



The Heys School



Cover Teacher

Recruitment Pack

**MAXIMISE OUR POTENTIAL, TO BE
THE BEST WE CAN BE, EVERY DAY.**





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 jobs@theheys.school

Interview Date: To be confirmed

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 our vision to **maximise our potential, to be the best we can be, every day**, then we would be delighted to receive an application from you.

Visits to our school are welcome and can be arranged by contacting Sean Bramah on 0161 773 2052 or email s.bramah@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,

Mr P McKendrick

**Headteacher
The Heys School**



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 we challenge them to **maximise their potential, to be the best they can be, every day.**

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 several different pathways to support our students and work with a number of local providers to ensure they have every opportunity available to them. We are passionate about developing well rounded students who have a clear focus on their future goals.

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.

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 nine schools: three high schools, an all-through alternative provision academy and five primary school. 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.

- ❖ Development
- ❖ Career opportunity
- ❖ Personal growth
- ❖ Thrive



- ❖ Organisational support
- ❖ Collaboration
- ❖ Quality of co-workers
- ❖ Work-life balance

- ❖ Nationally negotiated salaries
- ❖ Childcare vouchers
- ❖ Cycle to work scheme
- ❖ Generous pension
(Teachers Pension or Local Government)

- ❖ Variety
- ❖ Challenge
- ❖ Autonomy
- ❖ Feedback



Job Description

Cover Teacher

Reports to:	Deputy Headteacher
Location:	Heys Road, Prestwich
Salary:	Classroom Teachers' Pay Scale M1 to M6
Hours:	Full time

Generic and Specific Responsibilities

- Carry out the professional duties of a schoolteacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- Provide cover for a range of different classes during the short term and long-term absence of other teachers.
- Monitor and support the overall progress and development of students as a teacher.
- Teach and supervise work that has been set when a teacher is absent.
- Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment.
- Respond to any questions from students about process and procedure.
- Deal with any immediate problems or emergencies according to the schools' policies and procedures.
- Collect completed work after the lesson and pass to the appropriate teacher.
- Report, as appropriate, using the schools agreed referral procedures, on the behaviour of students during the class and on any problems arising.
- Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.
- Take on the role of a form tutor in school, supporting the school culture, ethos, and sense of family.
- Facilitate and encourage a learning experience, which provides students with the opportunity to achieve their individual potential.
- Contribute to raising standards of student attainment.
- Ensure a high-quality learning experience for students, which meets internal and external quality standards.
- Maintain discipline in accordance with the school's procedures, and encourage good practice regarding punctuality, behaviour, standards of work and homework.
- Use formative and summative assessment with feedback to aid learning.
- Contribute to the curriculum area and department's development plan and its implementation.
- Take part in the school's staff development programme by participating in arrangements for further training and professional development.
- Continue own professional development in the relevant areas including subject knowledge and teaching methods.
- Engage actively in the performance management/appraisal review process.
- Ensure the effective/efficient deployment of classroom support.
- Work as a member of a designated team and contribute positively to effective working relations within the school.
- Help to implement school quality procedures and to adhere to those.
- Contribute to the process of monitoring and evaluation of the curriculum area/department/faculty in line with agreed school procedures, including evaluation against quality standards and performance criteria.
- Communicate effectively with the parents of students as appropriate.
- Where appropriate, communicate and co-operate with persons or bodies outside the school.
- Follow agreed policies for communications in the school.
- Take part in liaison activities such as parent's evenings, review days and liaison events with partner schools.
- Contribute to the development of effective subject links with external agencies.
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- Contribute to PSHCE and citizenship and enterprise according to school policy.
- Set high expectations which inspire, motivate and challenge students.
- Demonstrate good subject and curriculum knowledge.
- Plan and teach well-structured lessons.
- Make accurate and productive use of assessment.
- Manage behaviour effectively to ensure a good and safe learning environment.
- Ensure that ICT, Literacy, Numeracy, and school subjects specialisms are reflected in the teaching/ learning experiences of students.
- Support the aims and objectives of the school.



