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SMITHILLS SCHOOL

SUCCESS FOR ALL

Cover Supervisor
Candidate Information



OUR VALUES



EXCELLENCE



INDEPENDENCE



COMMUNITY



Welcome to Smithills School

Thank you for expressing an interest in the position of Cover Supervisor. This is a wonderful opportunity to join our successful, over-subscribed 11-16 school at an exciting stage of our journey.

We are a large secondary school, a single Academy Trust, situated in the heart of Bolton. As Headteacher I am fortunate to work alongside our talented staff, pupils, families and community partners. Our school is a very special place where we respect individuality, diversity and difference. Every child who joins us is encouraged to achieve and every adult who joins our team is given the opportunity to contribute.

Our values of Excellence, Independence and Community are evident in all that we do. They combine to ensure our vision of 'Success for All' is achieved.

In September 2023, just two weeks into my headship, the school was rated as 'Requires Improvement' in both Quality of Education and Leadership and Management, but was judged as 'Good' for Personal Development, and Behaviour and Attitudes. Ofsted acknowledged that 'pupils are warmly welcomed and quickly settle into school life,' praised our 'high aspirations for pupils' achievement,' and highlighted that 'staff feel happy and proud to work' at the school. They affirmed that we are heading in the right direction with the changes we are making, noting that more time is needed to fully implement and embed these improvements.

Since then, we have had a very positive monitoring visit, leaving us with only one Area for Improvement (AFI). Ofsted's feedback included that across curriculum areas, subject leaders have clearly identified the essential knowledge pupils must learn and the order in which it should be taught. Additionally, disadvantaged pupils and those with special educational needs and/or disabilities (SEND) are benefitting significantly from these efforts.

Our pupils are at the heart of everything we do. We are committed to developing and nurturing every child, providing the very best standards of education through a strong, knowledge rich curriculum, which is built around our expectations that all pupils will develop their depth of understanding across a wide range of subjects, securing an ambitious education for all. We also offer our pupils a wealth of cultural experiences, broadening horizons and developing self-esteem which provides them with the skills to make positive contributions to society, now and in the future.

We are committed to the continued professional development of all our colleagues and take our responsibility to develop leaders of the future seriously. We are equally committed to staff wellbeing: we provide a package of support to help all colleagues achieve a happy work life balance and we have a thriving wellbeing group that initiates real change in school.

If you are a dynamic, motivated, conscientious professional who has a passion for working with children and young people and you feel you have the skills and personal attributes to work as part of an innovative, energetic and ambitious team, we would love to hear from you.

Carolyn Dewse
Headteacher

Why work at Smithills?

As a team, we value every member of staff – from the site team to middle leaders, from teachers to SLT, from canteen staff to teaching assistants, from pastoral staff to IT support. We know that every person on our staff is crucial to the strategic development and the operational work of our school. As such, we promote well-being and prioritise manageable workloads in the following ways:

- SLT are supportive and highly visible around our site
- Teachers have their own classrooms
- We are committed to the Education Staff Wellbeing Charter
- Staff wellbeing is prioritised with free access to our swimming pool, gym, 'Friday football' and all sports centre activities during the week and at weekend
- The Staff Wellbeing Team includes broad representation from teaching and associate staff
- This team meets at least every half term, capturing staff voice and responding with concrete actions
- Teaching staff typically have above the national expectation of 10% of Planning, Preparation and Assessment (PPA) time
- Every teacher has a protected Professional Development hour every fortnight
- CPD is a regular feature of our calendar and includes teaching and support staff
- Opportunities for career development are embedded in our structures and systems
- Early Careers Teachers thrive in a supportive and caring environment. They have access to a broad and individualised programme of professional development
- As part of our commitment to continuous professional development all staff are encouraged and supported to undertake further study
- Internal applications for a range of roles are actively encouraged
- Data entry points are kept to a minimum for each year group
- Every department has high quality 5-year curriculum plans in place
- Departmental marking policies have been designed to actively reduce marking workload
- All teaching staff have an iPad/laptop
- The correction system is centralised
- Lunch duties are paid
- Reprographics is centralised

Most of all, though, we offer something which a bullet point list cannot capture: our staff and pupils are friendly and fiercely loyal to our school. Our school is a community, and we are proud of that.

'Leaders at all levels carefully consider the impact of any changes that they make to school systems which may affect the workload and well-being of staff.'

OFSTED

September 2023

We encourage you to come and see our school for yourselves. Please contact the Headteacher's PA, Chris Shaw on 01204 842382 ext. 104 or c.shaw@smithillsschool.net to arrange an appointment. A member of SLT will be only too happy to show you around.

