



*Welcome to Colne Valley High School where we are currently looking to appoint a new Cover Supervisor. This is an exciting time to join Colne Valley High School's journey as we begin a new chapter with Great Heights Academy Trust.*

*Great Heights Academy Trust strive to always provide an inspirational, positive, and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm, and mutual respect. We aim to nurture academic, personal, spiritual, and social development in a caring and professional manner so that all can achieve their full potential, and all can reach GREAT heights.*

*At Colne Valley High School we are a warm, welcoming community that works together to achieve the best possible outcomes for every single child in our community.*



## Cover Supervisor

---

CANDIDATE INFORMATION PACK



## ► Welcome

Dear Colleague

We are delighted that you are considering the position of Cover Supervisor at Colne Valley High School.

We are seeking to recruit an individual for our secondary school who has the inspiration, drive, and motivation to make a difference to the lives of young people. It is a unique moment in time to join our wonderful team as we continue our exciting journey with Great Heights Academy Trust.

Here at Colne Valley, we are proud to have high expectations of all students. We know that students rise to the challenge when adults believe in them and expect big things from them. We are also proud that we can offer a wide range of support for SEND, wellbeing and safeguarding for when students may want or need it.

Schools work best in partnership with home and our aim is to build strong relationships that support all members of the community. We look forward to getting to know all students and their families as they progress through the years.

Our RITA values of Respect, Integrity, Teamwork and Aspiration underpin all work at CVHS; students, parents and staff will see and hear these everywhere around the school. These values allow our students to develop into confident, kind, collaborative and successful young people; they are at the heart of what we do.

Thank you for taking the time to read this information pack and apply to our school, we look forward to reading your application, best of luck to all.

## ► Overview of the Position for Colne Valley High School

Colne Valley High School are seeking highly driven and talented individuals to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have a successful background in working with young people and who are capable of playing a major role in our evolving plan to deliver exceptional 2-18 provision for the pupils in our growing MAT.

We want to hear from individuals who have the qualities and drive to make the most of this unique moment in time. The successful applicants should have a strong track record of impact and share the Trust's vision. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating students and young people at all levels.

## ► About the Trust

The Trust currently comprises of seven primary schools: three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and two in Kirklees (Carlinghow Academy, Marsden Junior School and Nields Academy). We currently have two secondary schools (The Mirfield Free Grammar and Colne Valley High School). We also have a Trust Head Office based at Riverside Mills in Elland.

To find out more about our Trust, please view our [Stakeholder Overview](#).

The successful candidates will join a highly collaborative network of leaders and managers. Each academy is different, reflecting the particular aspirations and leadership style of its Principal and local community needs.

*Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974: pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.*



### ▶ Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

### ▶ We aim to

- ✔ Develop an effective partnership of schools that share a commitment to raising standards.
- ✔ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✔ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✔ Share expertise – both best practice and best practitioners.
- ✔ Develop all teachers and leaders through effective professional development.
- ✔ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

### ▶ Our Vision and Values Statement

*The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.*

**Our mantra across our partnerships embraces the following themes:**

**G** Great teaching and learning opportunities for all in the partnership

**R** Real life opportunities to develop an understanding of the wider world

**E** Enthuse a love of learning and mutual respect

**A** Academic development to nurture potential for all

**T** Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.

### Current Trust Academies and Designations



## JOB DESCRIPTION

<b>Position:</b>	Cover Supervisor
<b>Pay range:</b>	Grade 7
<b>Hours of work:</b>	37 hours per week, term time plus 5 days
<b>Responsible to:</b>	Assistant Principal Quality of Education

**Prime Objectives of the Post**

To Provide cover as required under the guidance and support of the Cover Officer. To Liaise with Teaching staff providing details of cover in the absence of the Cover Officer.

**Statutory Requirements**

- It is aligned to the [Local Government Terms and Conditions](#), set out in the statutory guidance.

**Membership of the Trust**

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture, and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, processes and procedures are adhered to as requested from the Trust post holders.

**Main Duties and Responsibilities**

- Work under the guidance of teachers and/or members of the School Leadership Team and within an agreed system of supervision.
- Support individuals and groups of students to enable access to learning. This could include those requiring detailed and specialist knowledge in particular areas.
- Supervise whole classes during the short-term absence of the teacher. The focus of such cover will be to respond to questions, assist students to undertake set activities and stay on task and maintain order.
- Supporting the Cover Officer in organising cover and distributing cover sheets to staff.
- Support teaching staff with general administration under the direction of the Cover Officer.
- Provide additional support in lessons for students, as required, under the direction of the Cover Officer.
- Support for the Curriculum when supervising classes in the absence of a teacher.
- Be aware of and comply with policies and procedures relating to inclusion, child protection, Behaviour for Learning, health, safety and security, equal opportunities and SEN, confidentiality and data protection, reporting all concerns to an appropriate person.
- Establish purposeful relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress for students.
- Attend and participate in regular meetings, including staff meetings.