Person Specification

Essential

- A well-qualified person with Qualified Teacher Status.
- Excellent subject knowledge and related pedagogy.
- Ability to teach to KS3 and KS4.
- A passionate interest in all aspects of your subject specialism.
- An interest in promoting the subject outside the classroom.
- Highly professional standards in the classroom and when working with colleagues.
- Energy, enthusiasm and a concern for quality in all aspects of work
- A capacity to work successfully as part of a team.
- Excellent classroom teaching & management skills
- The ability to enthuse, excite and engage students.
- An awareness of diversity and inclusion issues, and a determination to promote equal opportunities.
- The ability to use assessment data to identify underperformance and advise reactive strategies within your subject specialism.
- A passion for inclusive education and a drive to ensure every student has the opportunity to maximise their potential, to be the best they can be, every day.
- The ability to command the respect of staff and students alike.
- The ability to work as a supportive team member.
- A commitment to continued professional development.
- A willingness to share best practice and learn from others.
- A desire and willingness to explore innovative methods of curriculum delivery to capture the imagination of students.





The Trust will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.



The Rowan Learning Trust

Registered Office: Carr Lane, Wigan, WN3 5NY

Company Number 8010464



The Heys School



JOB APPLICATION FORM FOR TEACHING STAFF IN SCHOOLS

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

THE HEYS SCHOOL,
HEYS ROAD,
M25 1JZ
TELEPHONE: 0161 773 2052
EMAIL jobs@theheys.school

1. POST APPLIED FOR

Post Applied For:			
School:	The Heys School		
As advertised in:		On date:	

2. PERSONAL DETAILS

SURNAME:		FORENAME:	
TITLE: (Optional)		Date of Birth: (Optional)	
Address:			
POSTCODE:		Email:	
Telephone No:		Mobile No:	
Email:		DfE No:	



3. CURRENT POST

SCHOOL/SERVICE:			
LOCAL EDUCATION AUTHORITY:			
JOB TITLE:			
DATE OF APPOINTMENT:		SALARY:	
TLR/ Recruitment and Retention Allowance (please specify as applicable)			
MAIN DUTIES AND RESPONSIBILITIES			
Reason for this application			

4. PREVIOUS TEACHING EXPERIENCE

Name of school, type of school and number on roll	Dates of employment		Post(s) held indicating salary points / allowances	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.

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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? <i>(If yes, please state relationship)</i>	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension? <i>(If yes, please give details)</i>	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? <i>(If yes, please give details)</i>	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Do you hold a current and valid driving licence? <i>(if yes, please state the category)</i>	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Do you have a disability? If so, reasonable adjustments would be made to allow you to participate fully in an interview.	Yes <input type="checkbox"/> / No <input type="checkbox"/>



Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
<p>In line with Keeping Children Safe in Education, The Rowan Learning Trust will undertake general online searches for all shortlisted candidates which may include social media and video platforms. Online searches will only examine data which is publicly available, and the aim is to identify any incidents or issues. Any areas of concern will be discussed during the interview process.</p> <p>The information provided by you will be used for pre-employment recruitment monitoring and checks only and will supplement or form part of your application.</p> <p>To enable the check to be undertaken, it would assist if you could detail your username for the relevant social media platforms below:</p> <ul style="list-style-type: none"> - Facebook - Instagram - Twitter - LinkedIn - TikTok - Youtube 	

10. STATEMENT IN SUPPORT OF APPLICATION

Please attach a supporting statement, indicating any matters which you feel may be relevant to this application. Please head additional documentation with your name and post applied for.

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		REFEREE 2	
TELEPHONE NO:		TELEPHONE NO:	



EMAIL:				EMAIL:			
Reference Type:	Employer <input type="checkbox"/>	Education <input type="checkbox"/>	Character <input type="checkbox"/>	Reference Type:	Employer <input type="checkbox"/>	Education <input type="checkbox"/>	Character <input type="checkbox"/>
Can this reference be taken up immediately? Yes <input type="checkbox"/> / No <input type="checkbox"/>				Can this reference be taken up immediately? Yes <input type="checkbox"/> / No <input type="checkbox"/>			

12. FURTHER INFORMATION FOR CANDIDATES

- i) In the interests of the protection of children, all posts are subject to enhanced criminal record and other relevant disclosures through the Disclosure & Barring Service (DBS). A criminal record will not necessarily prevent you from obtaining a position.
- ii) Please note that it is the policy of the Trust and the Governing Body to preclude employment of persons over the age of 65.
- iii) 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.
- iv) 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.

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:

