quality of learning and behaviour;
2. Supervising work that has been set in accordance with school policy;
3. Managing the behaviour of students to ensure a constructive environment whilst undertaking work;
4. Student registration of a class;
5. Liaise with staff and Curriculum Leaders to ensure work is appropriately set and delivered;
6. Provide objective and accurate feedback to the teacher on student achievement, progress and other matters within the lesson (ensuring the availability of appropriate evidence when relevant);
7. Deal with any immediate problems or emergencies in accordance with the academy's policies and procedures;



8. Provide feedback to teachers/Heads of Year/Mentors regarding the behaviour of students in the classroom as deemed necessary;
9. Plan, prepare and utilise a bank of resources using current academy resources in the rare event, lesson plans have not been provided;
10. Support the work of classroom teachers when not deployed directly covering a class;
11. Complete admin tasks as may be required when cover is light, which may include supporting the work of ETAs, supporting departments to help with display work, invigilation support, help with the support of individual students including those with SEN needs etc;
12. To accompany students on trips, visits and other educational activities;
13. Attend training sessions, staff meetings and any department meetings as required;
14. Contribute to and uphold the vision and ethos of the academy;
15. Recognise own strengths and areas of expertise and use these to advise and support others;
16. Promote team work within the team, working in partnership to ensure effective working relations;
17. Treat all users of the academy with courtesy and consideration;
18. Be aware and comply with all academy policies at all times. As part of your wider duties and responsibilities you are required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury and creating safe places, being vigilant and responding to concerns;

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis

#### ***Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)***

- Range of teachers and support staff approximately 125 across the academy.
- Range of pupils approximately 800 the number of SEN pupils varies.

#### ***Work/Business contacts***

**Internal:** All teachers and support staff including liaising with other MAT staff as required;

**External:** Parents/Carers, Agencies.

#### ***Responsibilities***

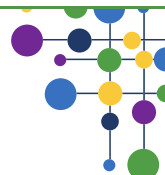
- For People – the job holder works closely with parents/carers and students;
- For Policy Development - the job involves no direct responsibility for policy development, however all staff are expected to be involved in policy consultation;
- For Student Outcomes - The job involves substantial impact on the educational outcomes of students;
- Financial and physical responsibilities – nil, however all post holders should ensure all work is carried out cost effectively.



**Person Specification**

Requirements for the Job	Essential or Desirable	How assessed Application (A) / Selection process and Interview (I) /References (R)
Maths and English GCSE to grade C or equivalent	E	A
NVQ 3 for Teaching Assistants or equivalent qualifications or experience	E	A
Considerable experience of working within an Academy or equivalent including experience of working as a Teaching Assistant	E	A/ I/ R
High levels of numeracy and literacy	E	I
Knowledge of strategies to support students in the classroom with challenging behaviour	D	A/ I/ R
The jobholder must be able to react to situations/instances occurring in the classroom, able to “think on their feet”	E	I
Excellent interpersonal skills with an ability to coach and persuade	E	I
Significant emotional resilience is required to ensure student learning is maintained in accordance with the curriculum and academy expectations	E	I
Ability to work on own initiative and be able to respond independently to unexpected problems	E	I
Knowledge and commitment to safeguarding and promoting the health, safety and welfare of young people.	E	A / I / R
An interest in educational issues and a belief that everyone can benefit from, and has entitlement to, high quality educational opportunities.	E	I
A genuine belief in our philosophy of Valuing People – Supporting Personal Best	E	I





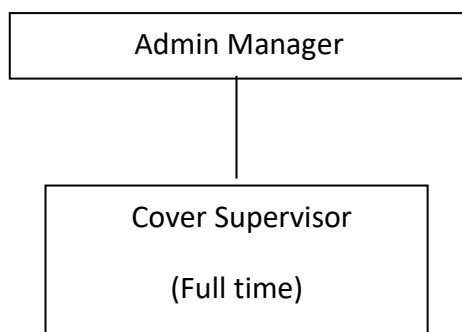
### ***Characteristics of Post***

The employment checks required of this post are:

- Evidence of entitlement to work in the UK;
- Evidence of essential qualifications;
- Two good references demonstrating suitability to work with children;
- An Enhanced DBS Disclosure;
- Confirmation of medical fitness for employment as required;
- Registration with appropriate bodies (where applicable).

This is a description of the job as it exists at present; all academy job specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.

### ***Structure***



### ***Signatures***

Signature of Post Holder:

Date:

**Revised Sept 2019**

