



**Yardleys
School**


WORKING TOGETHER FOR A BETTER FUTURE

HEADTEACHER: Mr. G.S. Basra
Reddings Lane, Tyseley, Birmingham B11 3EY
T: 0121 464 6821
E: enquiry@yardleys.bham.sch.uk
www.yardleys.bham.sch.uk

Cover Supervisor

INFORMATION PACK



 **Resilience**



 **Positivity**



 **Empathy**



 **Reflection**



 **Integrity**



 **Curiosity**



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5th June 2025

Dear prospective candidate

Re: Cover Supervisor

I am really pleased that you are considering applying for a post at Yardleys School. We are incredibly passionate about our school. We care about one another and ensure that our teaching and support staff well-being and workload is kept high on our agenda. We work as a team to support one another and care deeply about providing the very best opportunities for our students to succeed, both academically and pastorally.

Our 'gold status' award from Investors in People demonstrates a deep and lasting commitment to employees to ensure they are looked after and supported. We believe that our staff are our most valuable resource and work extremely hard to ensure they are valued and developed.

We are extremely proud of our students and the diverse, multi-cultural community they represent. They are also proud to be part of the Yardleys community and our recent Ofsted report cited exemplary student behaviour and caring relationships between staff and students, rooted in mutual respect.

Thank you for taking the time to consider our school. We have the highest expectations from our staff as our young people deserve no less.

Best Wishes

Gurpreet Basra
Headteacher

COVER SUPERVISOR

NJC Grade 3 £26,409 - £32,654 p.a. pro rata*

Actual salary £23,191 - £28,676 p.a.

36.5 hours per week, term time only

*** Pay award pending**

Start date: September 2025

“Yardleys School is a unique and special place.” *

Yardleys is a thriving, vibrant and heavily oversubscribed 11-16 multi-ethnic stand-alone academy in Birmingham, with 930 students on roll. The diversity of the school population reflects the rich, cultural mix of the local area.

The school is highly focused on raising standards of pupil achievement through a broad and balanced curriculum and students make excellent progress.

The school motto “Working together for a better future” is far more than just words. The collaborative ethos which permeates the school is at the heart of our success. Excellent student behaviour and an extremely well organised school provide the foundation for teachers to focus on delivering outstanding lessons and continuously improving their practice. We pride ourselves on offering all students the opportunity to develop the knowledge and skills needed to be successful global citizens.

This post is an exciting opportunity to join our support staff team. The successful applicant will supervise classes in the absence of the teacher as part of a small, supportive team of Cover Supervisors. You will need to be educated to at least A level standard, have the ability to relate well to young people and maintain discipline in the classroom. Experience of working with young people in a voluntary or paid capacity is essential, as are good IT skills.

When joining Yardleys, you will benefit from:

- A designated **wellbeing day** for all staff
- **Discretionary healthcare membership** to Benenden Health with access to a 24/7 GP helpline, mental health helpline, medical diagnostics & treatment and mobile app with wellbeing classes.
- A keen eye on **staff workload**
- A commitment to **professional development opportunities**.
- A **collaborative approach** with supportive managers.
- An **excellent induction programme** tailored to your job role.
- **State of the art facilities** in a modern PFI building including a staff work room and staff room, that are well-resourced with computers, a vending and drinks machine.
- **Well-behaved students** who are keen to learn
- A **Competitive Pension Scheme** (Local Government Pension Scheme)

“Leaders care deeply about staff. They are mindful of well-being and workload, and staff feel valued and appreciated.” *

***Ofsted March 2023**

To arrange a visit to the school, request more information and to apply please contact Haseena Waseem on:

T: 0121 675 1761

E: Recruitment@yardleys.bham.sch.uk

Or please also visit our website: www.yardleys-vle.com

Closing date: 9:00 am on 18th June 2025.

Yardleys School is committed to safeguarding and promoting the welfare of children. An Enhanced Disclosure will be required for this post and all shortlisted will be subject to an online search. This post is exempt from the Rehabilitation of Offenders Act 1974.

We aim to be an equal opportunities employer and we are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role

COVER SUPERVISOR

JOB DESCRIPTION

Teamwork is central to our philosophy and post holders are expected to be prepared to act flexibly in response to the day-to-day needs of our school.

