



# COVER SUPERVISOR CANDIDATE PACK



Central Region  
Schools Trust

*Founded by the RSA*



Waseley Hills  
High School



# Introduction

Waseley Hills High School is a special place with a real sense of community, togetherness and purpose. The school community is made up of fantastic students, supportive parents and carers, and of course dedicated staff.

Our vision for the school is underpinned by three pillars: *Aspire, Invest and Respect*. By working together, with a common goal of students having the very best education and experience, we believe that our young people can flourish and become the best versions of themselves. We nurture every student's natural curiosity, providing them with life enriching opportunities to develop socially, academically and morally. Students at Waseley develop confidence, resilience, respect for others and a life-long love of learning. Our vision is for students to aspire to great things and become respectful members of the wider community.

Being part of the Central Regions School Trust, we are able to both provide and draw on expertise from within our network to underpin our commitment to provide exceptional quality education for all of our students. We believe that students can achieve brilliant things irrespective of their starting points and we always have the highest expectations of every one of our students. We expect them to always wear their uniform smartly and with pride, to behave well and to model the school values by trying their absolute best in all activities they take part in. We aim to support every student by working in partnership with parents and carers, keeping them informed about the achievements of their children and asking them to keep us informed about what is happening at home.

Through developing a strong partnership between school and home we aim to ensure that students are fully supported to develop in a safe environment. Our vision is that this investment in our young people is what allows them to flourish.

However, we believe that is always further improvements to strive towards. We are committed to developing our practice, in partnership with our community, to ensure that every student can leave school having reached their potential and feeling happy. We value every child and live by the mantra of no child left behind as we support them through their journey at secondary school.

## *Tom Preston*

Tom Preston  
Principal





# Advert

## Cover Supervisor

**35 hours per week Term Time Only + 5 days**

**NJC Scale 6 (FTE £31,537 - £33,699)**

**Permanent**

Waseley Hills High School is seeking to appoint a passionate and ambitious Cover Supervisor to deliver lessons to students aged 11-16 years in the absence of their usual teacher and operate extra-curricular clubs when not needed in the classroom. Applications are welcomed from candidates with a commitment to raising achievement of all pupils who are enthusiastic about learning and enrichment with a demonstrable record of engaging young people in extra-curricular clubs.

We are a school in the Central Regions School Trust, whose mission is social justice through exceptional schools. Therefore, this provides us with the opportunities, capabilities and desire to develop both our staff and students so this role will be in collaboration with a wider team of teaching staff and departments across other schools and will always be supported.

All support staff are subject to the Conditions of Employment set out in their contract of employment and the National Joint Council for Local Government Services (The Green Book) Document. The Trust and its schools comply with these requirements as a minimum but optionally offer an incredible wellbeing package including flexible working hours, 3 days term-time holiday, free tea and coffee facilities, free eye tests, flu vaccinations, cycle scheme and an employee assistance programme that offers a wide range of free support from emotional to financial and legal.

Interested candidates who wish to have an informal conversation about this role are welcome to contact Principal's PA Miss Attridge: [mattridge@waseleyhills.crst.org.uk](mailto:mattridge@waseleyhills.crst.org.uk)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

The completed form should be submitted by 9.00am on Monday 16th March. However, early applications are encouraged as we reserve the right to interview earlier for this post should suitable candidates apply.



## Job Description

### Specific responsibilities and tasks

#### Support for Students

- Use specialist (curricular/learning) skills/training/experience to support students
- Establish productive working relationships with students, acting as a role model and setting high expectations
- To communicate the work set by the teacher to the students
- To provide classroom supervision in the absence of the teacher
- To respond to questions and generally assist students to undertake set activities.
- Promote the inclusion and acceptance of all students within the classroom
- Support students consistently whilst recognising and responding to their individual needs
- Provide feedback to students in relation to progress and achievement
- Respond to any questions from students about process and procedures
- To facilitate mentoring opportunities for students as required
- Mentor students with attendance and behaviour

#### Support for the Teacher

- Collect any completed work after the lesson and return it to the appropriate teacher
- Report back as appropriate using the school's pro forma, commenting on behaviour of students during the class and any issues arising
- To complete administrative tasks e.g. Class register and provide feedback to the teacher on class progress
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of system/records as requested
- Promote positive values, attitudes, and good student behaviour, in line with school policy

