

# Applicant Pack

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To be read in conjunction with our 'Joining our staff' brochure



## Job Advert

Westfield School, an 11-16 comprehensive secondary with over 1,170 students, is on the cusp of achieving great things.

It joined Chorus Education Trust in 2018 and welcomed a new Headteacher, who has been working with staff to raise aspirations and provide the very best teaching for students. Within two years the school has become oversubscribed for places in Year 7.

Formerly a sports college, the school sits in generous grounds in the south-east of Sheffield not far from the M1 motorway. The modern building has the full range of educational resources, as well as a gym and indoor pool (available free to staff).

Westfield School is part of Chorus Education Trust, and as such all appointees may be required to work at any Trust site in the future.

You can view the school website at: [www.westfield-chorustrust.org](http://www.westfield-chorustrust.org)

### **Cover Supervisor**

**1 x Permanent**

**1 x Temporary (until Aug 2022)**

**Salary: Grade 4 SCP 7 to 12 (£20,092 - £22,183 pro rata)**

**37 hours per week**

**39 weeks**

**To start: ASAP**

### **About this vacancy**

We are currently seeking to appoint highly motivated, skilled and creative full-time Cover Supervisors at Westfield school.

The successful applicants will need to have very good numeracy and literacy skills as well as excellent communication and inter-personal skills. Experience of working with young people in a school setting is desirable.

This post offers an outstanding opportunity to join the school at a key time.

We are looking for:

- Someone who is an excellent role model, creative and motivational
- Someone who is able to inspire and challenge young people
- Someone who has experience of working with young people preferably in a classroom environment
- Someone with exciting ideas who can build on existing good practice
- Be engaged in all aspects of a thriving school

When not required to cover lessons for absent teachers, Cover Supervisors act as in-class support.

Benefits include:

- CPD support from one of the largest Teaching Schools, the Sheffield Teaching School Alliance, throughout your career.
- Opportunities to develop skills and experience as part of a growing, local Trust.

## To apply

The full application pack is available from [www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies) and completed Chorus Trust application forms are to be sent to Trish Hughes (HR Administrator) at: [recruitment@westfield.chorustrust.org](mailto:recruitment@westfield.chorustrust.org)

Please note that CVs and Sheffield City Council/Derbyshire County Council application forms will not be accepted. Applicants are welcome to discuss any aspect of the role with Sarah Newton Business Support Services Manager or email [snewton@chorustrust.org](mailto:snewton@chorustrust.org)

Deadline for applications: **11.59pm on Sunday 17 October**

Interviews to be held: **Thursday 21 October**

*The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.*

## Job Description: summary

<b>Post title:</b>	Senior Teaching Assistant – Cover Supervisor
<b>Profile:</b>	
<b>Grade:</b>	4
<b>Grade spinal point range:</b>	7-12
<b>Accountable SLT post:</b>	SLT Responsible for cover
<b>Line Manager of post holder (if different):</b>	SLT Responsible for cover
<b>Staff to be supervised or line managed by post holder:</b>	N/A
<b>Post holder will work with:</b>	Students and other Teaching and Support staff
<b>Holiday and sickness relief by/for:</b>	By and for other pastoral and support staff
<b>Purpose of job:</b>	To provide short term cover for absent teachers and to assist with student support.
	This post may work across the Trust schools.
<b>Version revised:</b>	2019

## Job Description: duties

The post holder must at all times carry out his/her responsibilities within the spirit of the School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

These include but are not limited to:

### Specific duties and responsibilities

To be responsible for covering lessons for short-term absent teaching staff to the standards required by the academy and appropriate external bodies. The postholder may also be required to provide support to students to help them overcome barriers to learning. Duties will include, but not be limited to:

### Support for the teacher

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lesson/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports, as required, to the teacher, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Promotion of positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents, as directed
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc.

### Support for pupils

- Use specialist (curricular/learning) skills/training/experience to support pupils

- Ensure productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

### **Support for the curriculum**

- Implement agreed learning activities and interventions, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy, and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

### **Support for the Trust / School (applies to all roles)**

- 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.
- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- From time to time, to meet the needs of the Trust, you may be asked but not expected to work hours additional to your normal working hours. The Trust will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.

- Team responsibilities - All Business support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

### **Changes to these duties**

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

# Person Specification

## Job title: Cover Supervisor

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
<b>Knowledge, experience and skills</b>			
Experience of working with students in an educational environment	✓		A
Experience of working in a secondary school		✓	A
Excellent Communication skills	✓		A/I
Understanding of the educational environment	✓		A
Understanding of student's progress and achievement	✓		A
Ability to effectively manage pupil behaviour in accordance with school/college policy and procedure	✓		I/R
<b>Qualifications</b>			
Good level of literacy and numeracy eg GCSE Maths and English or substantial relevant experience	✓		A
<b>Other skills</b>			
Ability and willingness to undertake professional development.	✓		A/I
Ability to use own initiative to work flexibly and respond positively to a range of situations	✓		A/R
Ability to work effectively as part of a team.	✓		I/R
Maintain strict confidentiality of information	✓		A/I
Ability to foster good relations with a range of colleagues at all levels		✓	A/I
<b>Child protection</b>			
Understanding and awareness of Safeguarding procedures and practices, along with a commitment to promote the safety and wellbeing of young people	✓		I/R