



**Cover Supervisor**

**Recruitment Pack**



Please submit the enclosed application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

Applications should be returned electronically to c.smith@theheys.school

Closing Date: 4th October 2021

Interview Date: 7th October 2021

**How to Apply**

****

**Welcome**

*Dear Applicant,*

*Thank you for your interest in the post.*

*We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to join our team.*

*We promote a culture of high expectations, within a supportive environment, based upon our core values of, ‘Be Respectful, Be Kind, Be Determined’. These core values are intrinsic to the school; they form the basis of how we work together as a family and how pupils are rewarded for the fantastic things they do.*

*To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what The Heys School and The Rowan Learning Trust are about.*

*If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.*

*Visits to our school are welcome and can be arranged by contacting Charlotte Smith on 0161 773 2052 or email c.smith@theheys.school.*

*We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.*

*Yours faithfully,*

Miss R Evans



Headteacher

The Heys School

**CONTENTS**

Letter from Headteacher

About us

Job Description

Person Specification

How to Apply

Application Form

**The Heys School** ****

We are a smaller than average school with a family feel. We know our students’ well and do all we can to ensure they have every opportunity to make the most of themselves and ***Realise their Greatness***.

At The Heys School, we focus on students’ academic progress and believe that it is important to develop the child as a whole. We offer a number of different pathways to support our students and work with a number of local providers to ensure they have every opportunity available to them. These range from work with a hairdressing academy, the local farm and many more. We are passionate about developing well rounded students who have a clear focus on their future goals and ambitions we work to enhance their cultural capital through the work with our charity program, in school foodbank and through the recently developed pledge program.

The Heys School is a diverse and exciting place to work and learn and our students always see this as a strength of the school. Our students believe that at the Heys everyone is treated equally.

We have a clear focus on ensuring that our students make good and sustained progress, regardless of their starting point.  We are so proud of the amazing things that our students achieve every day and we are constantly looking for new ways to celebrate their successes. Our pupils are individuals and we celebrate them for being Heys Heroes.

We believe that education is a journey and we are committed to ensuring every student has the skills to meet the obstacles they face head on.  We believe in the importance of grit, perseverance and resilience and of showing our pupils the value of getting back up and trying again if they don’t succeed the first-time round.

In the Heys family we value determination, respect and above all kindness. We are looking for committed staff who value the sense of family and are determined to support our pupils in any way they can.

**The Rowan Learning Trust**

The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools and to support them in their journey to become outstanding.

Currently the RLT family comprises six schools: three high schools, an all-through alternative provision academy and two primary schools. Together we share a set of common values:

* Mutual respect
* Fairness
* Equality of opportunity
* Individual growth
* Kindness

We believe in an inclusive workplace – one that is built on fairness, merit and respect to help our employees perform to their greatest potential.



* Assist with the planning of learning activities.
* Monitor students’ responses to learning activities and accurately record achievement/progress as directed.
* Provide detailed and regular feedback to teachers on students’ achievement, progress and problems.
* Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
* Establish constructive relationships with parents/carers.
* Administer routine tests and invigilate exams and undertake routine marking of students’ work.
* Provide clerical/admin support, for example, photocopying, basic typing, filing, administer coursework.
* To undertake duties as directed to include:
* Isolation
* Support Head of Key Stage in the monitoring of form time
* Breakfast club
* Behavior patrols
* Conversation collections
* Late/Gate duties
* Intervention groups and use of provision map to track impact

**Support for the Curriculum**

* Deliver structured and agreed learning activities/teaching programmes, adjusting activities according to student responses.
* Deliver programmes linked to local and national strategies, for example, literacy, numeracy, KS3 and early years, recording achievement and progress and feeding back to the teacher.
* Support the use of ICT in learning activities and develop students’ competence and independence in its use.
* Prepare, maintain and use those resources required to meet the relevant learning activity and assist students in their use.

**Support for the School**

* 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.
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
* Contribute to the overall ethos/work/aims of the school.
* Appreciate and support the role of other professionals.

**Job Description **

**Overall purpose of post**

* Work under the instruction/guidance of teaching/senior staff, in the classroom or outside the main teaching area.
* Undertake support programmes.
* Enable the access to learning for students.
* Assist the teacher in the management of students in the classroom.
* Support the aims and objectives of the School.
* Play a major role in supporting students to provide pastoral care.
* Support students as a whole child and fostering in and through its values those qualities which will enable each individual to live happily and develop fully his or her intellectual, moral, physical, social, emotional and spiritual qualities.

**Support for Students**

* Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities.
* Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
* Establish constructive relationships with students and interact with them according to individual needs.
* Promote the inclusion and acceptance of all students.
* Encourage students to interact with others and engage in activities led by the teacher.
* Set challenging and demanding expectations and promote self-esteem and independence.
* Provide feedback to students in relation to progress and achievement under guidance of the teacher.

Cover Supervisor – Temporary until 31st August 2022 to potentially become permanent

Reports to: Deputy Head

Location: The Heys School

Salary: Grade 6 SCP 6 26.5 hours - Break and Lunch are unpaid

Hours: 27 per week, term time only

**Person Specification **

**Essential Criteria**

* Grade C GCSE or equivalent Mathematics and English Language (Proof required at interview)
* An empathy with children
* A high degree of organisation
* The ability to work as a supportive team member
* An understanding of educational issues
* A sympathetic and supportive attitude to students with additional needs
* A willingness to undergo training when necessary
* An ability to work closely with both students and staff
* An understanding of the confidentiality necessary within the Learning Support Faculty.

**Desirable Criteria**

* Previous experience of working with children
* Level 3 qualification or higher
* Attend and participate in relevant meetings as may be reasonably directed.
* Participate in training, other learning activities and performance management as may be reasonably directed.
* Assist with the supervision of students out of lesson times, including before and after school as may be reasonably directed.
* Accompany teaching staff and students on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed.
* Be a designated first aider.
* Play a full part in the life of the school community, to support its distinctive mission and ethos.

**How to Apply**

Please submit the enclosed application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

**Applications should be returned electronically to Charlotte Smith** **c.smith@theheys.school** **(HR Officer)**

**Closing Date: 4th October 2021 at 11.59am**

**Interview Date: 7th October 2021**



**THE HEYS SCHOOL**

**JOB APPLICATION FORM FOR SUPPORT STAFF IN SCHOOLS**

*The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.*

HEYS ROAD,

PRESTWICH,

MANCHESTER.

M25 1JZ

**TELEPHONE:** 0161 773 2052

**EMAIL:** c.smith@theheys.school

1. **POST APPLIED FOR**

|  |  |
| --- | --- |
| **Post Applied For:** |       |
| **School:** | The Heys School, Heys Road, Prestwich, Manchester. M25 1JZ |
| **As advertised in:** |       | **On date:** |       |

**2. PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **SURNAME:** |       | **FORENAMES:** |       |
| **TITLE:****(Optional)** |       | **Date of Birth:****(Optional)** |       |
| **ADDRESS** |       |
|        |
| **POSTCODE:** |       | **MOBILE NUMBER:** |       |
| **TELEPHONE NUMBER:** |       | **NATIONAL INSURANCE NUMBER:** |       |
| **EMAIL ADRESS:** |       |

**3. CURRENT POST**

|  |  |
| --- | --- |
| **CURENT EMPLOYER:** |       |
| **JOB TITLE:** |       |
| **DATE OF APPOINTMENT:** |       | **SALARY:** |       |
| **NOTICE PERIOD:** |       |
| **MAIN DUTIES AND RESPONSIBILITIES** |
|       |
| **Reason for this application** |       |

**4. PREVIOUS WORK EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME OF EMPLOYER** | **Dates of employment** | **Post(s) held** | **Reasons for leaving** |
| **From** | **To** |
|       |       |       |       |       |

**5. OTHER RELEVANT WORK EXPERIENCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Post** | **Dates** | **Employer** | **Grade/Salary** | **Reason for Leaving** |
| **From** | **To** |
|       |       |       |       |       |       |

**6. GENERAL EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **From** | **To** | **Qualifications – Grades, awarding bodies and dates** |
|       |       |       |       |

**7. FURTHER AND HIGHER EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of College/ University** | **From** | **To** | **Qualifications – Grades, awarding bodies & dates** |
|       |       |       |       |

**8. ANY OTHER RELEVANT QUALIFICATIONS**

**Please give details of any other relevant qualifications you have for this post.**

|  |
| --- |
|       |

**9. ADDITIONAL INFORMATION**

|  |  |
| --- | --- |
| Are you related to, or a close friend of, any member of the Trust or of the Governing Body of the school?*(If yes, please state relationship)* | Yes [ ]  No [ ]  |
| Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension?*(If yes, please give details)* | Yes [ ]  No [ ]  |
| Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability?*(If yes, please give details)* | Yes [ ]  No [ ]  |
| Do you hold a current and valid driving licence? *(if yes, please state the category)* | Yes [ ]  No [ ]  |
| Please indicate if you have any special requirements to allow you to participate fully in an interview. |       |

**10. Criminal convictions or cautions**

|  |
| --- |
| You should note that the disclosure of any offence will not necessarily prevent the Rowan Learning Trust from employing you, but we reserve the right to consider its significance in relation to working with children. Work at the school is exempt under the Rehabilitation of Offender Act 1974. Any offer of appointment will be dependent upon the successful completion of the Disclosure and Barring Service (DBS) check at the Enhanced level. Where serious concerns as to an individual’s suitability to work with children are expressed, the facts will be reported to the relevant authorities.  |
| Do you have any unspent criminal convictions, cautions or bind-overs?If yes, please forward details (date, offence and sentence) with a covering letter, in a sealed envelope marked “Addressee Only – Headteacher”. | Yes [ ]  No [ ]  |

**11. REFERENCES**

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer**. In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

|  |  |
| --- | --- |
| **REFEREE 1**Please provide name and address | **REFEREE 2**Please provide name and address |
|       |       |
| **TELEPHONE NUMBER:** |       | **TELEPHONE NUMBER:** |       |
| **EMAIL:** |       | **EMAIL:** |       |
| **Reference Type:**(Please circle) | Employer[ ]  | Education[ ]  | Character[ ]  | **Reference Type:**(Please circle) | Employer[ ]  | Education[ ]  | Character[ ]  |
| Please note that we will contact these referees if you are short-listed for this post and seek reference before interview. |

**12. FURTHER INFORMATION FOR CANDIDATES**

\* You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.

\* Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.

\* To comply with the Asylum and Immigration Act 1996 (as amended by S.147 of the Nationality, Immigration and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK. If you are appointed to the post you will be provided with further information detailing what documents will be required.

**THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT**

**13. DECLARATION**

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature:       Date: