

Our ref: CJH/EDE
Date: March 2023



Dear Candidate

RE: Cover Supervisor

Thank you for expressing an interest in the position of **Cover Supervisor** within our school. I hope that you find the enclosed information useful as you find out more about our exceptional school and community.

This is an exciting position for a suitably qualified candidate and you will be part of a forward thinking, dynamic and highly successful team. Our school has a great history with our community and long record of success. Please find enclosed the following information to help you formulate your application:

- Copy of advertisement
- Person Specification
- Head Teacher's Welcome
- Job description

If you are interested in applying for the post, please complete the support staff application form which is available on our website and submit a full letter of application of no more than 2 sides of A4, font 11, by 10am on **Monday 17th April 2023** by email to recruitment@truelearning.org.uk or by post to True Learning HR Team, c/o Poynton High School, Yew Tree Lane, Poynton, Cheshire SK12 1PU. Interviews will take place soon after this date. It is important to note that a full application form must be submitted and CVs and late applications will not be accepted.

I hope that your research leads you to the conclusion that you wish to be a part of our team and therefore I look forward to receiving your letter of application. If you have any questions or queries about our school, or the application process, please do not hesitate to e-mail recruitment@truelearning.org.uk

Poynton High School is a true learning community and passionately believes in empowering its staff in order to empower its students. We have truly outstanding students whose behaviour and thirst for learning is second to none. Our strongest resource is our staff and therefore we require passionate, rigorous and dedicated professionals to ensure continued excellence.

We look forward to receiving your application and working alongside you through this recruitment process.

Yours faithfully

Matthew Dean
Head Teacher



POYNTON HIGH SCHOOL
GENERAL INFORMATION FOR APPLICANTS
FROM
THE HEAD TEACHER



Thank you for your interest in working at our school. Poynton High is a great school, full of inspirational young people and exceptionally talented staff. As Head Teacher I am proud to have such a supportive, expert and engaged staff team and I hope that you will wish to move forward on your application and look to join us in due course.

Our school has served the families of Poynton, Disley, Adlington and surrounding areas since 1972 and we lie at the heart of this community's learning needs. We pride ourselves on our vision as a school which serves our whole community and which works in partnership with our colleagues in other schools. We have approximately 1450 students in Years 7 to 13 and offer a wide range of A levels in our successful Sixth Form. We are very proud of our academic success and the significant progress that students make from the time they join us.

Our staff support our students in an extra-ordinary range of ways and at the heart of this lies our House System. Every member of staff and every student is in one of our four Houses and we have an extensive programme of House Activities on offer; from House Water Polo to House Fishing, from House General Knowledge to House Dragons Den; as well as the traditional football, rugby, lacrosse, athletics, basketball, etc.

The school motto is INSPIRE ACHIEVE CELEBRATE and we apply that to every element of school life. Our role as staff is to ensure that we inspire every student to achieve the best they possibly can in everything they do, whether that be academic, sporting, cultural or spiritual and at the heart of our culture is a celebration of that achievement. We hope that as a prospective member of staff you will share our mission to "inspire and empower all within our learning community to fulfil their individual potential and ambitions so that all are able to be active and successful citizens in our global society."

Our students and our staff are our greatest resource and we were very pleased that Ofsted formally recognised this in our most recent inspection saying that our "teachers know their pupils well. This allows them to use their subject expertise to question pupils very effectively to extend their learning and check understanding, knowledge and skill development."

Poynton High School is a very calm and purposeful learning environment and our students are exceptionally engaged in their learning and the life of their school. "Most pupils demonstrate very positive attitudes to learning by their interest and enthusiasm in class and their participation in a wide range of enrichment activities. Pupils are generally confident and feel well cared for. They are proud of their school (Ofsted Dec 2015)."

I would encourage you to visit our website (www.phs.cheshire.sch.uk) to get a better understanding of life here at Poynton High and if you have any questions that you would like to ask please do not hesitate to contact me directly on mdean@phs.cheshire.sch.uk. I very much hope that you want to join our team and I look forward to receiving an application from you in due course.

Matthew Dean
Head Teacher



POYNTON HIGH SCHOOL

Yew Tree Lane, Poynton
Cheshire SK12 1PU
01625 871811 Fax 01625 874541
e mail: info@phs.cheshire.sch.uk
Head Teacher: Mr Matthew Dean
11-18, number on roll 1452

Poynton High School and Performing Arts College is a highly successful school.

Our mission statement is:

'We will inspire and empower all in our learning community to fulfil their individual potential and ambitions so that all are able to be active and successful citizens in our global society'

Required ASAP

Learning (Cover) Supervisor – Ref: AAAE5080

Grade 5 points 7-11
Actual pay £16,898 - £18,150
Permanent Part Time (32.5 hours a week)
Term time + INSET days (39 weeks)

We are looking to appoint an enthusiastic individual who would provide supervision to classes in the absence of a member of the teaching staff. The successful candidate, who does not have to have Qualified Teacher Status, will have excellent communication skills, show creativity and flexibility and have the ability to relate to teachers and students. There will be a full induction programme into the post.

