

# CANDIDATE INFORMATION PACK



Heckmondwike  
Grammar School

## JOB TITLE Curriculum Supervisor Manager

**Are you an organised and approachable individual?**

Then this will be the job for you

An opportunity has arisen for the above post.

This post provides a unique opportunity to work within a high-performing and growing 11 to 18 grammar school with a large sixth-form and exceptional students.

We are delighted to have been named "Secondary School Of The Year", "Soaring 57 places in the UK rankings to 77" out of approximately 6000 secondary schools (state and independent) in the latest Sunday Times Parent Power Guide.

If you are interested in this position, then please visit the vacancies section of our website [www.heckgrammar.co.uk/vacancies](http://www.heckgrammar.co.uk/vacancies).

**SALARY** Range 21 (SCP 21-25)  
(£33,143 – £36,363 per annum)

(£28,413.49 - £31,174.00 pro rata)

**TERM/  
HOURS** 37 hours per week.

Term Time only plus 5 Training Days

We are committed to supporting flexible working and welcome applications from candidates seeking part-time or flexible arrangements.

**CLOSING  
DATE** 9am Monday 29 September 2025

**BENEFITS** Pension Plan with Local Government Pension Scheme  
Cycle to Work Scheme  
Free On-Site Parking  
Free Flu Vaccinations

THE SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT. OFFERS OF EMPLOYMENT ARE SUBJECT TO TWO SATISFACTORY REFERENCES, A SIX MONTH TRIAL PERIOD AND AN ENHANCED DBS DISCLOSURE. WE ARE AN EQUAL OPPORTUNITIES EMPLOYER.



**HECKMONDWIKE**  
GRAMMAR SCHOOL

## Curriculum Supervisor Manager

### About Us:

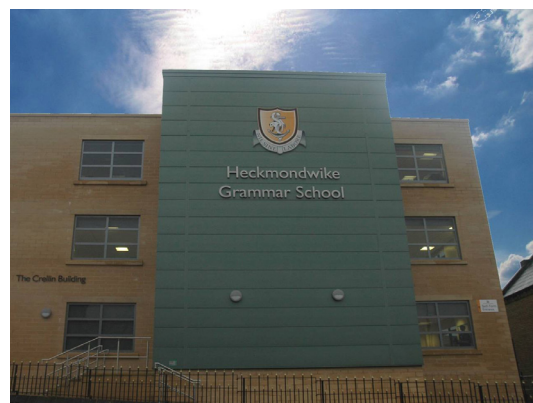
At Heckmondwike Grammar School, our motivation is for our students to enjoy their school days and to become thoughtful, articulate, confident and responsible members of society. In order to achieve this, we rely on our staff to work closely with students, parents and teachers to provide a supportive community, keeping the well-being of our students at the forefront of everything we do.

We are looking for a well-organised, dynamic and efficient Curriculum Supervisor Manager to lead cover supervision in the school. Alongside the appointed candidate there is one other full time curriculum supervisor.

This role is key to ensuring that departments are supported throughout the year by providing high quality cover in the absence of teaching staff and providing support through the production of department resources under the direction of Subject Leaders.

The role is a prominent and vital one for the school, ensuring that both short-term and long-term cover is managed effectively and efficiently, such that a high-quality, tailored school policy in respect of cover is provided at all times.

We are seeking someone who can be responsive to need, deploy cover supervisors as required, confidently cover lessons and recruit from supply pool or agencies as required, as well as co-ordinate the production of curriculum support materials as an on-going activity.



### Responsibilities:

- managing the cover supervision team, providing and co-ordinating support and training as required
- deploying the cover supervision team, and oneself, and pooled teachers to ensure cover is provided for the short-term absence of teachers
- planning provision of cover in advance of known events, ensuring good value for money
- maintaining the Cover module of the SIMS system
- managing the behaviour of pupils
- co-ordinating the curriculum support demands from departments and ensuring resources are produced on time and to a high standard

Specific responsibilities are set out in a detailed job description.

### **The successful candidate will:**

- have experience of leading and managing a team of others
- be confident in working under pressure, dealing with changing situations and meeting tight deadlines
- have the ability to relate well to young people
- hold a minimum of 5 GCSE's including Maths and English at Grade C or above, and preferably be educated to degree level
- have the ability to work effectively with a wide range of young people of varying abilities
- be able to confidently manage a classroom of students
- ideally, but not essentially, have a working knowledge of SIMS and Cover module

### **What will you bring to the role?**

- Outstanding communication and interpersonal skills
- Ability to remain calm under pressure
- Demonstrate a high standard of customer service
- Work well as part of a team, as well as on your own initiative
- Honesty and integrity
- A flexible and open attitude to change
- Suitability to work with children

### **Why Should You Apply?**

Heckmondwike Grammar School is a unique school, with students who are eager to learn, keen to know more and want to enjoy their educational experiences. It is exceptional in many ways: a very diverse school community that produces results of the highest quality.

