

July 2023



Dear Candidate

Re: Cover Supervisor

On behalf of Oldbury Wells School and staff, I would like to thank you for your interest in the post of Cover Supervisor.

We are looking for candidates to join a well-established team, who actively promote and understand what makes Oldbury Wells such an effective school and who appreciate and promote our inclusive school ethos. We are interested in candidates who are keen to develop themselves professionally and recognise the positive impact of their work and the difference it will make across our school community.

We are a popular school at the heart of its community rated 'Good' by Ofsted with consistently positive outcomes at GCSE, our core purpose to "Inspire Education and Inspire Lives". We are part of the TrustEd CSAT Alliance, which currently comprises a family of nine schools all based within the south and central Shropshire. Our Trust is committed to supporting local education and enjoys strong partnership arrangements with all local primary schools. At the centre of our work is quality and inclusive education for students of all abilities; all our partner schools work closely together to support professional development opportunities which ensure all members of the team are able to develop within their role. We are located just 20 minutes from the West Midlands conurbation where we enjoy a small town location in Bridgnorth but within easy reach of the Birmingham and Telford areas. Our school is a great place to be and a great place to learn, where students **Enjoy**, **Aspire** and **Achieve** within all elements of their academic and personal development.

We are looking to appoint a Cover Supervisor who will work under an agreed system of supervision, to supervise whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff, including implementing work programmes, managing student behaviour, and assisting students in relevant activities in line with the school's policies and procedures. The role will require the post holder to supervise work that has been set by the teaching staff, and to provide feedback to students in relation to progress and achievement. The role will be flexible to include supporting individual or groups of students and assisting specific departments with routine administrative tasks. A comprehensive induction programme and training will be provided.

Should you require any further information, please contact me on 01746 765454 or at nicole.carter@oldburywells.com. You will also find a wealth of information giving further detail about the school on our website at www.oldburywells.com.

We do hope that you decide to apply and look forward to receiving your application.

The closing date is **9am on Thursday, 17th August 2023**. Interviews are scheduled to take place as soon after this date as possible. Please note, should this vacancy receive a high volume of applications, the school reserves the right to close the applications early, therefore please submit your application at your earliest opportunity.

Oldbury Wells School is committed to safeguarding and protecting the welfare of children and young people and therefore expects all staff to share this commitment. All appointments are subject to a satisfactory DBS check.

Yours sincerely

Miss Nicole Cater
Business and Operations Manager

Aspire | Enjoy | Achieve

OLDBURY WELLS SCHOOL



Our students enjoy good facilities in a spacious, green setting with impressive views overlooking the town. Our campus feels semi-rural, fringed by a quiet residential road, a primary school, with fields to our west and a steam railway to our east! Our school is spread across two sides of a small cul-de-sac and we are technically a split site school, being originally separate boys' and girls' schools. In practice we treat our site as if it were one and have the added benefit of two sets of things (including fields and playgrounds).



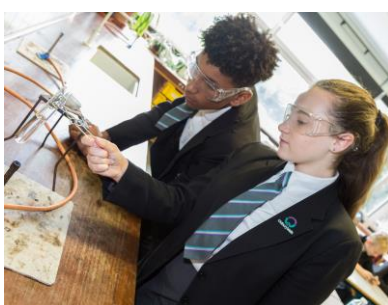
Our buildings are grade two listed and are an example of modern post-war architecture. We effectively manage and maintain our facilities which ensure that students have access to facilities which support their progression. We have a new purpose-built sports hall and two gyms, and one of the largest playing fields in Shropshire! Our departments are, for the most part, organised into areas/zones of the school and are all overseen by established Heads of Department, very ably led, and supported by Heads of Cluster.

Our secure pupil numbers and the consistent careful management of our budget means that our school enjoys a healthy financial position. Shropshire has historically been a low funded authority, so we have become used to working within tight controls. At the present time we are projecting a stable and strong financial future.