Post holder:

Job title:	Cover Supervisor
Responsible to:	Assistant Headteacher (Teaching & Learning)
Pay Scale:	Grade 3
Hours:	36.5 hours per week, term-time only
Holiday entitlement:	Paid holiday entitlement of 12 statutory days plus 26 days annual leave (to be taken during school holiday periods)

Job Purpose:

To supervise pupils in teaching areas in the absence of their teacher. To ensure that pupils carry out work set, maintain discipline and keep pupils on task, responding to questions and assisting pupils as required.

Duties and Responsibilities:

- Communicate, distribute and supervise work that has been set by the teacher in accordance with the school policy.
- Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment.
- Assist pupils to undertake work set.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Collect any completed work after the lesson and return it to the appropriate teacher.
- Report back to the teacher as appropriate using the schools' agreed referral procedures on the behaviour of pupils during the class, and any issues arising.
- Provide general clerical/administrative support, e.g. input and retrieval of data into computerised and manual systems, taking registers, etc., as required.
- To provide TA support in the relevant faculty when not required for cover.
- Accompany staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the direction of the teacher/organiser.
- Contribute to the overall ethos/ work/ aims of the school.
- Attend and participate in regular meetings as required.
- Participate in training and other learning activities as required.
- To assist with invigilation of internal and external exams, as required.
- To supervise pupils at lunch and break time.

First Aid:

- In the absence of the School Lead First Aider, to provide emergency First Aid including liaison with parents and pastoral staff as necessary.
- To attend regular First Aid training as required.

General:

- This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent on carrying them out.
- To supervise and monitor learners' behaviour and conduct both within and outside lessons as part of the school duty of care, pastoral and welfare support.
- A job description can never be fully descriptive. It is school policy that in the interests of continued professional development senior staff roles and responsibilities are reviewed and subject to change on a regular basis. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.
- To uphold the school's Safeguarding and Child Protection policies at all times.
- To uphold the School's aims, ethos and values including the Yardleys School Charter.
- To uphold the school's Equal Opportunities policy at all times.
- To perform any other duties commensurate with the role as required by the Headteacher.
- This allocation of duties is subject to regular review.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Job description issued on:

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Signature of Headteacher:

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Copy received by:

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Date:

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COVER SUPERVISOR PERSON SPECIFICATION

SPECIFICATION	ESSENTIAL	DESIRABLE	HOW ASSESSED
Qualification	<ul style="list-style-type: none"> Educated to A-level or equivalent 	<ul style="list-style-type: none"> Educated to degree standard First aid qualification 	<ul style="list-style-type: none"> Application form Checked by original documentation
Experience and Knowledge	<ul style="list-style-type: none"> Work with young people (in either a paid or voluntary capacity) 	<ul style="list-style-type: none"> Experience in a similar role 	<ul style="list-style-type: none"> Application form Interview
Skills and Abilities	<ul style="list-style-type: none"> Good IT skills The ability to maintain accurate records High standards of literacy, both verbal and written Excellent communication and interpersonal skills 		<ul style="list-style-type: none"> Application form Interview
Attributes and Attitudes	<ul style="list-style-type: none"> An enthusiasm for working with young people An ability to work well with parents and staff Alignment to school values and ethos An ability to see beyond the obvious and make connections Self-motivated Resilience Common sense and sense of humour Flexibility Commitment to own professional development Good attendance and punctuality Energy and enthusiasm Enhanced DBS clearance A commitment to safeguarding the welfare of children A commitment to equal opportunities 		<ul style="list-style-type: none"> Application Interview References
Contra Indicators	<ul style="list-style-type: none"> Criminal convictions involving offences against children 		

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.

“Yardleys School is a unique and special place” *

Context and basic information

Yardleys School is a highly successful mixed 11-16 comprehensive and stand-alone academy serving an area of high socio-economic deprivation. Yardleys is a multi-cultural school which reflects the diversity of the local community. 97% of the students are from minority ethnic backgrounds. The percentage of students with English not as a first language currently stands at 84%. The school also has more boys than girls (54% to 46%) on its roll. The school has a much higher than the national average number of students who are eligible for Pupil Premium (43%).

Overall standards and reputation

The school has an excellent reputation both locally and across the city. This is reflected in the school being significantly over-subscribed with a further increase in demand in recent years.

The school is highly focused on raising standards of student achievement and is successful at doing so. Yardleys is consistently in the top 20% of schools nationally and the most recent examination results (2024) we have achieved our best results ever with 52% of students achieving Grade 5+ in English and Maths. The progress of students is above the national average in most subjects.

There are well-established and effective leadership roles and pastoral systems. This has resulted in a very well-ordered school and where indicators such as attendance and exclusions are all better than national averages.

