



We Co-operate  
We Pioneer  
We Belong



# Lead Cover Supervisor APPLICATION PACK



Dear Colleague

Welcome to Kingsway Park High School and thank you for your interest in us.

Kingsway Park High School is proud to be a vibrant, inclusive and diverse school with approximately 1350 students, 47 different nationalities and 25 spoken languages. We have state-of-the-art facilities, and we provide an individualised and unique curriculum offer for all students regardless of their starting point, gender, ethnicity, faith or need.

We care for, nurture and develop the whole child while improving aspirations, learning and achievement for all. In addition to ensuring each student's academic potential, we also prepare them to be socially responsible citizens who can flourish in society and give back to their local community. We seek to remove any barriers of inequity, which prevent equality of opportunity so that all students can aspire and be inspired to realise their dreams.

Our school has a strong sense of community, purpose and belonging. We value our students and recognise that success looks and feels different for each one of them. However, what is consistent is our team of passionate, enthusiastic and committed staff who work relentlessly in the pursuit of excellence for the students and community we serve.

We have a strong commitment and belief in developing staff at all levels. We seek to recruit and retain colleagues whose drivers match our school ethos and are committed to their own professional development. Successful candidates will receive a high-quality induction, appraisal, continuous development programmes (including nationally recognised leadership qualifications), and opportunities to contribute to whole school impact projects throughout their Kingsway careers.

I hope you find this application pack helpful in making your decision to apply for this exciting career opportunity. If you have any questions for us, do get in touch, we are always here to help.

I would like to thank you for your application, investment of time and - whatever the outcome - I wish you well in the future.

Yours sincerely



**Simon Ward**  
Headteacher

# Making your application

I hope that when you read this pack you are inspired to apply for the post.

## Application

1. Complete the Altus Education Partnership application form.
2. Provide a supporting statement of no more than one side of A4 which should address the criteria in the person specification.
3. Send your completed application form by email to [recruitment@altusep.com](mailto:recruitment@altusep.com)

## Deadline

The deadline for the post is **16<sup>th</sup> May 2025** (to arrive no later than 12.00 midday).  
Interviews are expected to take place week commencing **w/c 19<sup>th</sup> May 2025**.

## Shortlisting

Regrettably, we are unable to inform candidates who have not been shortlisted. If you do not hear from us, please consider your application unsuccessful this time.

## Salary

The post will be paid on the **School Support pay spine, Scale Point 25 - 29**

## Start Date

**As soon as possible**

## For an Application Pack

1. Visit [www.altusep.com](http://www.altusep.com)
2. Contact Caroline Sullivan – HR Officer: [recruitment@altusep.com](mailto:recruitment@altusep.com)
3. Telephone 01706 769835

## Reward Package & Additional Benefits

We offer a comprehensive package, including membership of our outstanding Teachers' Pension Scheme; our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support and counselling on a range of subjects
- Generous holiday entitlement

*Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974. In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least 1 reference prior to interview.*

# Background Information

## Kingsway Park High School

Kingsway Park High School joined the Altus Education Partnership in February 2022. KPHS students live in and travel to us from communities all over Rochdale and the surrounding areas. We are very proud of the high-quality facilities, resources, and environment that we provide for both staff and students.

We hold our school values of **Trust, Professionalism, Integrity, Respect, Kindness and Effective Communication** at the core of everything we expect from our students. Students are awarded when they consistently demonstrate our values.

If you would like to visit the school to get a feel of who we are and where we are going, we would warmly welcome you.

## Altus Education Partnership

Altus Education Partnership is a Multi Academy Trust and was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from the Trust's desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises four academies, including ourselves. The other three academies are:

- **Rochdale Sixth Form College** which opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has raised achievement in the area dramatically and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly one of the highest performing colleges in the country according to the DfE's Performance Tables and National Achievement Rate tables
- **Edgar Wood Academy** is a secondary school which opened in a new build in 2021 under Wave 13 of the Free Schools' programme. The Academy has already established a strong reputation in the local community and is significantly over-subscribed for 2024-25
- **Bamford Academy** is an Ofsted rated Good school providing a caring and nurturing environment for all of its pupils; it is a popular first choice for many parents and young people in the local community

We are delighted that **Caldershaw Primary School** will join Altus Education Partnership on 1st July 2025.

Altus Education Partnership is now on the cusp of significant and rapid growth, with a high number of schools indicating an interest in joining the Trust, and seven of these schools entering into a Trust Partnership Agreement. This means that while the Trust currently has around 4,500 students and 500 staff over 4 academies, within three years this could easily increase to around 10,000 students, 1,000 staff and 10 or more academies.

Additionally, the Trust has codified and solidified its relationship with a number of key educational partners in the borough. Most notably, and uniquely in the sector, Altus has a Memorandum of Understanding with Hopwood Hall College around the curricula the two colleges offer, and to support transition of students to post-16 education.

# Role Description

<b>Job Title:</b>	Lead Cover Supervisor
<b>Reports to:</b>	Assistant Headteacher
<b>Staff Responsibility for:</b>	N/A
<b>Contract:</b>	Permanent – 37 hrs per week – Term Time only (39 weeks) Hours of work 7:00am – 3:00pm
<b>Salary:</b>	All appointments will be made on the nationally agreed support staff pay spine based on qualification and experience.  The post will be paid on support staff salary scale points, 25 – 29 (£35,235- £38,626)  <b>Actual salary for Term Time only is £30,443 – £33,373</b>
<b>Start Date:</b>	As soon as possible

## Overall Purpose of the Post

We are seeking to appoint a Lead Cover Supervisor to support our team to facilitate the smooth and effective delivery of the curriculum across all school subject areas. The role of a Lead Cover Supervisor demands flexibility and initiative. Your focus will be on supporting progress by providing classroom supervision for students whose regular teacher is absent. You will be expected to deliver pre-planned learning activities and establish productive working relationships with students to maintain the same high standards as their teacher. In addition, as a Lead Cover Supervisor you will lead and manage the provision of effective cover for teacher absences across the school, ensuring minimal disruption to learning. The lead role will oversee a team of cover supervisors and coordinate the deployment of internal staff and agency workers, maintaining high standards of classroom supervision in the absence of teachers.

