

Cover Supervisor – Mossley Hollins High School

Start 2nd September, 2024

Candidate Information Pack



Great schools in which to learn, teach and belong.

The Tame River Educational Trust

Core Purposes:

- 1 Our Trust will host a family of great community-based schools in which to learn, teach and belong.
- 2 Our Trust will become known for imbuing in our learners, positive character traits and enquiring minds and for the talent and professionalism of our staff.
- 3 Through a cycle of creative self and peer improvement, any school with us for three years or more will be in the top 25% of similar schools nationally for the academic progress of its learners.
- 4 Students in our Trust will receive a distinctive trust-wide community and educational dividend (in the arts, sport and outdoor education, where significant additional opportunities will be made available to them in one or more of these disciplines).

The Trust Schools

Mossley Hollins High School

Mossley Hollins High School is an 11-16 Co-Educational School in Tameside, Greater Manchester. Mossley Hollins is currently rated 'Good' by Ofsted (February 2023) and serves over 800 students. The school is heavily over-subscribed, has an impressive modern building and is in a very strong financial position

Website:

www.mossleyhollins.com



Droylsden Academy

Droylsden Academy is an 11-16 Co-Educational School in Tameside, Greater Manchester. The Academy is currently rated 'Good' by Ofsted (September 2022) and serves over 900 students. The school is heavily over-subscribed, has an impressive modern building and is in a very strong financial position.

Website:

www.droylsdenacademy.com



Application Procedure

For a confidential discussion on current vacancies and/or a tour of the school, please contact the HR Team at hr@mossleyhollins.com

To apply for the role please complete the application form – available for download from our website and return it to hr@mossleyhollins.com

In compliance with Safer Recruitment Guidelines, CVs will not be accepted.

Advertised: 7 June 2024 **Closing date for Applications:** 8 July 2024 (12 noon)

Interview Date: Will be held as soon as possible following the closing date.

Start Date: 2 September 2024

Shortlisted candidates will be contacted with details of the interview process. If you have not heard from us within 5 days of the closing date, please assume your application, on this occasion has been unsuccessful.

Safer Recruitment

The Tame River Educational Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process which includes assessing candidates' suitability to work with children. All staff will be required to hold an enhanced DBS Disclosure.

Equal Opportunities

The Tame River Educational Trust believes that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in our schools have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation, religion or belief.

The Candidate Privacy Notice can be viewed on the website at: <https://www.tret.org.uk/vacancies/mossley-hollins-vacancies/>

The schools within the Tame River Educational Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Job Description – Cover Supervisor

The Tame River Educational Trust and Mossley Hollins High School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Title:	Cover Supervisor
Reporting to:	Senior Leadership Team
Hours & Salary	<p>The normal working hours shall be 31 hours a week, term time only</p> <p>The salary for this position will be paid at Grade F, Point 17-22</p> <p>Current actual salary at point 17: £20,770, actual salary at point 22: £22,634</p>
Role Overview	<p>To provide stability and continuity for pupils whose lessons are affected through staff absence and proactively supervise and support students, including those with SEND, ensuring access to learning activities.</p> <p>To provide support to staff and pupils within a curriculum area.</p> <p>This job description is written at a specific time and is subject to change as the demands of the school and the role develops. The role requires flexibility and adaptability and employees of the school need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.</p>
Child Protection and Safeguarding:	<p>The Tame River Educational Trust and Mossley Hollins High School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Child Protection and Safeguarding Policies, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.</p>

Main duties and responsibilities:

As a Cover Supervisor, you are expected to:

1. Provide supervision to classes in the absence of a member of staff
2. Offer daily support to teachers within classrooms and with groups of children in your “ghost” curriculum area when not required for supervision
3. Undertake training in classroom management on appointment
4. Uphold the school values of manners, hard work, honesty and success all times
5. Make use of the school’s Teaching & Learning Policy, especially in relation to the Mossley Hollins Way
6. Make use of the school’s Behaviour Management Procedure
7. Assist with the production of high-quality displays within your curriculum area
8. Undertake administrative duties as required
9. Undertake exam invigilation/amanuensis duties (as required at key assessment times)
10. Maintain a professional environment (classroom & offices) in areas that you work in
11. Contribute to extra-curricular

As a member of staff, you are expected to:

12. Undertake first aid training and provide first aid to staff and pupils, working to the Lead First Aider.
13. Attend relevant meetings as required
14. Support educational visits where necessary
15. Ensure awareness of what is happening in and around the school; checking and responding, where necessary, to school emails regularly and at least once every school day
16. Safeguard all students, promoting their safety, health, and welfare in accordance with school policy, both on the school premises and on school activities elsewhere
17. Follow and uphold all school policies and be an excellent ambassador for the Trust and Mossley Hollins High School
18. Have a responsible and diplomatic approach to matters of a confidential nature
19. Ensure awareness of what is happening in and around the school; checking and responding, where necessary, to school emails regularly and at least once every school day
20. Develop yourself through engaging with CPD, including ICT training, in order to maximise effective use of all school systems
21. Undertake any other duties that might be reasonably requested, by the Headteacher, Curriculum Leader, Line Manager, or any other member of the leadership team. Any request will correspond with the general character of the post and are commensurate with the level of responsibility
22. Attend Open Evenings and other school events, outside of the normal school day, and to play an active part in the

	<p>school community</p> <p>23. Undertake break and lunchtime supervision duties</p> <p>24. Contribute to one specific co-curricular activity/elective as part of the main duties of a teacher or member of support staff at our school, at the discretion of the Headteacher</p>
<p>Health and Safety:</p>	<p>The post holder must, at all times, work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LEA's policies and procedures. The postholder is responsible for their own Health and Safety, as well as that of their colleagues.</p> <p>Mossley Hollins High School is a non-smoking site.</p>
<p>General:</p>	<p>This job description may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in the school's appraisal programme and to participate in appropriate staff training and development activities.</p>

Person Specification – Cover Supervisor

	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> GCSE Grade A-C in English and Mathematics or the equivalent 	<ul style="list-style-type: none"> A Level qualification Degree Training in special educational needs strategies 	<ul style="list-style-type: none"> Production of the applicant's original certificates
Experience	<ul style="list-style-type: none"> Experience of working with young people Working as part of a team 	<ul style="list-style-type: none"> Experience of working in an educational setting 	<ul style="list-style-type: none"> Contents of the application form. Interview Professional references
Skills and Knowledge	<ul style="list-style-type: none"> A broad understanding of the subjects taught at 11-16 Highly organised with excellent administrative skills The ability to be firm but fair in a classroom situation The ability to motivate and enthuse others Able to keep calm under pressure Able to demonstrate adaptable and flexible working practices 	<ul style="list-style-type: none"> Supervising young people in an educational setting Willingness to undertake further training 	<ul style="list-style-type: none"> Contents of the application form Interview Professional references
Personal competencies and qualities	<ul style="list-style-type: none"> Passion for helping children and young people learn Trustworthiness, reliability and integrity Ability to form and maintain appropriate relationships and personal boundaries with children and young people Ability to engender confidence in young people A warm, friendly, and patient manner Ability to build positive relationships with all students that allow them to achieve to their highest potential 		<ul style="list-style-type: none"> Contents of the application form Interview Professional references

	<ul style="list-style-type: none">• Discipline and time management skills• A belief in the value of others• A willingness to learn new skills and approaches and to share experiences with others• A sense of humour		
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EMPLOYEE ACKNOWLEDGEMENT

I have received a copy of my job description.

I have read and understand the duties of my job.

I can fulfil the requirements of the role of Cover Supervisor

Signed:

Date: