

Cover Supervisor NJC SCP 7-11



EVERYONE Matters
EVERYONE Helps
EVERYONE Succeeds



PROUD TO BE A MEMBER OF
EVERYONE MATTERS
SCHOOLS TRUST

Principal's welcome

As Principal of Rainford High and CEO of the Everyone Matters Schools Trust. I am passionate about making Rainford High the best possible school for the young people who come here. This school is an inclusive and continually improving school, we are moving towards our goal of achieving excellence. As part of the Everyone Matters Schools Trust our aim is to build a legacy of excellent education for all our children and our community.

Our school has a clear ethos that **Everyone Matters, Everyone Helps and Everyone Succeeds**. This means we expect our community to be polite, kind and respectful, make sensible choices and work hard. To ensure **Everyone Matters** we are compassionate, understanding and ethical in how we operate as a school and trust. We understand that as a community we are an interconnected team and put simply we improve every day when **Everyone Helps**. We value the importance of hard work and the ability to keep going and overcome challenges as this means **Everyone Succeeds**.

Schools are fantastic places because they are about making dreams a reality. I believe young people can achieve anything that they want but they have to underpin their dreams with a solid foundation of hard work, respect and honesty. It is Rainford High's job to prepare its young people for the future. I believe that the same applies to our staff we want them to be the best they can be and be happy, proud and fulfilled as part of our school community

We are looking for a special kind of person who wants to be part of community, live our ethos and make a difference to everyone who is part of the school and the trust. We believe that better people make better teachers, and we want the best people to work as part of our very special school community



**Principal
Ian Young**

Role overview

The Opportunity: Cover Supervisor

We are searching for a dedicated individual who would like to work with children and support their learning as a cover supervisor. We need someone who shares our passion for education and is determined to make a positive difference in every child's life. As a member of our teaching and learning team, you will have the opportunity to shape young minds, instil a love for learning, and contribute to the success of our students.

What We're Looking For:

- Passionate educators who want to make sure learning is the focus of life in every classroom.
- Dynamic individuals committed to fostering a positive and inclusive learning environment.
- Caring practitioners who understand the importance of Every Child Matters.
- Team players who thrive in a collaborative and supportive school community.
- Individuals who aspire to do their best work and continually grow as educators.

Professional Development:

We are committed to helping you be your very best. Benefit from continuous professional development opportunities to enhance your skills and expertise and further your career aspirations.

Now is a great time to be joining Rainford High and as we are a school that makes a difference by supporting and challenging our community. Our cover supervisors make a difference to the education and development of every child in the schoolboy offering consistency, understanding and challenge in every lesson.

The next person to join the team needs to be the right person, as a school we believe that better people make better team members. We expect all our team to be part of our community and make a difference both within and beyond the classroom.

Rainford High is a partner in the Everyone Matters Schools Trust and this gives opportunities for cross school and cross phase collaboration both within and beyond the school and the Trust.

We look forward to receiving your application and seeing if you could be the right person to join our community and team.

Our school

Rainford High is an inclusive, inspirational and aspirational school community that prides itself on being truly comprehensive providing a great all-round education for our community.

We offer a broad, balanced and enriched curriculum that exceeds the National curriculum across key stage 3, 4 and 5. We are proud that we try to excel in all areas of school life including sport, the Arts, STEM and community work to make sure that all of our community benefit from being part of Rainford High.

The students and staff are key to making Rainford High a special place that is compassionate, understanding and kind as well as being focused on achieving the highest standards for everyone in everything we do.



The Trust



EVERYONE MATTERS SCHOOLS TRUST

We are a trust that is passionate about making a difference to every child and person in the community we serve. We work tirelessly to ensure we have great schools made up of great people supported by the trust to provide a great educational offer for every child who attends one of our schools.

Our mission is to improve every person's life and their opportunities

Our trust culture is based on our humanity and the principles of compassion, generosity and kindness. We are proud of the trust's ethos and vision:

Everyone Matters: we strive for all our partners to be happy and successful schools within our trust community based on our culture of compassion, generosity and kindness.

Everyone Helps: we work together to make great choices for our schools and our children to create an interconnected community of team members who do the best for children, staff and our community.

Everyone Succeeds: we work tirelessly together to overcome the challenges we face to invest in our schools, so all our schools, children and team members are successful.



www.rainford.org.uk

Job description

Salary: NJC SCP 7-11 (fte £27,274 - £29,071)

Hours: 35 hours per week. Term Time Plus 1 week

Actual Starting Salary: £22,092

Rainford High is more than just a school; it's a place where Everyone Matters, Everyone Helps, and Everyone Succeeds. Join us in shaping a brighter future for the next generation.