Our Lead Cover Supervisor position presents an excellent opportunity for candidates who are potentially looking to gain experience to progress into teaching, or for those who aspire to work within the area of SEND and or Social and Emotional Mental Health. When cover lessons are not needed this will be a perfect opportunity for you to develop your skills working with children with SEND and or behavioural difficulties as you will be redeployed to help the pastoral and or SEND team.

## Key Duties

### Cover Coordination and Administration

- Organise and oversee the daily cover for both planned and unplanned teacher absences
- Be the first point of contact for staff reporting absence and record these promptly on SIMS
- Arrange and deploy appropriate cover, using internal staff, agency supply or Cover Supervisors
- Ensure early morning cover arrangements are in place and effective
- Liaise with external supply agencies as required building positive relationships

### **Team Leadership and Development**

- Line manage the Cover Supervisor team and oversee their deployment
- Lead on team induction, training, performance management and appraisals
- Promote clear communication, collaboration and consistency within the team and the wider school community

### **Cover Supervision**

- To act as a Cover Supervisor responsible for supervising pupils in the completion of work in a teaching environment.
- To ensure that pupils complete work set and that the classroom/environment is managed during the cover period.
- To liaise with subject teachers and develop skills in delivering high quality cover lessons.
- Implement the Behaviour for Learning Policy in the teaching environment.
- To record rewards and sanctions.
- To work collaboratively with subject teachers in the delivery of teaching and learning and to ensure that pupils' progress and experiences are recorded.
- To contribute to the planning for the delivery of teaching and learning for pupils
- To be familiar with the schemes and units of work used at both key stages in faculties.
- To supervise pupils in a range of settings and manage programmes of work.
- To invigilate examinations as and when required.
- Promote, support and facilitate inclusion by supporting participation of all students in learning and extracurricular activities.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning.

### **Working with Colleagues and Other Relevant Professionals**

- Communicate effectively with other staff members and students, and with parents /carers under the direction of the class teacher.
- Communicate their knowledge and understanding of students to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the students they work with.
- Understand their role in order to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- Develop effective professional relationships with colleagues.
- Participate in KPS daily duty rota.
- Promote the safety and wellbeing of students and help to safeguard students' well-being by following the requirements of Keeping Children Safe in Education and the school's child protection policy.
- Keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

### **Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to help ensure everyone has equal access to the services of the college and feels valued, respecting their social, cultural linguistic, religious and ethnic background.
- Contribute to the school ethos, aims and development/improvement plan.
- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities including performance management as required.

### **Other:**

- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An enhanced DBS check will be carried out on the successful candidate.
- The Trust is committed to equal opportunities for all.
- The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.
- The terms and conditions are specified within the contract of employment.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

# Person Specification

No.	CATEGORIES	Assessed by:		
		Essential/ Desirable	App Form	Interview
1.	5 A*- C GCSEs or equivalent including English and maths.	E	√	
2.	Evidence of further or higher qualifications in numeracy / maths, literacy / English and/or science.	E	√	
<b>EXPERIENCE</b>				
3.	Experience of working with children with SEND / Behaviour / Social Emotional / Mental Health issues	E	√	√
4.	Experience and passion for working with children aged 11-16. Ability to engage students, inspiring learning & promoting success	E	√	√
5.	Experience of supervising lessons or working in a classroom support role	E	√	√
6.	Experience of managing or coordinating staff in a school or similar setting	D	√	√
7.	Experience arranging and monitoring cover for absent staff	D	√	
8.	Experience of working with school safeguarding, data and attendance platforms (SIMS, Class charts, CPOMS)	D	√	
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
9.	Strong organisational and time management skills	E	√	√
10.	Very good practitioner of 'in classroom support' as well as wider student mentoring and emotional support	E	√	√
11.	Knowledge of active learning and teaching styles and support mechanisms	E	√	√
12.	Strong competence in the use of ICT including Microsoft Office	E	√	√
13.	Ability to contribute positively to teams, share ideas & develop resources cooperatively	E	√	√
14.	Ability to be adaptable & flexible	E	√	√
15.	Effective inter-personal & communication skills with the ability to motivate and encourage.	E	√	√
16.	Commitment to high standards & expectations – no accepting of second best in students and staff	E	√	√
17.	Determination to promote equality of opportunity	E	√	√
18.	Ability to offer enrichment & contribute to wider school life	E	√	√
19.	Commitment to valuing the individual and boosting their self-belief and worth – <i>an unconditional positive regard for young people</i>	E	√	√



20.	Ability to remain calm and professional in a fast paced environment	E	√	√
21.	Further relevant qualifications in working with children with SEND, counselling, mentoring, mental health etc	D	√	√
22.	Able to use interactive ICT systems for learning and teaching	D	√	√
<b>PERSONAL CHARACTERISTICS</b>				
23.	An unwavering commitment to the Altus Education Partnership's vision, mission and values	E	√	√
24.	Willing to be accountable and to take personal responsibility for own actions.	E	√	√
25.	Resilience and the ability to grow professionally and flexibly within a start-up and developing organisation	E	√	√



Kingsway Park  
HIGH SCHOOL



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