Closing Date: Monday 17th April 2023 at 10am
Interviews will be held soon after the closing date

The TRUE Learning Partnership is an inclusive Equal Employment Opportunity employer that considers applicants without regard to gender, gender identity, sexual orientation, race, ethnicity, disabled or veteran status, or any other characteristic protected by law. We welcome applications from all individuals regardless of individual background or circumstance.

The TRUE Learning Partnership is committed to safeguarding and promoting the welfare of all children and young people and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. All posts are subject to a safer recruitment process, including online checks and the disclosure of criminal records. It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children. Employment will also be conditional on the receipt of at least two acceptable references (one of which must be from the current/latest employer) and evidence of the formal qualifications required for the role.

More information about the school and the application form is available on our website

www.phs.cheshire.sch.uk .

JOB TITLE	Cover Supervisor – Secondary Schools	JOB REF NO	AAAE5080
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BASIC JOB PURPOSE

Supervise whole classes of pupils and ensure that set work is completed in the absence of the teacher. Cover is provided for the short-term absence of teaching staff so that an effective and tailored school policy to cover is delivered.

	MAIN RESPONSIBILITIES
1	Supervise pupils who are undertaking work that has been set in accordance with the school policy so that teaching and learning continues.
2	Manage the behaviour of pupils whilst they are undertaking their work to ensure a constructive environment.
3	Respond to any questions from pupils about process and procedures so they can continue with their set work.
4	Deal with any immediate problems or emergencies in accordance with the school's policies and procedures to ensure that pupil/employee safety is assured.
5	Collect any completed work after lessons to ensure it is returned to the relevant member of the teaching staff.
6	Report back, using the schools agreed referral procedures, on the behaviour of pupils during class and any issues arising so that the relevant member of the teaching staff is fully aware of the situation.

Core responsibilities for all employees**1. Health & Safety**

All staff within The TRUE Learning Partnership are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, and raise concerns through their line manager, the Director of Business & Operations, the site management team or a member of SLT as appropriate.

2. Equality & Diversity

Staff employed by The TRUE Learning Partnership are expected to promote equality for all students and staff, both current and prospective, and to support an environment that values diversity and respect. The TRUE Learning Partnership believes that all individuals are of equal value and we are committed to equality for all.

3. Data Protection

All staff within The TRUE Learning Partnership have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the organisation, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role in the Trust shall not be kept for longer than is necessary for that purpose or those purposes, in accordance with GDPR 2018.

4. Safeguarding & Child Protection

The TRUE Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the Trust's Safeguarding and Child Protection policy and procedures at all times.

As the position you are applying for gives you privileged access to vulnerable groups, you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 unless it is a “protected” conviction/caution under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (in 2013) and, therefore, not subject to disclosure.

In line with Keeping Children Safe in Education (KCSIE) 2022, if you are shortlisted we will then complete an online check..

Please ensure you have read the full safeguarding policy for Poynton High School which is on the school website and within the vacancies information.

Poynton High School and Performing Arts College
Person Specification
FOR THE POST OF COVER SUPERVISOR

Key to evidence source: **AF = Application Form** **L = Letter of application**

QUALIFICATIONS AND TRAINING	
Essential	Evidence
1) To have GCSE or equivalent including Mathematics and English at Grade C or above	AF
Desirable	
2) To show evidence of further training/ personal career development	AF
3) To have GCSE, Advanced level or equivalent qualifications	AF
RELEVANT SKILLS AND EXPERIENCE	
Essential	
1) To demonstrate evidence of recent Management and organisational experience with people	AF+L+P+I
2) To have the ability to use ICT effectively to communicate	I + AF
3) To have the ability to present information to a variety of audiences	AF+L+P+I
SPECIALIST KNOWLEDGE	
Essential	
1) To have the ability or potential to use and interpret data	L+P+I+R
2) To have the ability to find solutions to complex problems	L+P+I+R
Desirable	
1) To have specialist knowledge of subject/s	L+I
2) To have effective behaviour management strategies	LO + I
INTERPERSONAL SKILLS	
Essential	
1) To be able to relate to teachers, other professionals, parents and students	L+P+I+R
2) To have the ability to work as a member of a team and work on their own initiative	L+P+I+R
3) To use high quality interpersonal and communication skills	I+LO
4) To be able to prioritise, plan and organise yourself and students	I+LO+R
Desirable	
1) To be flexible to the needs of the workplace	I
2) To be creative	I+P
OTHER	
Essential	
1) To be committed to the promotion of Poynton High School, a school at the heart of learning in the community.	I
2) To believe in equality and celebrate diversity.	I
3) To be committed to inclusion and the right for all to fulfil their potential.	I
4) To be willing to undertake training as required	L+I
5) To have excellent attendance and punctuality	L+R+I
6) To have a current UK driving licence	I

P = Presentation

I = Interview

R = Reference