MAIN DUTIES AND RESPONSIBILITIES

- To provide classroom cover for absent teachers as requested by allocation from the cover manager
- To manage and supervise classes of students and to teach the work set by the absent teacher in order to enable the students to continue to learn effectively.
- To maintain good discipline and reinforce appropriate standards for learning of classes in your care and to implement the Academy's Behaviour Policy.
- To ensure that incidents of inappropriate conduct are promptly reported to the appropriate person as appropriate.
- To take statements from relevant pupils after an incident has been reported.
- To provide objective and accurate feedback to the either returning teacher or cover manager on the conduct of the lesson and to keep appropriate records as necessary.
- To undertake registrations as assigned.
- To assist with planning and individual work programmes and reviewing work activities as requested by staff as appropriate.
- To mark and give feedback to students on their work as directed by the class teacher or Head of Department.
- Where classroom cover is not required to undertake activities at the direction of the Principal or the cover manager.
- To undertake training, if available, to ensure the smooth introduction to the post and to maintain standards and new initiatives in the future.
- To carry out any other duties reasonably deemed to be within the responsibility of the post of the Principal

TO PLAY A FULL PART IN THE LIFE OF THE SCHOOL COMMUNITY, TO SUPPORT ITS MISSION AND ETHOS AND TO ENCOURAGE STAFF AND STUDENTS TO FOLLOW THIS EXAMPLE.

- To promote actively the school's corporate policies.
- To continue personal development as appropriate.
- To work collaboratively with colleagues.
- To promote and participate in the school's performance review process.
- To be aware of employee responsibilities for Health and Safety of themselves and others and to work in a safe and secure manner with due care towards the health and safety of oneself, other staff and students.
- Every member of staff has a duty to commit to the safeguarding and welfare of all students at the school.

- To participate in staff programmes for training, in particular safeguarding and health and safety.
- Share in the corporate responsibility for the well-being and discipline of students.
- Promote the good work of the school in the wider community
- To act as a first aider

This job description is current at the date shown, but, in consultation with you, may be changed by the principal to reflect or anticipate changes in the job commensurate with the grade and job title.

Rainford High School is an Equal Opportunities Employer and positively welcomes applications from all people regardless of their sex, creed, marital status, race, age, disability, gender identity, sexual orientation or religious belief.

Rainford High School is committed to safeguarding and promoting the welfare of children. Post holders must receive a satisfactory enhanced DBS check before taking up the post and undertake a minimum of three-yearly checks.

Rainford High School is committed to promoting positive mental health and emotional well-being to our student body and to every member of our school staff. We pursue this aim through the use of effective policies and procedures within a safe and supportive school/work environment

Person specification

Criteria	E/D	A/I
Qualifications		
Good standard of Literacy and Numeracy	E	A/I
Good standard of ICT skills	E	A/I
GCSE Maths and English Grade 4 (C) or above	E	A/I
Experience		
Experience working as in a school environment	D	A/I
Skills		
An ability to fulfil all spoken aspects of the role with confidence through the medium of English	E	A/I
Ability to co-operate and collaborate with school staff	E	A/I
Ability to manage classroom activities and the physical learning space safely	E	A/I
Ability to use a range of strategies to deal with classroom behaviour as a whole and also individual needs	E	A/I
Effective communication skills with young people and adults	E	A/I
Ability to follow written procedures to carry out tasks	E	A/I
Meticulous attention to detail	E	A/I
Able to communicate effectively both orally and in writing	E	A/I
Ability to cope with periods of pressure and prioritise workload accordingly so that deadlines are met	E	A/I
A Team Player	E	A/I
Ability to work unaided	E	A/I
Willing to undergo continual professional training	E	A/I
Supportive of the school ethos and its Equal Opportunities Policy	E	A/I
Personal Qualities		
High level of confidentiality	E	A/I
Resourceful, positive, enthusiastic with a good sense of humour	E	A/I
Reliable	E	A/I
Flexible over working hours	E	A/I

E = Essential requirement
of the role

D = Desirable requirement
of the role

A = Assessed via the
application form

I = Assessed at Interview

P = Presentation

T = Task

How to apply

The Everyone Matters Schools Trust Mission is to make a difference to every person so that we improve their life and opportunities. The Trust is working hard to make a difference to staff workloads by investing time, technology and support to make Rainford High a great place to work. For the right candidate there will be additional opportunities based on potential, ability and capacity to make a difference across the team and the school. If you believe you are good enough and can meet the standards, maybe Rainford High is the school for you.

Benefits of working for the Everyone Matters Schools Trust

- Flexible working Opportunities
- Development opportunities within the trust
- Long Service awards
- Cycle to work scheme
- Holiday buying and selling scheme (support staff)
- Generous Annual Leave Package (support staff)
- Access to the Employee Assist Programme
- We look forward to receiving your application.

The school is committed to safeguarding and promoting the welfare of children. To ensure that this is achieved we expect all employees and volunteers to share this commitment and staff will be recruited and selected in line with safer recruitment policy and practice. The successful applicant will undertake an enhance DBS check.

Application forms can be downloaded from the Rainford High School website at:

<https://rainford.org.uk/about-us/vacancies/>

Completed application form and supporting letter should be returned to my Personal Assistant, Mrs Julie Kershaw, J.Kershaw@rainford.org.uk We look forward to receiving your application

Guidance

Application forms and letters should be typed in Calibri font and size 11.

Your letter of application should outline:

- Your experience
- Your qualities
- Any impact you have been able to show in previous roles
- How you believe you would contribute to our team
- Why you would want to work at Rainford High School as part of the Everyone Matters Schools Trust.

Please include two referees one of whom must be your present or most recent employer. If you are an ITT student applying for their first teaching role, please include your course tutor or equivalent and at least one school-based mentor.

We would recommend that application forms are submitted prior to deadline by at least two hours to allow for any issues that can occur with email and communication devices.