We work effectively with our young people, really care about them and their futures and have an ultimate success measure of enabling them to proceed to where they want to go.

Excellent relationships between staff and students are the norm, expectations are high and students perform very well as a consequence.

In return, we offer a competitive salary and membership to a Local Government pension scheme

Completed applications should be sent by email to: [recruitment@heckgrammar.co.uk](mailto:recruitment@heckgrammar.co.uk).

### **Safeguarding Statement:**

Heckmondwike Grammar School is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share this commitment.

Full details regarding our Safeguarding Procedures can be found on our website in the Safeguarding section, alternatively, please contact Recruitment to obtain a copy.

### **Protection of children:**

Disclosure of criminal background of those with access to children.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on <https://www.gov.uk/government/organisations/ministry-of-justice>.

Shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.



## HECKMONDWIKE GRAMMAR SCHOOL

### JOB DESCRIPTION

<b>Title:</b>	Curriculum Supervisor Manager
<b>Line Manager:</b>	SLT
<b>Responsible to:</b>	SLT
<b>Salary Range:</b>	Range 21 (SCP 21-25) (£33,143 - £36,363 per annum) (£28,413.49 - £31,174.00 pro-rata for term-time only)
<b>Hours of Work</b>	37 hours per week 7.15am – 3.45pm Monday to Thursday 7.15am – 3.15pm Friday, term- time only plus 5 Training Days

### Professional Characteristics

All staff are expected to be effective professionals who uphold the standards of the school at all times. All staff should inspire confidence, build team commitment, engage, and motivate their colleagues. They should think analytically and take positive action to improve all aspects of their work. They will encourage high standards of academia and personal and professional achievement and be a good role model for stakeholders in the school. They will make an active contribution to the policies and aspirations of the school and their department.

### Main purpose of the post:

- To ensure curriculum areas are supported during times of staff absence and throughout the term by providing cover and support in the production of resources;
- To co-ordinate cover provided in the absence of teaching staff, both short-term and long-term, so that an effective and tailored school policy in respect of cover is delivered;
- To lead and manage the team of Curriculum Supervisors and ensure that all provide a high-quality service which is good value for money, deploying curriculum supervisors and recruiting from supply pool or agencies as required, to ensure that absent staff are covered and that department areas are effectively supported in producing resources to support teaching and learning.

### Main Duties:

#### 1. Curriculum Supervision Management

- 1.1 Manage the Curriculum Supervision (CS) team, providing and co-ordinating support and training as required for all aspects of the role, and leading on quality assurance processes for the team throughout the year. This may include processes such as learning walks and other work scrutiny activities.
- 1.2 Co-ordinate the effective deployment of the CS team to ensure that short-term absence of teaching staff is covered in most cost-effective manner, including deployment of oneself to cover lessons before bringing in agency staff.

- 1.3 Maintain accurate contact lists of available cover staff outside the CS team, including current part-time staff, ex-teaching employees and familiar agency staff contacts, identifying a priority list for contact based on specialism, availability and quality of provision, ensuring that all procedures relating to their employment are completed in conjunction with the HR department before an approach is made or deployment is initiated.
- 1.4 Contact approved agencies or relief staff to arrange cover as necessary working within the annual budget approved by governors. Act as main point of contact for agency staff in school and meet & greet them on arrival in school. Validate timesheets for supply staff as required.
- 1.5 Maintain the Cover Module of the SIMS system or equivalent, ensuring that all entries are accurate and link effectively with the systems used in HR/Personnel.
- 1.6 Monitor the cover work set by absent staff to ensure that all lessons have relevant work left for classes to complete. Liaise with relevant Subject Leaders as/when required to ensure this is the case and any concerns are addressed.
- 1.7 Monitor patterns and produce half termly reports (and others when required) for SLT on statistics relating to absence, cover, deployment, coverage and other elements of work completed by the team and any external agency staff.
- 1.8 Assist the Finance Director in ensuring cover arrangements are charged to the appropriate budget and are cost effective.
- 1.9 In conjunction SLT, amend and change the timetable as and when required to accommodate appropriate cover. This will include assisting with all major events within the calendar which demand alternative arrangements, such as the Year 7 Induction trips, the MFL foreign trips and the summer term alternative plan.
- 1.10 Notify students and staff of room changes as necessary with as much notice as possible.
- 1.11 Assist SLT, in ensuring all necessary safeguarding responsibilities have been undertaken in the recruitment of relief staff. This will include following HR protocols around initiating ID checks and gathering other relevant safeguarding information before any person begins work in school.
- 1.12 To undertake cover duties as required (see below).
- 1.13 To participate in the school's monitoring and evaluation procedures including participating in the annual Performance Development Programme as both a line manager / reviewer and a reviewee.
- 1.14 Assist the Finance Director in ensuring cover arrangements are in place for members of Support Staff where cover is required.
- 1.15 Assist the Finance Director with regards to the agency providers to ensure the school is getting a cost-effective and efficient service for agency supply and to play an active part in the arrangements for any such tender process or using a preferred supplier list.

