



Penistone Grammar School Cover Supervisor

Never Stop Flying



Penistone Grammar School

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Principal: Mr P Crook (B.Ed Hons)
Huddersfield Road, Penistone, Sheffield, S36 7BX
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Achieving Excellence through a Values Driven Education

18 February 2022

Dear Applicant

Thank you for expressing an interest in Penistone Grammar School. I hope that the information in this pack is helpful in providing an insight into our learning community.

Penistone Grammar School really is a special place to work. There's no doubt that our amazing student body of over 1,700 (increasing to 1,900 by 2022) and our state-of-the-art building, set in beautiful surroundings, make coming to work worthwhile. However, what really makes Penistone the school it is, is our staff. Our success as a school is directly attributable to the collaborative interaction and support between colleagues, complemented by a commitment to doing all they can for the benefit of each and every one of our students. We value the unique contribution each member of staff makes to our learning community.

If you would like to apply for this post, please complete the attached application and write a supporting statement on the following:

- Why you want to apply for this post
- Your relevant experience and skills that make you a suitable candidate

Your statement should be no more than 2 sides of A4 (font size 12). If you have any queries about any aspect of the post, please do not hesitate to contact Sue Williams, HR Officer on 01226 762114 ext 1022 or swilliams@penistone-gs.uk

Yours sincerely

Mr Paul Crook
Principal



Aim High



Be Determined



Be Brave



Be Supportive



Be Proud

Penistone Grammar School

We are a large and successful school with state-of-the-art facilities. The school comprises of more than 1700 students (increasing to 1900 by 2022) including 300 post 16 students. In addition, we provide a wide range of high-quality extended services, which are available for adults in our community and we are open from 8 am until 9 pm for most weeks of the year.

We are fully committed to meeting the needs of all our students and providing them with the very best teaching and learning. Students come to us from the small town of Penistone and from the surrounding villages. We also take students from further afield and we are over-subscribed. Our intake is genuinely comprehensive although we have retained Grammar School in our name to maintain the link with our history.

As the Principal, I am very excited about our future plans and as a staff we are working hard to make the most of our building to ensure that we can provide fantastic new and exciting learning opportunities. We already share our best practice with other schools. Our ICT infrastructure is first class and the strategic development of ICT is central to the learning and teaching agenda for the school. This is a major focus of the Continuous Professional Development (CPD) programme to make sure that our staff have the skills to deliver new courses and to deliver learning in new and innovative ways. We are focussed on developing our students' ability to learn how to learn and we respond in a structured way to the individual needs of learners. Within this context we are always exploring new approaches to learning for both students and staff. At PGS we are researching and developing the very best pedagogical practice to ensure that Penistone is a flagship for innovation and creativity.

We are a vibrant, oversubscribed 11 to 18 comprehensive school with excellent GCSE results across all subjects; we are recognised as one of the highest performing schools in the region in terms of Key Stage 4 outcomes. Our A level results and destinations are equally impressive, with the school placed in the top 10% in the country for the last 3 years of validated outcomes, and over 98% of students gaining entrance to their preferred choice of university in 2021.

Our school culture is built around our 5 Core Values: Aim High, Be Brave, Be Determined, Be Proud and Be Supportive. We are also extremely proud of our Values Driven approach. Our last Ofsted inspection was very positive, confirming that we are securely 'good' in every category.

We have a great deal to offer, we are a happy educational community where the quality of relationships is of paramount importance for both our students and staff. You will be part of an excellent staff team whose aim is to deliver the highest quality learning opportunities for our students and to ensure that they achieve at the highest possible level. We will support your professional development and work with you in the achievement of your professional objectives.

You will work hard if you join us, but the rewards will be great. We hope you are creative, energetic, skilled, knowledgeable and innovative. We hope you will help us to take our school forward to become truly outstanding in every respect.

We look forward to receiving your application and thank you for the interest you have shown.



Cover Supervisor

Penistone Grammar School, Huddersfield Road, Sheffield, S36 7BX
01226 762 114 - www.penistone-gs.uk - @PGSALC

It takes a whole team to make our school a safe and happy place for our students to learn and we are looking to recruit a proactive and innovative person to join our staff team, who has the enthusiasm, drive and determination to make a difference in the life of our students.

