



Proud to be part of
GREENSHAW
LEARNING TRUST



HOLMLEIGH PARK

HIGH SCHOOL



COVER SUPERVISOR

Start Date: 24th February 2020

Salary: Grade G Point 8 – 20 (£19,945 – 25,295)

Status: Permanent,

Working Hours: 36 hours per week, 39 weeks (which includes 5 INSET Days)
Term-time only

INTRODUCTION

Thank you for taking an interest in joining us as a Cover Supervisor.

Holmleigh Park is an ambitious academy located in Tuffley, Gloucester. We believe that all children have limitless potential, and are proud to offer a comprehensive education to all students in our local community. We expect all staff, students and parents to embrace our three principles - **Work Hard, Be Kind, Take Responsibility** - so that our students leave school as ambitious, confident and successful young adults with the highest standards of integrity.

Why join us?

- **Impeccable behaviour:** Our centralised behaviour simple is incredibly simple, meaning every minute of every lesson – including cover lessons - is disruption-free.
- **A common-sense approach to workload:** We only expect live-marking in class, and we work collaboratively across the trust to ensure all lessons are resourced centrally.
- **The opportunity to make a difference:** Our school is improving incredibly quickly, and we're proud to offer all local students a standard of education which we fully expect to outpace the local grammar schools within two years.
- **The quality of living:** Our easily accessible location is just 15 minutes from the Cotswold Hills, and is within commuting distance from Cheltenham, Bristol and Cardiff.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, which collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing their own distinctive characters. Join us and see why we are one of the fastest improving MATs in the country.

Our website provides a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours. We welcome visits or conversations with prospective applicants. To arrange a tour or a confidential phone call, please contact Mrs Harrison (l.harrison@hphigh.co.uk).

We are committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

I look forward to hearing from you soon.



Patrick Farmbrough
Headteacher

JOB DESCRIPTION

This is an extremely exciting time to join Holmleigh Park High School. Within just a few months of the school joining the Greenshaw Learning Trust and relaunching itself as Holmleigh Park High School, we have ensured that all lessons are 100% disruption-free. We are now looking for an ambitious, enthusiastic and resilient practitioner to work as one of two cover supervisors.

At Holmleigh Park, we take a slightly different approach to cover. Cover lessons are normally centrally based in our hall, which is manned by our cover supervisors. Work is either submitted in advance, or students are expected to self-quiz from their Knowledge Organisers. Our high standards of behaviour mean that students do this effectively, so that cover lessons become highly effective revision sessions.

Job Purpose:

To cover the short-term absences of teaching staff, as directed,

- ensuring that work set for classes is communicated to students
- supervising and managing the behaviour of students during the lesson
- monitoring the completion of tasks set
- support with development plans and activities for students as required
- to support in marking students work, as and when necessary

The successful applicant will:

- Believe passionately that all students can make outstanding progress, regardless of their starting point
- Set exceptionally high expectations for students' behaviour and work ethic
- Have excellent communication skills, and display patience and resilience in dealing with students
- Reflect constantly on their own practice and welcome feedback
- Be flexible and relish the excitement of working in a rapidly improving school

The main duties and responsibilities of this post include:

- Setting the highest standards and behavioural expectations in lessons and around the school
- Communicating with parents and working in partnership with them to promote positive behaviour from all students
- Committing to and supporting the school's policy and practice in relation to safeguarding and child protection
- Undertaking such other duties and responsibilities as may be reasonably requested by the Office Manager or the Senior Leadership Team, in accordance with the relevant Pay and Conditions document.

Key Contacts

- Daily involvement with teaching staff, other support staff and pupils of the School.
- Special needs work will normally involve occasional contact with other agencies, including psychologists or other specialists.
- Contact with parents and other visitors, including students on work placements.

Other Job Requirements

Safeguarding Children

The Trust is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.

Job Context

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements.

The post holder may well be handling information of a highly confidential nature, it is essential he/she is aware of the need for discretion.

Problems and Decision Making

The post holder must exercise responsibility for the welfare and safety of pupils at all times, intervening where necessary to ensure safe and proper conduct.

You will be expected to respond appropriately to questions or challenges presented by the pupil(s) being supervised.

Physical Effort

Occasional lifting may be required to move equipment and resources but is not a significant factor.

Working Environment

Most activities will be undertaken within the school premises.

Equipment

Use of computer and other audio visual aids to support teaching and learning activities.

Whilst every effort has been made to explain the main duties and responsibilities for the post, the list is not exhaustive and may not identify each individual task to be undertaken. The job description, in conjunction with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

PERSON SPECIFICATION

| Education | |
|--|---|
| Essential | Desirable |
| <p>A good standard of education to at least GCSE Grade C level or equivalent in English and Mathematics</p> <p>Confident using Microsoft Office applications, and the ability to learn new ICT systems</p> <p>A commitment to continued professional development</p> | |
| Experience | |
| Essential | Desirable |
| <p>Experience of working in a school and/or with young people</p> | <p>Experience working with young people</p> |
| Knowledge and skills | |
| Essential | Desirable |
| <p>Good discipline/classroom management</p> <p>An understanding of young peoples' social, emotional and educational development needs</p> <p>Outstanding organisational skills</p> <p>Strong interpersonal, written and oral communication skills</p> <p>Confidence and experience in the use of ICT for administrative</p> | <p>An understanding of the learning environment in which schools operate, including health and social care issues</p> |
| Personal Qualities | |
| Essential | Desirable |
| <p>High expectations for accountability and consistency</p> <p>Ambition and vision</p> <p>A commitment to sustaining and raising achievement, attainment and aspirations of all students</p> <p>Collaborative style of working</p> <p>Ability to work under pressure and remain positive, enthusiastic and resilient</p> <p>Reflective and analytical</p> <p>Unbridled optimism, energy and resilience</p> <p>High levels of professional integrity</p> <p>The ability to work independently and face the challenges of managing change</p> <p>Potential and capacity to grow professionally</p> <p>Ability and desire to make a significant contribution to the School as a whole</p> <p>Commitment to working within the School's Safeguarding Policy and Procedures</p> | <p>A desire to participate in the extra-curricular life of the school</p> |

The Application Process

All details, including the application form, can be found on our website: www.hphigh.co.uk. Pre-application visits and/or phone conversations are welcomed. Please contact Mrs Harrison (l.harrison@hphigh.co.uk) to arrange a confidential visit or telephone call to discuss the role.

The school reserves the right to commence the interview process at any time prior to the closing date so early application is recommended. Completed application form should be sent to l.harrison@hphigh.co.uk, no later than **Wednesday 12th February**. Please note we do not accept CV's.

Shortlisting

Shortlisting will take place on **Monday, 24th February**. Shortlisted candidates will then be invited by telephone to then attend an interview. Please make sure that you have clearly indicated day and evening telephone numbers on which you can be reached. References will be requested after shortlisting.

Interviews

Interviews will be held **as soon as possible after the closing date**. The process will consist of practical tasks and a formal interview. Candidates will be notified of the outcome as soon as possible after the interview process.