## **2. Curriculum Support**

- 2.1 To co-ordinate the CS team during periods of non-cover, managing priorities and publishing the availability grid on a daily basis to SLs and SLT.
- 2.2 To liaise with Subject Leaders and/or SLT to quality assure the work done to support departments in the production of resources to support Teaching and Learning.
- 2.3 To direct the CS team to complete any reasonable request made of the team by SLT.

### **3. Curriculum Supervision**

- 3.1 To supervise pupils who are undertaking work that has been set in accordance with school policy so that high quality teaching and learning continues.
- 3.2 To oversee the collection of resources needed in order to deliver the covered lessons.
- 3.3 To effectively communicate the work set by teachers to students, adjusting the method of delivery to address individual needs where possible/required.
- 3.4 To manage the behaviour of pupils whilst they are undertaking their work to ensure a constructive learning environment exists and to apply the school rewards and consequences policies with consistency.
- 3.5 To respond to any questions from pupils about process and procedures promptly so they can continue with the work that has been set.
- 3.6 To deal with any immediate problems or emergencies in accordance with the school policy to ensure that pupil/staff safety is assured.
- 3.7 To collect any completed work after lessons to ensure it is returned to the relevant member of the teaching staff.
- 3.8 To report back to the teacher and, where appropriate, the Head of Year on the behaviour and performance of pupils during class and any issues arising, so that the relevant member of the teaching staff is fully aware of the situation and can plan appropriate subsequent lessons.
- 3.9 To take responsibility for promoting and safeguarding the welfare of the children and young people in school.
- 3.10 To support the work of teaching staff, individual pupils and groups of pupils including the supervision of pupils at break, lunchtime and after school as deemed necessary.
- 3.11 To undertake exam invigilation duties as required during external examination periods.
- 3.12 To undertake appropriate professional development.
- 3.13 To participate in the school's monitoring and evaluation procedures including the annual Performance Review programme.
- 3.14 To liaise on a daily basis with the SLT on staff absence
- 3.15 To accompany visits and field trips as requested under the direction of the lead teacher/organiser.
- 3.16 To assist in the preparation of material, resources and equipment required for teaching and learning including the reproduction, printing, downloading and production of materials.
- 3.17 To assist with the preparation and mounting of display materials around the school.

### **4. General**

- 4.1 To undertake such other duties and responsibilities of an equivalent nature as may be determined by Deputy Head or any member of SLT from time to time, in consultation with the post-holder.
- 4.2 To take reasonable care of the health and safety of self, other persons and resources whilst at work.
- 4.3 To co-operate with SLT as far as is necessary to enable the responsibilities placed upon the School under the Health and Safety at Work Act to be performed, e.g. operate safe working practices.

- 4.4 In all the tasks undertaken, to promote a positive, efficient and courteous image for the school.
- 4.5 To become familiar with and implement school policies and procedures.
- 4.6 To help raise the aspirations and achievements of all students.
- 4.7 To help develop a pleasant and welcoming learning environment for all.
- 4.8 To undertake lunchtime and/or break duties as required.

As part of your wider duties and responsibilities you are required to promote and actively support the schools' responsibilities towards safeguarding and report any concerns. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.