Contract: **Full time, Fixed Term to 22 July 2022**
Hours of Work: **35 hours per week, term time (38 weeks)**
Salary Range: **Grade 4 Points 7-12, Salary: Actual Salary: £15756 - £17055 per annum**
Start Date: **ASAP**

About the role:

The role of Cover Supervisor involves the supervision of whole classes under the guidance of teaching/senior staff, including implementation of work programmes, managing student behaviour and assisting students in relevant activities, all contributing towards the pursuit of excellence in achievement and behaviour.

Ideally you will have:

- Previous experience of supporting and managing groups of secondary school age children
- Experience within a learning environment
- Experience of working with students with additional needs
- Good interpersonal skills
- Very strong literacy and numeracy skills
- A minimum of 4 GCSE grades A to C or equivalent (including English)

The successful candidate will have transferable skills and experience and be excited at the opportunity of taking on a role within this key area.

About our school:

Our school culture is built around our 5 Core Values: Aim High, Be Brave, Be Determined, Be Proud and Be Supportive. We are also extremely proud of our Values Driven approach. We are a vibrant, oversubscribed 11 to 18 comprehensive school with consistently excellent GCSE results across all subjects and are recognised as one of the highest performing schools in the region in terms of Key Stage 4 outcomes. Our A level results and destinations are equally impressive, with the school placed in the top 10% in the country for the last 3 years of validated outcomes, and over 95% of students gaining entrance to their preferred choice of university in 2020.

We are committed to professional development for all staff, regardless of role. We have an innovative staff development programme, which truly empowers teachers to take control of their own professional development through a supportive peer-coaching model. Regardless of what point you are at in your career and whatever your aspirations may be, Penistone Grammar School can support you to achieve them.

As a school, we pride ourselves on innovative practice which is fully inclusive and provides opportunities for all. A school where the standard of teaching and learning is consistently high and where every member of staff, regardless of their role, shares a commitment to the success of all students, both academically and pastorally. If you share our vision and believe you can have a positive impact on the lives of our young people, we want you to be part of our team.

Who can I speak to for more information?

For an application form and pack please contact our HR Officer, Sue Williams on 01226 762114 ext 1022 or email swilliams@penistone-gs.uk

Further information about Penistone Grammar School can be found at <https://penistone-gs.uk/current-vacancies>



Cover Supervisor Job Description

Penistone Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Title	Cover Supervisor
Responsible to	Cover Team Co-ordinator
Responsible for	Not applicable
Grade	Grade 4 Pts 7-11
Purpose of the Role	To cover lessons which are affected by short-term absence of teaching staff, ensuring students are not disadvantaged in terms of the quality of teaching and learning, or in terms of securing good and outstanding outcomes.

The following information is provided to assist staff joining the school to understand and appreciate the work, content of the post and role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

CONTEXT

Working as part of the cover team you will be responsible for ensuring short-term cover is provided for lessons where staff may be absent for a variety of reasons. Due to the changing nature of the work, you will be required to be flexible, adapting to situations quickly and effectively.

MAIN DUTIES

1. To supervise whole classes during the short-term absence of teachers as directed by the Cover Team Coordinator.
2. To deliver programmes of study and cover work in line with the requirements and specification of teaching staff and/or curriculum area leaders.
3. To use specialist curricular learning skills, training and experience to support students within the classroom environment.
4. To establish an appropriate learning environment.
5. To undertake registration duties, ensuring class registers are taken within agreed timeframes.
6. To assist with the development and implementation of Individual Education, Behaviour, Support and/or mentoring plans.
7. To provide objective and accurate feedback and reports as required to the teacher on the achievement, progress and other matters of classes which have been covered or about individual students who have received support.
8. To establish productive working relationships with students, acting as a role model and setting high expectations in line with the school's agreed policies generally and specifically in relation to behaviour for learning and health & safety.
9. To promote the inclusion and acceptance of all students within the classroom.
10. To support students consistently whilst recognising and responding to their individual needs.
11. To encourage students to interact and work co-operatively with others and engage all students in activities.
12. To promote independence and employ strategies to recognise and reward achievement of self-reliance in line with the school's rewards initiative.
13. To provide feedback to students in relation to progress, achievement, behaviour and attendance.
14. To provide pastoral support to students.
15. To receive and supervise students not working to a normal timetable.
16. To participate in comprehensive assessment of students to determine those in need of particular help.
17. To assist and support with provision for students with special educational needs and disabilities.



