



Wright Robinson College

Cover Supervisor

RECRUITMENT INFORMATION



WRIGHT ROBINSON
COLLEGE

OUR

MISSION

STATEMENT

VALUES & ETHOS

Our Values



All members of our college community will be given every opportunity to develop and achieve their full academic potential.



All members of our college community will contribute to ensuring that we provide a safe, secure and caring environment.



All members of our college community will celebrate the diversity of our community and celebrate our successes and achievements as one.



All members of our college community will demonstrate resilience at times of adversity.



All members of the college community will treat others with respect.



All members of the college community will be treated fairly.



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Team Wright Robinson is fully committed to inspiring its students to achieve academic excellence, good character and resilience. This will enable our students to be instrumental in contributing to and shaping British Society in an internationally competitive world.



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A WARM WELCOME

Thank you for your interest in working at Wright Robinson College. I am immensely proud to be Headteacher at the College. In our recent 2021 Ofsted report, we have maintained our 'Outstanding in all Areas' status from 2016. Visitors, and Ofsted comment on the exemplary behaviour demonstrated by our extremely courteous and respectful students and upon the calm and welcoming atmosphere here at Wright Robinson.



We are an 11-16 provision and place ourselves at the heart of the community, a college that prides itself on equipping our students with the knowledge and skills to influence an ever-changing, internationally competitive world.

Staff support, wellbeing and CPD is really important to us here at Wright Robinson which was reflected in our 2021 Ofsted report:

"Staff are exceptionally proud to work at Wright Robinson. They benefit extremely well from leaders' genuine desire to manage workload and care for their well-being. Leaders provide extensive opportunities for teachers to access subject training and to work collaboratively."

We have over half a century's experience in educating young people which is illustrated through our results in public examinations, where our students consistently perform at rates significantly higher than the expected norms.

Students are taught by academic specialists with a passion for their subject, creating an environment where our students

believe that anything is achievable. We place great emphasis on creating leaders, whilst recognising the need to work co-operatively with others.

Our 'Team Ethos' permeates all aspects of college life, a life which here at Wright Robinson is so much more than what happens in the classroom. We seek applicants who can align with our culture of mutual respect, a positive outlook and a 'can-do' approach. The college has state of the art facilities creating, for staff and students alike, an attractive site and a pleasant working environment.

Our sporting successes are nationally renowned and our work in areas such as music, drama and art further enrich the student experience.

I am extremely pleased that you are interested in applying to work at Wright Robinson College and I look forward to receiving your application.



Martin Haworth
Headteacher



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Wright Robinson College

Headteacher: Martin Haworth

Cover Supervisor

Salary: Grade 5 SCP 13-19 £26,873 - £29,777 FTE (Actual salary term-time only £22,521 - £24,955)

Start Date: ASAP

Contract: Full Time. Permanent. Term-time only (TTO)

Apply by: 9:00am Friday 19th January 2024

We are seeking to appoint a Cover Supervisor to support our teaching team to facilitate the smooth and effective delivery of the curriculum across all school subject areas. The role of a 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 in a stimulating and orderly learning environment.

Our Cover Supervisor positions present 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 Social and Emotional Mental Health. We are ambitious for growth and the development of our staff members and pupils and as such, there will be opportunities for progression for successful candidates.

Wright Robinson College is outstanding in every area of the Ofsted Inspection Framework (2021). As an 'Outstanding School,' we are fully committed to continuing to further raise academic standards and attainment, across an academic curriculum.

Wright Robinson College is committed to staff development and if you join our team, you will be based in a friendly and supportive school with a state-of-the-art building, providing access to the latest resources to facilitate learning. As well as offering you a competitive salary and access to our BUPA Employee Assistance Programme, which provides all of our staff with access to free counselling and a 24/7 health line, you will be provided with free access to on-site gym facilities, swimming pool and free on-site parking. Located on the east side of Manchester, we are easily accessible through local and regional transport links.

Have you got the desire, experience and ambition to join our Team? If so, we would be delighted to hear from you. Informal enquiries can be directed to Ms Ward, Director of HR on 0161 370 5121.

For further information on the position, to see what our staff have to say about working for us and for details on how to apply, please follow the link below:

<https://www.wrightrobinson.co.uk/Vacancies-Non-Teaching/>

All applications should be made via the TES website. We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible



Statement on Equality

We are an Equal Opportunities Employer and we positively welcome applications from candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Statement on Safeguarding

Wright Robinson College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As such, all posts are subject to a safer recruitment process, including online checks and the disclosure of criminal records. It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children. When appointing new staff, we will ask shortlisted candidates to complete a self-declaration of their criminal record and to provide any information that would deem them unsuitable to work with children.

Criminal Offences

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act (Exemptions) Order 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent 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 the Disclosure and Barring Service website or at <http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>.

Shortlisted candidates will be asked to provide details of any convictions 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 & Barring Service before your appointment is confirmed.

GDPR

A copy of our Privacy Notice is available on our website.





Wright Robinson College

Headteacher: Martin Haworth

Cover Supervisor: Job Description

JOB TITLE

Cover Supervisor

SCALE/SALARY

Grade 5 SCP 13-19 £26,873 - £29,777 FTE (Actual salary term-time only £22,521 - £24,955)

RESPONSIBLE TO:

Headteacher, Deputy Headteacher, Assistant Headteacher, Extended SLT.

JOB PURPOSE

To act, under the guidance of teaching staff, as a Cover Supervisor for absent members of staff. This will involve covering timetabled lessons, delivering specified teaching and the supervision and management of class groups.

The role of Cover Supervisor will involve mentoring responsibilities for pupils who require support. The focus will be on supporting the improvement of learning and behaviour.