We offer all National Curriculum subjects and more at GCSE. Our core subjects use setting, and most other subjects have mixed ability teaching. We offer more than 20 subjects in our Sixth Form comprising of largely, but not exclusively, academic A-levels. Our academic work is organised through seven faculty areas. Faculty leaders are a highly effective team. We work hard to support and retain our staff and provide ongoing professional development to every individual.

We take pride in our pupils' sporting achievements and our strong extra-curricular work. We are very high performing in terms of competitive sport – this is both in terms of participation in competitions and also in terms of competition success. Other extra-curricular areas are too many to mention but include our school productions, various clubs and Duke of Edinburgh Award.

Our inclusion work is also very strong. Our SEND team are brilliant, and this is an area of consistently high performance for us in terms of progress measures. We also invest in pastoral staff, employing a part time Counsellor and Four Student Support Workers to work alongside our Heads of Year. They are an excellent team of dedicated and effective staff.





Our Trust: TrustEd CSAT Alliance

We are a Multi Academy Trust, based in south and central Shropshire. We are a fairly small Trust of nine academies, working together as a supportive local family of schools. All of our schools are highly ambitious for our pupils, and we share a strong vision of service to our communities through the provision of excellent education.

Our schools serve the communities of Bridgnorth, Craven Arms, Church Stretton, Pontesbury and Shrewsbury. We work hard as a Trust to build on our schools' current strengths and support cross-phase collaboration. We are a Mixed MAT with both Church and non-Church schools in our Trust.

Our secondary schools, **Belvidere School, Mary Webb School and Science College, Meole Brace School, Oldbury Wells School and Church Stretton School**, all work with their local primaries. Our family of schools also support each other and we all work with the same focus, to provide excellent education to every one of our pupils.

Our central team is made up of experienced and dedicated colleagues. The team came together in May 2022 when CSAT and TrustEd amalgamated to become the TrustEd CSAT Alliance. Sarah Godden, CEO, and Pete Johnstone, Deputy CEO, were both previously successful Shropshire Headteachers, of schools that are in our Trust. Sarah was Headteacher of Oldbury Wells School in Bridgnorth, and Pete was Headteacher of Belvidere School.

It has been wonderful to see our Trust develop, and our family of schools thrive. We are inspired to work together as a group of Leaders and Headteachers across all of our schools and with a common purpose. We cherish our schools' individuality but also appreciate how much we can achieve as a team working together.

For further information, please refer to our Trust website, www.trusted-schools.com



Job Description and Particulars of Appointment

Details of Post

- Title: **Cover Supervisor**
- School/ Federation/Academy/Trust: **TrustEd CSAT Alliance**
- Main Workplace: **Oldbury Wells School**
- Contract: **Fixed Term Contract until 31.08.24. Term Time Only (43.60 weeks)**
- Salary: **Grade 6, SCP 8 - 11**
- Hours: **27.5 hours per week**

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All support staff posts are subject to the Asylum and Immigration requirements.

Purpose of Post

To supervise whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff, including implementing work programmes, managing pupil behaviour, and assisting pupils in relevant activities in line with the school's policies and procedures.

Principal Duties and Responsibilities

Support for Pupils

- Supervise work that has been set by teaching staff
- Use specialist skills, training, and experience to support pupils
- Establish and maintain productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Assist with the development and implementation of Individual Education Plans
- Support pupils consistently whilst recognising and responding to their individual needs
- Provide feedback to pupils in relation to progress and achievement

Support for the Teacher

- Collect any completed work after the lesson and return it to the appropriate teacher
- Manage pupil behaviour to ensure a constructive environment
- Report back as appropriate using the school's agreed referral procedures on the behaviour of pupils
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested

- Promote positive values, attitudes, and good behaviour, dealing promptly with conflict and incidents in line with established the established policies
- Deal with any immediate problems or emergencies according to the school's policies and procedures

Support for the curriculum

- Support the use of ICT where appropriate
- Make appropriate use of equipment and resources

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 that pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Facilitate and support the role of other professionals
- Assist with the supervision of pupils out of lesson times as required, including before and after school and at lunchtimes.
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff.