MAIN DUTIES

18. To develop 1:1 mentoring arrangements with students and provide support for students who may need additional support.
19. To promote the effective reintegration of students who have been absent.
20. To provide information and advice to enable students to make choices about their own learning, behaviour and attendance.
21. To challenge and motivate students using strategies which promote and reinforce self-esteem.
22. Develop lesson plans and resources to support delivery of effective cover lessons and tutor time activities.
23. Determine the need for, prepare and maintain general and specialist equipment and resources.
24. To attend meetings as required.
25. To assist with duties as directed including during student's lunchtime and at the end of the day.
26. To support with deliver of the enrichment offer for students including supporting after-school activities.
27. To undertake general administration for departments as directed by the Cover Team Coordinator.

GENERAL INFORMATION

1. To carry out all responsibilities within the framework provided by our Core Values (Aim High; Be Determined; Be Brave; Be Supportive; Be Proud underpinned by honesty, integrity and respect).
2. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
3. To promote actively the school's policies.
4. To actively promote and participate in personal professional development and the professional development of colleagues.
5. To participate within the school's process for appraisal and performance management.
6. To ensure compliance with the school's Health and Safety Policy and undertake risk assessments as necessary.
7. To ensure compliance with the school's procedures concerning safeguarding.

OTHER POINTS OF NOTE

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description on a short-term basis.
- Employees are expected to maintain a standard of business dress conducive to their position as a professional and in setting an example to students. This may include the wearing of a uniform and/or personal protective equipment.

REVIEW ARRANGEMENTS

The details within this job description were reviewed on **May 2020** and will be examined annually as part of the Appraisal process.



Job Title	Cover Supervisor
Responsible to	Cover Team Co-ordinator
Responsible for	N/A
Grade	Grade 4 Pts 7-11
Purpose of the Role	To cover lessons which are affected by short-term absence of teaching staff, ensuring students are not disadvantaged in terms of the quality of teaching and learning, or in terms of securing good and outstanding outcomes.

SKILLS AND ABILITIES	Essential	Desirable
Ability to self-evaluate learning needs and actively seek learning opportunities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to relate well to children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work constructively as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to understand classroom roles and responsibilities and your own position within these	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to understand principles of child development and learning processes and in particular, barriers to learning	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to plan effective actions for students at risk of underachieving	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Full understanding of the range of support services/providers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Good management and organisational skills; able to prioritise time and tasks in order to meet deadlines and provide a friendly and efficient service	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Good administrative skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent interpersonal and communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work independently, using own initiative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to act upon instruction	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to communicate at all levels, both written and verbal, with Senior Managers, staff and outside agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>

EXPERIENCE	Essential	Desirable
Recent relevant experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience working with children	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of working with children of secondary school age	<input type="checkbox"/>	<input checked="" type="checkbox"/>

EXPERIENCE	Essential	Desirable
Experience in a learning environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience of working with students with additional needs	<input type="checkbox"/>	<input checked="" type="checkbox"/>

EDUCATION, QUALIFICATIONS AND TRAINING	Essential	Desirable
NVQ 3 in Supporting Teaching & Learning or equivalent qualification	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Appropriate first aid training	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4 GCSE's grades A-C or equivalent (including English)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Qualified to degree level	<input type="checkbox"/>	<input checked="" type="checkbox"/>

GENERAL AND SPECIAL KNOWLEDGE	Essential	Desirable
Effective use of ICT and other specialist equipment/resources	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Understanding of principles of child development and learning processes	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Awareness of current Health & Safety Legislation and procedures	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ADDITIONAL FACTORS	Essential	Desirable
A commitment to the ongoing development of Penistone Grammar School	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A willingness to share information and expertise	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Honesty and reliability	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A flexible approach to accommodate the changing needs of the school	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A positive attitude	<input type="checkbox"/>	<input checked="" type="checkbox"/>