Duties and Responsibilities

1. To act as a Cover Supervisor responsible for supervising pupils in the completion of work in a teaching environment. Acting under the direction of a qualified teacher and subject to the College's Scheme of Supervision.
2. To ensure that pupils complete work set and that the classroom/environment is managed during the cover period.
3. To liaise with subject teachers and develop skills in delivering high quality cover lessons.
4. To implement the Behaviour for Learning Policy in the teaching environment.
5. To record rewards and sanctions on the College's electronic monitoring system.
6. To work collaboratively with subject teachers in the delivery of teaching and learning and to ensure that pupils' progress and experiences are recorded. These records will be used to inform Individual Education Plans and Pastoral Support Programmes.
7. To contribute to the planning for the delivery of teaching and learning for pupils being supported, to an agreed schedule. This will involve contributing to the preparation of teaching and learning materials and subject matter.
8. To be familiar with the schemes and units of work used at both key stages in faculties.
9. To ensure that all records are updated and those with responsibility for monitoring are informed of pupils' progress/behaviour.

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10. To supervise pupils in a range of settings and manage programmes of work.
11. To invigilate examinations as and when required.
12. To implement and adhere to the College's Equal Opportunities Policy.

The above list of job duties is not exclusive or exhaustive and the postholder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.



Cover Supervisor: Person Specification

AF – Application Form

SP – Selection Process

Specification	Essential/ Desirable	Method of Assessment
QUALIFICATIONS / PROFESSIONAL MEMBERSHIP		
<ul style="list-style-type: none"> Honours Degree 	D	AF
<ul style="list-style-type: none"> Minimum of 5 GCSE's including English and Maths at Grade 9-4 (A* to C) or above 	E	AF
KNOWLEDGE AND SKILLS		
<ul style="list-style-type: none"> High level of oral communication skills including the ability to communicate effectively in a variety of situations 	E	SP
<ul style="list-style-type: none"> Excellent organisational skills 	E	AF
<ul style="list-style-type: none"> The ability to work under your own initiative, whilst appropriately escalating matters as required 	E	AF
<ul style="list-style-type: none"> To be able to work constructively as part of a team, understanding school roles and responsibilities and your own position within these 	E	AF
<ul style="list-style-type: none"> Knowledge of relevant SEND legislation and Code of Practice, and an understanding of its implications in practice 	D	SP
<ul style="list-style-type: none"> Knowledge of school practices and processes, and how pupils with SEND are likely to make good progress 	D	AF
<ul style="list-style-type: none"> Demonstrate effective skills in conflict resolution 	D	SP

PERSONAL QUALITIES		
<ul style="list-style-type: none"> The ability to maintain confidentiality at all times 	E	AF
<ul style="list-style-type: none"> Able to demonstrate a high level of personal resilience in demanding situations 	E	AF
<ul style="list-style-type: none"> A commitment to your own continuous professional development. 	E	AF
<ul style="list-style-type: none"> Personal commitment to the College's professional standards, including dress code, as appropriate. 	E	AF
<ul style="list-style-type: none"> The post will require enhanced DBS clearance. 	E	SP
<ul style="list-style-type: none"> To promote Health & Safety, Safeguarding policies and Equality & Diversity across the Trust. 	E	AF



WHY WORK

FOR US?



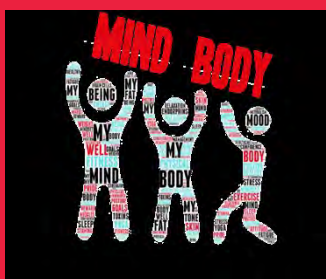
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STAFF BENEFITS

- BUPA Healthy Minds Employee Assistance Programme (Free access to telephone or face-to-face counselling)
- State of the art facilities, including on-site gym/swimming pool
- Cycle to work scheme
- Local Government Pension Scheme/Teacher's Pension Scheme
- Strong programme of CPD/Staff development
- A focus on staff work-life balance and well-being
- Staff sports events/Fitness Friday
- Staff library provision

<https://www.wrightrobinson.co.uk/Vacancies/>



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OFSTED REPORT

OUTCOME

Wright Robinson College was inspected in October 2021 and continues to be an outstanding school.



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WHAT IS IT LIKE TO ATTEND THIS SCHOOL?

Pupils are proud to be part of this exceptional school. They are adamant that it is a safe, happy and harmonious place to learn. Pupils thoroughly enjoy coming to school to learn. They say, ‘Every aspect of school life is about teamwork.’

All pupils, including pupils with special educational needs and/or disabilities (SEND), achieve exceptionally well. The ambitious curriculum motivates and engages pupils to work extremely hard. Staff have very high expectations of each of them.

Pupils concentrate fully on their learning. They relish the opportunity to master new challenges. Pupils are highly appreciative of the learning opportunities that teachers provide. Pupils are fiercely proud of their successes.

Behaviour is exemplary. Pupils are extremely courteous and respectful. Pupils of all ages get along exceedingly well. They are accepting of each other’s differences. Pupils have no concerns about bullying. They said that it would be ‘out of the ordinary’. Should any bullying occur, pupils are confident that teachers will ‘shut it down immediately’.

Pupils spoke with great pride about the extensive range of leadership, charitable and enrichment opportunities on offer. They delight in developing new skills and in finding new ways to contribute to the wider community. Pupils develop into highly confident, articulate and responsible young adults who are ready to ‘shine’ in the world.

WHAT DOES THE SCHOOL DO WELL AND WHAT DOES IT NEED TO DO BETTER?

Leaders, governors and trustees have created a distinctive school with a clear purpose. They are deeply committed to ensuring that every pupil can flourish, irrespective of their personal circumstances. A culture of high aspirations and a can-do approach to learning pervade the school.



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