Closing date for applications: Friday 5th September 2025 at 9.00am

Interview date: To be confirmed



Cover Supervisor

Salary: GRADE E POINTS 11 TO 17 £28,142 - £31,022 (FOR FULL TIME FULL YEAR),

ACTUAL SALARY APPROX £20,853 - £22,987

32 HOURS PER WEEK, TERM TIME + 5 DAYS (INSET DAYS)

Permanent Position

Responsible to: Cover Manager

Responsible for: N/A

Job Description

Main Purpose

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the cover room/classroom. In the cover room/classroom staff will supervise whole classes during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

Main Duties

- To be responsible for the day to day running of the cover room.
- To communicate the work set by the teacher to the pupils.
- To assist pupils as appropriate during lessons/in the cover room.
- Ensure that the cover room is maintained in good working order.
- To oversee the entrance and exit of pupils to the cover room.
- Ensure the laptops are maintained and are in good working order, including safe storage and charged every day.
- To oversee the distribution and collection of books and other equipment as appropriate to the lesson/cover room and return same to teaching staff.
- To be able to quickly adapt to understanding and communicating to pupils the cover work set by teaching staff from a wide range of subjects.
- To manage the behaviour of large groups of pupils in line with the school's positive behaviour policy.
- To assist with examination invigilation, maintaining the rules set by external examination boards and the in-house supervisors.
- To liaise with subject and pastoral staff providing information as required from lessons.

Curriculum

- Support the delivery of agreed learning activities/learning programmes adjusting activities according to individual needs
- Support the delivery of literacy/numeracy programmes, effectively utilising all alternative learning opportunities to support extended development
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Assist pupils to access learning activities through specialist support e.g., curriculum/SEN specialism
- Determine the need for, prepare and maintain general and specialist equipment and resources

Classroom Management

- Supervise and manage the behaviour of pupils during class, ensuring a constructive and positive learning environment.
- Ensure the classroom is left tidy and resources are collected at the end of the lesson.

Instructional Support

- Deliver pre-prepared lessons and work plans set by the absent teacher.
- Provide guidance and support to pupils in completing their work.
- Answer any questions from pupils regarding the work set, within the scope of the cover lesson.

Administrative Duties

- Take attendance and report any absences to the appropriate member of staff.
- Complete any necessary administrative tasks associated with the role, such as logging incidents or reporting on pupil progress.

Additional Responsibilities

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Supervise pupils during break and lunchtimes as required.
- Attend and participate in staff meetings and training sessions as required.
- Assist with exam invigilation if needed.
- To undertake any training commensurate with the post.
- To participate in the performance and development review process, taking personal responsibility for the identification of learning, development and training opportunities.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with GDPR and the School's Equal Opportunities Policy.
- The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The roles and responsibilities in this job description may change and/or evolve in a reasonable manner over time.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Person Specification

METHOD OF ASSESSMENT: Application Form, Interview and References

MINIMUM ESSENTIAL REQUIREMENTS

1. Skills and Knowledge

- 1.1 Ability to work effectively within a team environment, understanding classroom roles and responsibilities
- 1.2 Ability to build effective working relationships with all pupils and colleagues
- 1.3 Ability to promote a positive ethos and role model positive attributes
- 1.4 Excellent personal numeracy and literacy skills
- 1.5 Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate)
- 1.6 Ability to adapt own approach in accordance with pupil needs
- 1.7 Effective use of ICT to support learning
- 1.8 Understanding and working knowledge of the national curriculum and other learning programmes (within specified age range/subject area) e.g., knowledge of core subject areas etc.
- 1.9 Working knowledge and understanding of principles of child development, learning styles and independent learning
- 1.10 Working knowledge of relevant policies/codes of practice/legislation
- 1.11 Understanding of inclusion, especially within a school setting
- 1.12 Experience of resources preparation to support learning programmes
- 1.13 Ability to use other basic technology – video, photocopier

2. Experience/Qualifications/Training etc

- 2.1 Experience of working with children in an educational setting (within specified age range/subject area)
- 2.2 Education: 5 GCSEs A*- C or equivalent (inc Maths & Eng)
- 2.3 Willingness to participate in relevant training and development opportunities
- 2.4 Supervisory experience

3. Work Related Circumstances – Professional Values & Practices

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| 3.1 | High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements |
| 3.2 | Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners |
| 3.3 | Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work |
| 3.4 | Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice |
| 3.5 | Able to liaise sensitively and effectively with parents and carers recognising their role in pupil learning |
| 3.6 | Able to improve their own practice through observations, evaluations and discussion with colleagues. |
| 3.7 | Demonstrate excellent time management skills |

Safeguarding

Smithills School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates are subject to an enhanced disclosure from the Disclosure & Barring Service.

Current or previous employers will be contacted as part of the verification process pre-appointment checks if the applicant is short-listed. Information requested will include:

- Disciplinary offences relating to children, including anywhere the penalty is “time expired”
- Whether the applicant has been the subject of any child protection concerns
- The outcome of any enquiry or disciplinary procedure

Any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.

We may use internet searches using information held in the public domain to perform due diligence on shortlisted candidates in the course of recruitment, in terms of suitability for the post applied for. Where we do this, we will act in accordance with our data protection and equal opportunities obligations.

C Dewse
Headteacher