Other indicators of high standards include:

- Positive feedback from staff, students and parents
- High staff retention
- A well organised school
- Excellent standards of financial management and regulatory compliance

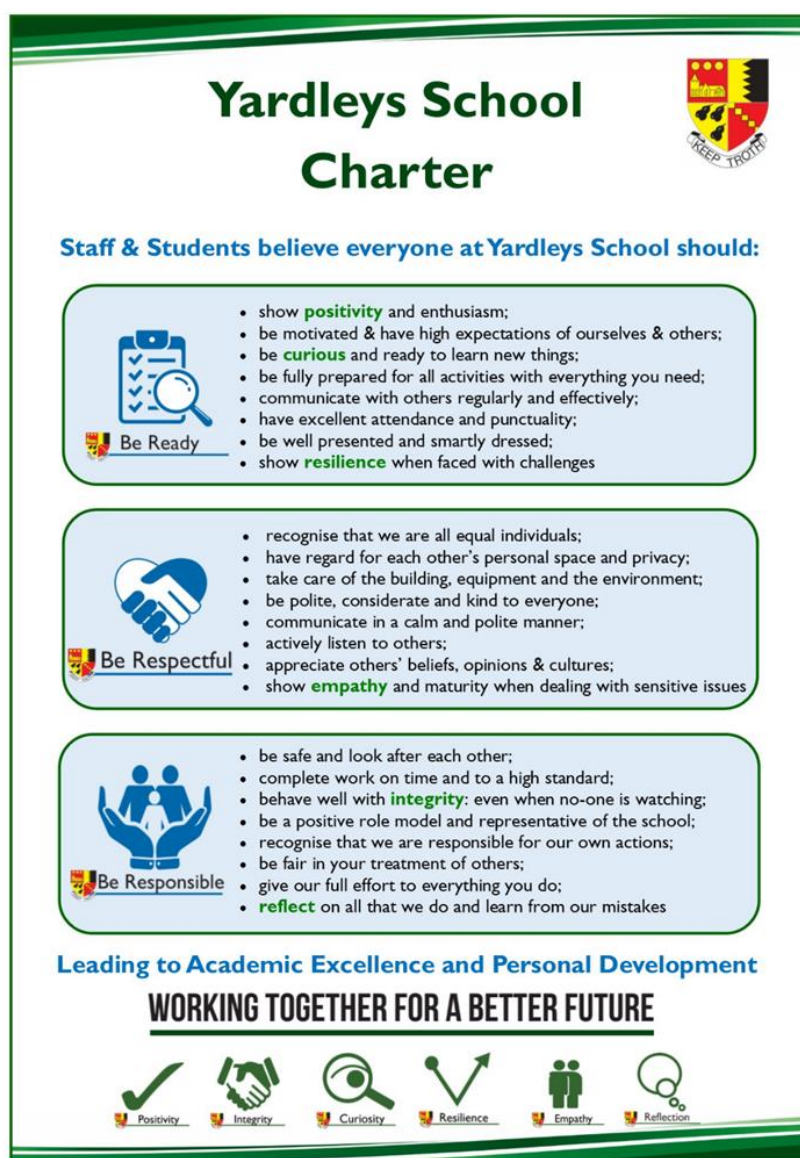
Vision and values

The school has two mottos; firstly the traditional words of ‘*Keep Troth*’ (*keep faith*) – which can be seen on the school badge – signifies the school’s longstanding determination to foster belief and resilience in our young people. The second - ‘*Working together for a better future*’ - again identifies the ethos of collaboration but also the very clear ambition to continually improve the school, the life chances of our students and the wider community.

As well as the overall mission the school has three key aims which informs its work:

- i. To achieve academic excellence
- ii. To educate the whole child
- iii. To work collaboratively and ethically to deliver the highest standards of education

At the heart of everything that we do as a school community are our values of Positivity, Integrity, Empathy, Curiosity, Resilience and Reflection. These together with our three school rules of being 'Ready, Respectful and Responsible' are encapsulated in our Yardleys School Charter.



School leadership and governance

The Senior Leadership Team (SLT) currently comprises six members: Headteacher, Senior Deputy Headteacher, two Deputy Headteachers, an Assistant Headteacher and an Academy Business Manager. SLT members are highly visible around the school and proactively support children and adults alike. The senior team recognise the vital importance of both being organised and communicating regularly with staff. To this end they hold a daily briefing with all staff where notices, reminders and public 'thank yous' are shared every morning. School leadership and management is viewed very positively by staff. The recently introduced Well-being Day provides all staff with the opportunity to request a day to use as they wish.

