



Application Pack

www.shuttleworthcollege.org



Letter from the Headteacher

Dear Applicant,

Thank you for your interest in the post of Cover Supervisor at Shuttleworth College, a place where everyone can live our motto; 'Think Big, Chase Dreams and Succeed Together'.

Shuttleworth is a fantastic place to work and to learn and families, visitors, and Ofsted alike comment on the calm and purposeful atmosphere in the college. Ofsted describe the school as a 'haven' and our young people as 'confident, friendly and courteous'. We expect huge things of all our young people here and set them up to be the best they can be in their future lives. Staff, students and families work together to get the very best out of the five years young people have in this school, with a no excuses culture where everyone is expected to give their best every day.

There hasn't been a better time to join our welcoming, attractive and well-resourced learning environment. We look forward to receiving your completed application form outlining how your skills and experience have prepared you for this role.

If you would like to find out more about us or visit the college, please do not hesitate to contact us.

Yours Sincerely,



Ruth England
Headteacher



Job Description

Post Title:	Cover Supervisor
Reporting to:	Deputy Head
Salary/Grade:	Grade 7 points 19 - 25
Main purpose of the role:	• To make a positive contribution to pupils' learning by providing cover supervision for the short-term absence of teacher. • To provide additional general supervisory cover as required, including before/after school and lunchtime. • To provide additional support to class teachers as/when required. • To assist with general administrative duties as required.
Main areas of responsibility:	• To supervise work that has been set for pupils. • To explain the work set by the class teacher/HOD to the pupils and to follow all directions given by class teacher. • To develop positive relationships with all pupils. • To manage the behaviour of all pupils in class and around school. • To respond positively to questions from pupils about the work they are undertaking. • To deal effectively with any problems or emergencies that may arise according to policies and procedures. • To collect any completed work after the lesson and return it to the appropriate teacher. • To use all appropriate rewards and sanctions. Complete Bromcom referral system if required. • To assist in the administration and supervision of tests and exams. • To assist in the supervision of pupils on trips and visits. • To attend relevant staff training/meetings as appropriate. • To undertake administrative duties as directed by appropriate staff. • To assist in the delivery of appropriate schemes of work. • To assist with early morning break and lunch duties. • To support the use of ICT in learning.

Employees will be expected to comply with any reasonable request from a Leader or Manager to undertake work of a similar level that is not specified in this Job Description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to 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.

Person Specification

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified: (eg application form, interview, reference etc)
Qualifications Degree level qualification or working toward QTS	E E	A A
Experience Experience of teaching across the age range 11-16. Ability to use relevant student data effectively to plan approaches to lessons. General Administrative Skills. Ability to adapt and develop pedagogy for a range of abilities and learner styles. Ability to manage children with challenging behaviour or additional needs.	E E E E E	A, I, R A, I A, I, R A, I A, I, R
Knowledge/skills/abilities Ability to relate well to children Ability to work as part of a team Ability to adapt to an ever-changing work day Excellent written & verbal skills Ability to supervise and assist pupils Time management skills Organisational skills Knowledge of classroom roles and responsibilities Knowledge of the concept of confidentiality Strong moral purpose Administrative skills Desire to secure best outcomes for students Knowledge of strategies Ability to make effective use of ICT Ability to assess children's development Ability to plan and deliver work programmes Flexible attitude to work	E E E E E D E E D D E E E E E E E E E	A, I, R A, I, R A, I A, I A, I A, I, R A, I, R A, I A, I, R A A, I A, I A, I A, I, R A, I A, I, R A, I, R
Other Commitment to undertake in –service development Commitment to safeguarding and protecting the welfare of children and young people Satisfactory attendance record/commitment	E E E	A, I A, I A, I, R

Useful Information

Thank you for your interest in joining our incredible team of staff here at Shuttleworth College.

Application forms can be found at the top of the vacancies section of our website [here](#).

Please email your application to applications@shuttleworth.lancs.sch.uk

If you have any questions, please do not hesitate to get in touch.