## Curriculum Supervisor Manager - Person Specification

**E = Essential**

**D = Desirable**

<b>1</b>	<b>Aptitudes</b>		<b>Evidenced by</b>
1.1	To be able to communicate effectively with all staff, students and parents	E	A, I
1.2	To have strong organisational and administrative skills, attention to detail and a practical approach to problem solving	E	A, I, E
1.3	To have the ability to think on your feet and make informed decisions under pressure, work flexibly and proactively	E	A, I, E
1.4	To have the ability to lead, manage and motivate others using effective methods of managing a team	E	A, I
1.5	To have the ability to work well within a team	E	A, I
1.6	To be able to hold others to account	E	A, I
1.7	To demonstrate the ability to relate to young people between the ages of 11 to 18	E	A, I
1.8	To be able to take initiative and work independently, planning and prioritising own workload and those of others and managing conflicting demands with minimum supervision	E	A, I, E
1.9	To be enthusiastic, positive and committed to raising achievement	E	I
1.10	To have the ability to promote a positive ethos	E	I
1.11	To have the ability to prepare and prioritise to ensure completion of tasks to meet deadlines	E	A, I, E
1.12	To demonstrate an ability to evaluate and improve own performance and to know when to seek help and support	E	A, I, E
1.13	To have the ability to manage a classroom and apply the school's behaviour policy	E	A, I, E
<b>2 Characteristics</b>			
2.1	The ability to develop and maintain effective working relationships with staff and students at all levels of ability	E	A, I
2.2	Open, honest and approachable	E	A, I
2.3	Willingness to be flexible in order to meet the needs of the school	E	I
2.4	Self-motivated, enthusiastic and hard working	E	A, I
2.5	Sense of optimism	E	I, E
2.6	Professional approach	E	A, I
2.7	High levels of integrity and commitment	E	A, I
2.8	To have high expectations of young people at all levels	E	A, I, E
2.9	To have a commitment to safeguarding and promoting the welfare of children and young people	E	A, I
<b>3 Skills</b>			
3.1	Good ICT skills with the ability to use Word / Excel / Email / Powerpoint	E	A, I, E
3.2	An understanding of the potential for use of ICT for teaching and learning	D	A, I
3.3	Knowledge of the SIMS system	D	A, I, E
3.4	Knowledge of COVER module of SIMS	D	A, I, E



#### 4 Qualifications and Experience

4.1	Minimum of 5 GCSE's including Maths and English at Grade C or above	E	A, I
4.2	Degree	D	A
4.3	NVQ Level 3	D	A, I
4.4	Previous experience of working in a school or with young people	D	A, I
4.5	A good attendance and punctuality record	E	A, I

A = Application Form

I = Interview

E = Exercise



## **Ethos, Values & Aims**

### **Ethos**

At Heckmondwike Grammar School our ethos for the whole school community is based on the school motto “Nil Sine Labore” – Nothing Without Work.

We expect a lot from our students and staff and recognise that hard work brings rewards.

### **Values**

The principal values of our school community are:

- Respect
- Responsibility
- Excellence

### **Aims**

Heckmondwike Grammar School has provided the best education for able students since 1898. As we embrace the opportunities and challenges of the 21st century, we will continue to uphold the traditions, values and high expectations of an exceptional grammar school within an innovative, creative and progressive framework.

At Heckmondwike Grammar School, we work together as a team to achieve academic excellence and personal potential by:

- Providing students and staff with every opportunity to flourish and develop their skills and talents as individuals.
- Providing academic rigour and nurturing ambition and aspiration in our students, such that they become the leaders of the future in high calibre careers, via top university education or direct employment.
- Celebrating diversity, by creating a vibrant, safe and happy school, with a strong sense of community, respect and responsibility to both ourselves and others.
- Challenging and stimulating the minds of our students through excellent teaching, diverse learning opportunities, and a rich, balanced, academic curriculum, such that students develop a life-long love of learning.
- Working hard and playing hard via an extensive extra-curricular programme based on the House system that enriches and extends the curriculum, encouraging students to explore and develop their personal interests and skills.
- Working in close partnership with parents and members of the wider community to provide the best possible education for our students.



## **STAFF BENEFITS**

Detailed below are some of the benefits that will be available to you when you join us.

### **Pension**

- For Teaching colleagues we operate the Teachers' Pension Scheme.
- For Operational colleagues we operate the West Yorkshire Pension Fund.

### **Training and Development**

- We offer a new staff buddy system, where you will be paired with an existing member of staff from another Department, and you will be invited to regular catch up meetings
- Regular professional development sessions are held for all colleagues, who undertake annual performance development reviews, to support any training needs.

### **Parking**

- We have a large car park which allows us to offer free parking to all our colleagues, and you will be issued with a parking permit when you join us.

### **Cycle to Work Scheme**

- Should you wish to cycle to work we have a salary sacrifice scheme in place and we have cycle bays on site for you to use.

### **Health and Wellbeing**

- We offer access to Sovereign Health Care membership. Get money back on your everyday health costs. Good All Round helps cover everyday health expenses, so paying for check-ups and treatment isn't as much of a worry.
- Free access to counselling and the Life Coach, all details will be treated in the strictest confidence.
- The opportunity of benefiting from a free flu vaccination each year, which take place in school for your convenience.

### **Social Events**

- We hold a staff golf event each year, which is open to all colleagues and is intended to be a fun and competitive event, which is usually followed by a meal at a nearby restaurant.
- There are numerous ad-hoc social events throughout the year.