Other Duties

- Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

Review and Signatures

- This job description is subject to review by the Headteacher/EHT/ CEO/ Governing Body/ Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Person Specification

	Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard level of education • 5 GCSEs or equivalent, including English and Maths • First Aid Qualification • NVQ Level 3 for Teaching Assistants or equivalent, or willingness to undertake this qualification 	✓ ✓	✓ ✓
Work or relevant experience	<ul style="list-style-type: none"> • 2 – 3 years' experience of working to support children's learning • Experience of working in an educational setting or other relevant environment 	✓	✓
Knowledge and Understanding	<ul style="list-style-type: none"> • Very good numeracy and literacy skills • Full working knowledge of relevant codes of practice/policies • Understanding of principles of child development and learning processes • Working knowledge of national curriculum and other relevant learning programmes and strategies 	✓ ✓ ✓ ✓	
Skills and Abilities (relevant to post)	<ul style="list-style-type: none"> • Willingness to participate in training and development opportunities • Very good ICT skills and ability to use IT to support learning • Ability to use other equipment/technology – video, photocopier etc 	✓ ✓ ✓	
Personal Qualities	<ul style="list-style-type: none"> • Excellent communication skills • Ability to relate well to children and adults • Ability to work well as part of a team Flexibility and reliability • Ability to maintain confidentiality • Ability to work with a diverse range of people 	✓ ✓ ✓ ✓ ✓	
Special Conditions	<ul style="list-style-type: none"> • Willingness to undertake a Criminal Records Bureau check 	✓	

Standard Employment Matters & Safer Recruitment

Interview and Appointment:

Shortlisted candidates will take part in a formal interview and selection process. Any offer of appointment will be subject to satisfying any arising safeguarding matters at interview and also formal pre-employment checks. All checks will be made in the strictest confidence and used solely for the purpose of considering applications for the post. A Disclosure and Barring Service Enhanced Certificate (DBS) with Barred List Check will be required for all appointed posts. The Trust will carry out other appropriate pre-employment checks, these include: Qualifications and Status e.g. QTS, Prohibition check, EEA check, Section 128 Directive check and Disqualification under the Childcare Act 2006 check. A Fitness to work declaration will be required following appointment to ensure that a candidate has the health and physical capacity for the job. Further identity checks to determine identity and proof of eligibility to work in the UK. Inclusion on the Trust/school's Single Central Record (SCR).

Safer Recruitment Statement:

Our Trust is committed to safeguarding and promoting the welfare of children and young people within all Trust schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children in accordance with statutory guidance including 'Keeping Children Safe in Education Guidance' (September 2020). In order to meet this responsibility, this includes a rigorous recruitment and selection process to discourage and screen out unsuitable applicants. Trust Job Descriptions and Person Specifications make reference to safeguarding and child protection and that all posts are subject to a Disclosure and Barring Service certificate (DBS). All advertisements include our safeguarding statement and commitment.

Probation and Mobility:

New staff may be subject to the probation procedure for a period of six months, according to Trust policy. The probation period, where applied, is to enable the assessment of an employee's suitability for the job for which they have been employed, which includes the monitor and review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

Our Trust's Mobility Guidance applies to new staff which specifies how and when staff may be deployed to work in another Trust school. This Guidance specifies how deployment across schools operates, for promotion, staff development, secondment or redeployment. A copy of this Guidance is available on request.

Equal Opportunities:

Our Trust recognises the value of, and seeks to achieve, a diverse workforce which includes people from all backgrounds. TrustEd CSAT Alliance takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community. TrustEd CSAT Alliance is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

General Data Protection Regulation:

Our Trust is committed to ensuring that all employees' privacy is protected. By signing a contract of employment, you will agree for TrustEd CSAT Alliance, and/or agents appointed by the Trust, to process your personal data, including "sensitive personal data" as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administration, as well as, complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to our Trust. A full list of these organisations is available upon request.