



Information for Applicants

Cover Supervisor

Grade E
£22,021- £24,313
(Actual salary £14,095 - £14,664)

Fixed Term – Term Time Only

30.42 hours pw

Tadcaster Grammar School
Toulston
Tadcaster
LS24 9NB

Telephone: 01937 833466

Email:
recruitment@tgs.starmat.uk

Headteacher: Mr A Parkinson

Thank you for your interest in the post of Cover Supervisor

This is a temporary position in the first instance. To commence September 2022.

TGS is a large and high achieving 11-18 comprehensive school and one which has a unique 'family' feel. We deliver a broad and rich curriculum, provide excellent pastoral support and pledge to deliver really high quality experiences for all our students. A commitment to professional learning is at the heart of our success here; we have high expectations of colleagues but provide great support and opportunities in return.

When I first arrived at TGS in September 2019 there were a number of things that immediately impressed me. The first was the very open and welcoming nature of the school from both the staff and students. The second was the sheer variety of activities which are offered both within the curriculum and after school hours. Finally it was apparent that TGS was a school with a strong reputation for looking after its students and where high standards of conduct are non-negotiable.

At TGS we do not limit our definition of achievement simply to traditionally academic pursuits, we believe in developing well rounded individuals and, as such, we make a significant investment in the areas of sport, creative and performing arts

If you feel you are ready for the challenge and would like to know more about the school and its activities please take a look at our website at <https://tgs.starmat.uk/>.

Thank you for your interest in this post.

Yours faithfully

Mr A Parkinson
Headteacher

THE SELECTION PROCESS

If you wish to apply for the post of Cover Supervisor, then you should complete the STAR MAT online application form <https://bit.ly/STARSupportApp>

Your supporting statement must not exceed two sides of A4 and should address the following points:-

- Relevant training and experience
- Personal skills and qualities
- Why you want the job

Remember when addressing the above, *less is sometimes more.*



Timeline for the selection process

Post advertised	22 Aug 2022
Closing time/date for applications:	9 AM, 13 September 2022
Short listing:	13 September 2022
Invitation to interview by telephone/ Confirmation by email:	14 September 2022
Selection day:	19 September 2022

Appendices

1	The School Vision and Values Statement
2	Job description and person specification for the role of Cover Supervisor

Appendix 1: The School Vision and Values Statement

	<p>Creating outstanding education in all of our schools to enable every young person to flourish and realise their full potential.</p>		<p>Be your best self, be:</p> <p>Ambitious Resilient Responsible Respectful</p>
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OUR VISION *(Our cause; our key belief)*

<p>Be your best self</p>	<p>During their 7 years with us at the school, we want all students to maximise their potential through excellent academic and personal development.</p> <p>Each individual should also be:</p> <ul style="list-style-type: none"> ● aware of the needs of others in their thoughts and actions; ● empowered to control their own well-being; ● able to achieve fulfilment in their current and future lives.
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OUR CORE VALUES *(These should be seen, experienced & lived)*

All staff and governors at Tadcaster Grammar School are expected to recognise and uphold the STAR Multi Academy Trust **values** of trust, openness and service. In addition:

All **staff** are expected to consistently model the following **values** which underpin everything we do, every day:

<p>Students considered first</p>	<p>All of our decisions should put the needs of students first. All students will be known well, included, valued and heard.</p>
<p>High expectations - no limitations</p>	<p>We do not prejudice potential by preconceptions about individuals or groups of students.</p>

The right curriculum experience for each student	We respond to the aspirations and needs of individual students with a broad and balanced curriculum and diverse co-curricular offer.
The best support for each student	Students are individuals with their own needs and requirements; our care and pastoral support systems need to reflect this.

All **students** are expected and supported to show the following **values** in everything they do in school, every day:

Ambition	To show a desire and determination to achieve success.
Resilience	To show a determination to achieve success
Responsibility	To take ownership for their actions and work in and out of school.
Respect	To be considerate to themselves and others.

Appendix 2: Job Description

Job Title: Cover Supervisor

COVER SUPERVISOR

JOB DESCRIPTION

Grade: Grade E

Hours: Term – Time only (39 weeks or 195 teaching / training days)

A Cover Supervisor will be paid for 6 hours 5 mins per day, 8.30am-3.15pm.

Individuals will receive a 25 minute paid morning break and may undertake a 20 or 40 minute lunchtime duty as overtime, which can be claimed for.

Responsible To: Office Manager

Job Purpose: Cover is only used for **short term absence**. Short term absence occurs when individuals have a number of absences in relative short spells of time. Longer term absence (maternity leave, long term sick leave) should be covered by a teacher.

This role requires an enhanced DBS Clearance

All staff and governors at Tadcaster Grammar School are expected to recognise and uphold the STAR Multi Academy Trust **values** of trust, openness and service. In addition:

Staff are guided by the following **values** which underpin everything we do, every day:

Students considered first	All of our decisions should put the needs of students first. All students will be known well, included, valued and heard.
High expectations - no limitations	We do not prejudice potential by preconceptions about individuals or groups of students.