#### Support for the Curriculum

- Help students to access learning activities through specialist support
- To provide additional class support for teachers or carry out administrative tasks if not required for cover
- To assist with classroom displays as requested
- Manage the behaviour of students whilst they are undertaking work to ensure a constructive environment
- Supervise work that has been set in accordance with the school policy
- To develop a programme of activities which contributes significantly to the school's enrichment offer and opportunities for students to take part in

#### Support for the School

- To be available for break duty/lesson changeover
- 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



- To accompany visits and field trips as required
- Be able to understand and use a range of strategies to deal with classroom behaviour as a whole and also individual behaviour needs
- Use skills and experience to manage safely classroom activities, the physical learning space and resources for which you are responsible
- 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
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- To support a range of duties when not required for cover during the working day
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
- To undertake such other duties, training and/or hours of work as may be reasonable required, and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the post and/or as detailed in the health and Safety Policy
- Invigilate examinations as requested

### **Other Duties**

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the School's Health and Safety Policy.
- To participate in the school's emergency response arrangements as directed by the designated officer.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Principal reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.



## Person Specification

We are seeking to appoint someone who is able to demonstrate the following qualities and experience. Please note that if you are shortlisted any relevant issues arising from your references will be taken up at interview.

Criteria	Essential	Desirable	Method of Assessment
 <p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• Suitability to work with young people.</li> <li>• Able to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Positive attitude to use of authority and maintaining discipline.</li> <li>• Experience of working with children in the 11-16 age range.</li> <li>• Experience of managing behaviour of young people.</li> <li>• Experience of undertaking administrative duties.</li> <li>• Experience of setting up and running extra-curricular clubs with proven track record of high uptake.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with parents and/or the wider community.</li> <li>• Experience of working in an educational setting.</li> </ul>	<p>Application form, references and interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:</p> <ul style="list-style-type: none"> <li>• Motivation to work with children and young people.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Emotional resilience in working with challenging behaviours and</li> <li>• Attitudes to use of authority and maintaining discipline.</li> </ul>



**Skills and Abilities**

- Work effectively and supportively as a member of the school team.
- Create and maintain positive working relationships with staff, students and suppliers.
- Communicate and liaise with staff at all levels.
- Demonstrate initiative.
- Able to keep accurate records.
- Problem solve.
- Respond calmly to emergencies.
- The ability to communicate clearly and concisely both verbally and in writing.
- The ability to support students through fluent and accurately spoken English.
- Ability to present information to different audiences.
- Ability to motivate people (especially 11-16 year old pupils) .
- Ability to relate well to young people and adults.
- Ability to use ICT effectively to support learning.
- Ability to follow procedures and policy.
- Ability to create and manage extra-curricular clubs, advertise and encourage students to participate.

Application form, references and interview.



**Personal Qualities**

- Willingness to participate in further training and developmental opportunities.
- Reliable.
- Friendly disposition.
- Team player.
- Believes in and maintains high standards.
- Motivated and enthusiastic.
- ICT skills.
- Ability to take responsibility for own workload and commitments.
- A warm presence, energy, stamina and resilience.
- Good record of attendance and punctuality.

Application form, references and interview.



 <p><b>Education and qualifications</b></p>	<ul style="list-style-type: none"> <li>• GCSE (or equivalent) pass at grade C or above in English/literacy and Maths/numeracy</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of further qualification</li> </ul>	<p>Application form, references and interview.</p>
--	--	---	--

Central Region Schools Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. As part of our stringent recruitment process, all applicants undergo thorough child protection screening, encompassing checks with previous employers and an enhanced DBS disclosure, in strict alignment with the 'Keeping Children Safe in Education' guidelines, which also includes an online search for all shortlisted candidates.

At Central Region Schools Trust, we stand as proud advocates for diversity and inclusivity across all our schools, serving as an equal-opportunities employer and we encourage applications from individuals of all backgrounds and communities.

**Need more advice?**  
Please see our website  
[www.waseleyhillsschool.org.uk](http://www.waseleyhillsschool.org.uk)



**Central Region  
Schools Trust**

*Founded by the RSA*

Central Region Schools Trust  
B.06 Assay Studios  
141 – 143 Newhall Street  
Birmingham, B3 1SF

[centralregionschoolstrust.co.uk](http://centralregionschoolstrust.co.uk)



**Waseley Hills**

High School

School Road  
Rubery  
Birmingham  
B45 9EL

[waseleyhillsschool.org.uk](http://waseleyhillsschool.org.uk)