- Participate in training and other learning activities and an annual performance review as required.
- Recognise your own strengths and areas of expertise and use these to advise and support others.
- Assist with the supervision of students outside of lesson time, including before and after school and at break times.
- Supervise students on visits, trips and out-of-school activities as required. Provide clerical/admin support, e.g., photocopying, typing, filing, collecting money etc.
- If required due to cover demand be willing and able to work at The Mirfield Free Grammar for a designated period of time.

### **Expected Behaviours**

- Support the ethos, vision, principles and values of the school.
- Treat colleagues, students and all members of the community with respect and consideration.
- Treat all students fairly, consistently and without prejudice.
- Support the ethos of the school by upholding the code of conduct, uniform rules, etc.
- Take responsibility for own professional development and participate in arrangements adopted by the school for the assessment of his/her performance and that of other teachers.
- Reflect on our own practice as well as the practices of the school with the aim of improving all that we do and achieving excellence.
- Read and adhere to School policies and implement School improvement plans.
- Participate in the development and management of the school by attending various team and staff meetings.
- Undertake duties as prescribed within the school's policies.
- Undertake professional duties reasonably assigned to them by the Principal.
- Be proactive and take responsibility for matters relating to health and safety.
- To play a full part in the life of the school community, to support its distinctive values and ethos and to encourage and ensure staff and students follow this example.

### **General**

- To uphold the Nolan Principles of public life.
- To support the Trust climate for learning and a culture of achievement and high expectation.
- To develop effective working relationships within our Trust schools, external partners, and other agencies to promote continuity of learning.
- To act as a positive role model to staff, maintaining high professional standards and high levels of care for pupils.
- To fully participate in CPD and appraisal activities.
- The post holder will also be expected to undertake any professional duties of the CEO/Principal as required.
- The post holder is responsible, alongside the Strategic designation boards, core staff and key stakeholders, for implementing the vision for the Trust, which inspires and motivates the Trust partners and community.
- This job description is not intended to be comprehensive, and the job holder may be asked to perform other duties commensurate with the post as directed, to meet the needs of the Trust.



**Safeguarding**

As part of your wider duties and responsibilities you are required to promote and actively support the Trust’s responsibilities and policies towards safeguarding and promoting the welfare of children, young people, and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse, and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn’t just about the very old and the very young, it is about everyone who may be vulnerable.

**Notes**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the duties as set out in the foregoing.

**Name:** ..... **Date:** .....

**Signed:** .....

**Person Specification: Cover Supervisor****Key to identification:** A = Application I = Interview R = Reference

<b>Qualifications/Training</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Educated to degree level or HLTA qualification (professional experience in a similar role will be seen as equivalent)	✓		A/I
Relevant professional training or development	✓		A/I
Recent safeguarding training		✓	A/I
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Working with or caring for children of relevant age.	✓		A/I/R
Working with young people through an extra-curricular activity	✓		A/I/R
Experience of communicating with young people in a clear, friendly and approachable way	✓		A/I/R
Previous experience Tutoring young people aged 11 – 16		✓	A/I/R
Experience of working in a secondary school environment.		✓	A/I/R
Evidence of raising standards and performance of a cohort of young people		✓	A/I/R
Experience of effective teaching and performance within the curriculum area		✓	A/I/R
<b>Knowledge and understanding</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Basic understanding of child development and how children learn	✓		A/I/R
Knowledge of, and ability to use a range of strategies to deal with classroom behaviour as a whole and individual behavioural needs.		✓	A/I/R
General understanding of the curriculum and other learning programmes.		✓	A/I/R
Good understanding of how to relate well to young people and adults.	✓		A/I/R
Good verbal and written communication skills.	✓		A/I/R
ICT skills appropriate to the role.	✓		A/I/R
Effective time management.	✓		A/I/R
Committed to continual personal and professional development.	✓		A/I/R
<b>Skills and abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
A commitment to maximising the academic, personal, social and emotional development of all students.	✓		A/I/R



Ability to work constructively as part of a team.	✓		A/I/R
Willing to work within organisational procedures, processes and to meet required standards for the role.	✓		A/I/R
Ability to manage classroom activities and the physical learning space safely.	✓		A/I/R
Able to adopt a flexible working practice.	✓		A/I/R
Ability to deal calmly with different situations as they arise.	✓		A/I/R





## Reasons to work at Colne Valley High School/Great Heights Academy Trust



### A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



### Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



### Career Opportunities

Career opportunities across the MAT.



### Cycle to work scheme

Tax free cycle scheme.



### Holiday package

The Trust provides staff with a generous holiday entitlement.



### Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