The right curriculum experience for each student	We respond to the aspirations and needs of individual students with a broad and balanced curriculum and diverse co-curricular offer.
The best support for each student	Students are individuals with their own needs and requirements; our care and pastoral support systems need to reflect this.

Main Responsibilities

To provide short term cover for absent teaching staff or teaching assistants, allocating pre-prepared work, keeping pupils on task and managing the behaviour of pupils during class. The role does not involve planning, preparing, delivering lessons or assessing and reporting on the development progress and attainment of pupils.

To provide feedback to the regular teacher.

To ensure that student behaviour is monitored and the 'Basic' standards of the School are maintained.

To undertake other duties for example, classroom support for students, assist with or undertake administrative tasks etc. when not scheduled to cover lessons

Overall

Operational

- Supervise pre-prepared activities and self-directed learning in the absence of the teacher to enable continuity of learning
- Provide support and encouragement to pupils, and manage classroom organisation during the cover lesson
- Manage the behaviour of pupils through the implementation of the school behaviour policy and practices, and encourage pupils to take responsibility for their own behaviour

Collect any completed work at the end of the lesson and return it to the appropriate person

- Prepare the classroom/ resources for lessons, ensuring that resources are cleared away at the end
- Undertake administration and any other duties that might be reasonably required commensurate with the grade of the post
- Supervise pupils and provide access arrangements for pupils sitting internal and external examinations ensuring that examinations comply with Examination Board Regulations

Participate in the school's procedures for appraisal, training and other learning activities

Communications

- Establish rapport and respectful, trusting relationships and communicate effectively with pupils
- Communicate pupil work as set out by the classroom teacher
- Report back as appropriate using agreed referral procedure on the behaviour of the class

Safeguarding

Show an awareness of and comply with the policies and procedures relating to child protection and safeguarding.

Show a commitment to safeguarding and promoting the welfare of children, young people and adults, recognise signs of change, danger or risk of harm and raise concerns as appropriate.

Provide relevant information, produce reports, attend and contribute to strategy meetings, CIN/CP meetings as required.

Undertake training to ensure knowledge around safeguarding is up to date.

Skills Development

Practice Continuous Professional Development.

Attend team and staff meetings.

Engage in the school's performance management process.

Systems and Information

- Record information on student behaviour, attendance, truancy from school, sanctions and exclusions. Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality
- Provide feedback to teachers and other professionals as required

Planning and organisation

Contribute to the development of behaviour and attendance policies, practice and procedures for the school.

Data Protection

To comply with MAT policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.

Equalities

To engage in opportunities to develop an understanding of all aspects of inclusion and equal opportunities issues.

Health and Safety

To be aware of and implement health and safety responsibilities as an employee and where appropriate any specialist or managerial health and safety responsible defined in the Health and Safety policy and procedure.

To be fully aware of the risk assessment process.

The post holder may, in addition, be asked by their line manager or the school's Leadership team to carry out other

such reasonable duties as may be required for the benefit of the school and the students' education.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Whilst the job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

Appendix 2b: Person Specification

Job Title: Cover Supervisor

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Knowledge</p> <ul style="list-style-type: none"> ● Knowledge of administration and office systems 	
<p>Experience</p> <ul style="list-style-type: none"> ● Managing behaviour ● Experience of working with groups of relevant age pupils 	<ul style="list-style-type: none"> ● Managing behaviour of 11 - 16 year olds ● Experience of working with pupils of a relevant age in a learning environment
<p>Occupational Skills</p> <ul style="list-style-type: none"> ● Good interpersonal and communication skills: able to communicate effectively with pupils ● Good understanding of pupil development and learning processes ● Understanding of classroom roles and responsibilities 	

<ul style="list-style-type: none"> ● Computer literate 	
<p>Qualifications</p> <ul style="list-style-type: none"> ● Appropriate first aid training ● Literacy & numeracy qualification e.g. Level 2 qualification or equivalent 	
<p>Personal Qualities</p> <ul style="list-style-type: none"> ● Ability to adapt to change ● Emotional resilience in working with challenging behaviours and attitudes to use authority and maintaining discipline. ● Attention to detail, neatness and accuracy ● Organisational skills ● Confidentiality 	
<p>Other Requirements</p> <ul style="list-style-type: none"> ● To be committed to the school's policy and ethos. ● To be committed to Continual Professional Development. ● Motivation to work with children and young people. ● Ability to form and maintain appropriate relationships and personal boundaries with children and young people. ● Enhanced DBS clearance required 	
<p>Equal Opportunities</p> <ul style="list-style-type: none"> ● To assist in ensuring that the STARMAT's equalities policies are considered within the school's working practices in terms of both employment and service delivery. 	