“Leaders care deeply about staff. They are mindful of well-being and workload, and staff feel valued and appreciated.” *

There is also a wealth of experienced and effective middle leaders including Heads of Department/Subject, Heads of Faculty and Heads of Year. The school has moved towards more distributed leadership with some of these middle leaders having whole school responsibilities.

The school is a stand-alone academy, having chosen to convert in 2013. The trustees recognise the important distinction between governance and management and work tirelessly to ensure the success of the school. Trustees also regularly visit the school to see first-hand different aspects of the school in action.

“Trustees and senior leaders possess a wealth of insight and expertise, coupled with creativity and flair.” *

School leaders and trustees have identified several key priorities for the future development of the school including:

To achieve academic excellence:

- Ensure that the curriculum is consistently implemented and leads to students knowing more and remembering more.
- Develop disciplinary literacy across the school to ensure that students are able to read, write, listen, speak and think critically within the context of different subjects.

To educate the “whole child” so they are ready for life:

- Ensure there is consistency in the expectations of students taking full responsibility for their own behaviour, in and beyond the classroom.
- Enhance strategies to improve students’ punctuality and minimise persistent absenteeism.
- Ensure the continued education of the whole child through an inclusive provision, further enhancing students’ understanding of protected characteristics and British values.

To work collaboratively and ethically to provide education of the highest standard:

- Refine processes for robust quality assurance across all areas to ensure a shared understanding of strengths and areas for development.
- Trustees and SLT to ensure the school is outward-facing, benefitting from strong collaboration, through sharing and receiving best practice.
- Continue to exercise financial prudence through efficient use of existing and new resources and source external funding opportunities.
- Continue to develop a culture of praise, recognition and rewards.

Staffing

One of the main factors in the sustained educational excellence at Yardleys can be attributed to the expertise, commitment and hard work of all staff. There are currently 105 members of staff including 67 teachers.

“All staff share a strong moral purpose and live by the ‘Yardleys Charter.’” *

There is a distinct and highly valued ethos of collaboration and mutual support which makes Yardleys a special place to work. Another key feature at Yardleys is how all staff are respected and treated by both children and colleagues regardless of their role or position. Teachers understand the important role that support staff play in organising and managing issues away from the classroom, which allows them to focus on their classroom teaching and how this significantly reduces their workload.

The School places high importance on the training and professional development of all staff, particularly those new to the School. This includes an induction, mentoring, weekly training sessions and subject collaborative planning. Performance management is far more focused on improvements in teaching practice rather than just exam results. The School has consistently achieved Investors in People status, currently holding the Gold Award.

The academic curriculum

The curriculum shares the same aims as the school, which means a focus on working collaboratively to provide an excellent academic education for all that educates the whole child.

Academically there is a broad and balanced curriculum in place. Subjects such as DT, Media Studies and RE are popular and successful choices for many students. All students study the three separate sciences rather than a combined course at GCSE and we hold a strong belief in the power of studying a language and the range of EBacc subjects.

At the core of the curriculum are the individual subjects and departments that sit within faculties. These are highly effective and well-led with subject teams who are well qualified and experts in their fields. Consequently, there are very good standards of teaching and learning across the curriculum. Across all subjects we place high emphasis on knowing more, remembering more and doing more. Acquiring substantive and disciplinary knowledge is a central tenet of learning and intelligence including the acquisition or development of skills. It also provides cultural capital to our students which again helps them in later life.

There is a school-wide focus on reading and literacy. All students receive at least three 35-minute guided reading sessions per week led by form tutors in which they will read three full texts across the year. We offer additional literacy interventions for students to improve their reading and writing where necessary and have been part of many national programmes such as the current 'Fresh Start' and 'Switch on Reading' programmes. Many subjects across the school continue to have reading as a core element in their lessons.

Other features of the curriculum include: a strong enrichment programme with additional trips and visits to help deepen students' understanding of the work studied; 'Do Nows' are a strong feature across the school; individual and whole class feedback is used effectively to support students and online systems are used to support homework tasks and quizzes. Students are explicitly taught how to study and revise and are provided with a range of online resources to support them. Learning is checked regularly with Deliberate Independent Practice tasks being used to support the ongoing formative assessment taking place and all students sit internal exams during two whole school assessment weeks in December and July.

At the heart of the school's CPD programme are subject mastery sessions where departments come together each week to further and deepen their subject knowledge, improve planning and develop their pedagogical skills and assessment practice. There are also many other opportunities for teachers and support staff to develop themselves professionally with 100+ hours of professional development sessions provided throughout the year. Some of the forms of professional development include access to the school CPD library, regular action research taking place throughout the school,

coaching support provided, sharing good practice with each other through a variety of teacher takeaway approaches, a half-termly teaching and learning newsletter, regular hotspots, opportunities to work across partner schools in a joint practice development programme and a regular professional reading group.

The continual development and refinement of pedagogy is a focus for staff within the school. This is led at all levels with the school's Lead Practitioners, Leaders of Pedagogy and Pedagogy Ambassadors being specialists in the development of this. Yardleys 'Big 5' teaching and learning principles are a fundamental platform for our continual drive for improvement.

In recent years school leaders have understood that whilst there needs to be monitoring and accountability of teaching and academic standards, this needs to be balanced with professional trust, autonomy and workload. This 'intelligent accountability' (or what the educational commentator Mary Myatt calls 'high challenge and low threat') has seen the school adopt approaches such as collaborative peer partnerships and subject reviews and a performance management system that values and rewards commitment to professional improvement and engagement with research rather than a judgment based purely on attainment data.

Educating the 'whole child'

At Yardleys, we prize the education of the 'whole child' as much as academic success. There is an emphasis on traditional values, high standards and expectations in all aspects of school life. Yardleys has outstanding pastoral care including safety, behaviour and personal development. The school operates a year group system. The Heads of Year receive substantial non-timetabled, protected time to carry out their duties to a very high standard and are supported by assistant heads of year. As a result, teachers frequently comment that they are able to focus on teaching in this well-ordered school environment. Yardleys enjoys an excellent local and city-wide reputation in this area and regularly attracts other practitioners who seek to learn from our outstanding pastoral team.

"Leaders and staff insist that pupils behave and attend exceptionally well. Pupils rise to this challenge." *

Students are very hard working and enjoy coming to the school (reflected in the school's excellent attendance statistics). Behaviour is very good with students responding to the regular routines and consistent expectations. Students respond positively and demonstrate good leadership qualities when asked to become involved in school life such as organising charity events, participating in school council discussions or becoming prefects. The many displays of students' work reflect the vibrant and creative nature of the school. The school offers a range of enrichment activities including the Duke of Edinburgh award scheme, educational visits, extra-curricular and sporting opportunities. The school also has a dedicated enrichment period on Wednesday afternoons, during which students can experience such activities as chess, knitting, origami, dance and jewellery-making alongside a range of sporting and other outdoor pursuits.

All teaching staff can expect to be form tutors. There are form periods every day, which are focussed on reading, pastoral issues, homework completion, study skills and personal development.

In terms of personal development, the school has introduced a new, taught course, which covers both statutory aspects (sex and relationships) as well as other important issues such as physical and mental health, careers education and personal finance. Students develop strong values of mutual respect and tolerance of those with different faiths, beliefs and characteristics.

Academy business management

Highly effective business management has, for years, provided the bedrock to the school's high standards and successes. Consequently, the school is extremely well-organised, with well-established and highly effective systems which enable teaching staff to focus on their core business of educating children. This also impacts positively on staff workload and is a major factor in the school's extremely high rate of staff retention and successful recruitment. As a result, all staff are valued equally because students and colleagues can clearly see the important role that everyone plays in the school.

There is excellent financial management and compliance which means the school has been able to set balanced budgets, and has an impressive track record of audit reports.

Partnerships

A significant strength of the school in recent years has been its work to engage with a range of external partners locally, nationally and regionally. Yardleys School is part of a consortium of local schools which offer a range of further support and opportunities for staff. The school has strong working ties with local schools, post-16 providers and the wider local community. The school also works with four ITT providers – the University of Birmingham, Birmingham City University, the King Edward Consortium and Teach First.

Premises and facilities

The school is fortunate to enjoy excellent facilities on a modern, single site which was built under a PFI arrangement. The building is organised into faculty areas with extensive modern facilities for, in particular, ICT, Science, Mathematics, Sports and Performing Arts. The majority of teachers teach in the same location throughout the week. Other features include interactive whiteboards and visualisers. We work hard to continually maintain and update our facilities. The school has extensive playing fields and a sensory roof garden.

Thank you for your interest in our school. More information on many of the points in this document are available on the VLE – www.yardleys-vle.com

We look forward very much to receiving your application.