

Shevington High School

Cover Supervisor

Application Pack



Through our values and personalised approach to learning we expect students to achieve the highest academic excellence, recognise opportunities, have a positive view of challenges and dare to think in new ways - to be creative - and realise that “life is what I make it !”

Life is what you make it !



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Ofsted 2022

“Leaders and governors are ambitious for all pupils. They have a clear vision for the school. They have been innovative in how pupils make use of information technology in their learning.”



WELCOME TO OUR SCHOOL

Message from the Headteacher

Many thanks for your interest in the post above. I hope you find the enclosed information useful in making a decision about your application to join Shevington High School. Shevington High School is a growing, successful and popular high school. Over the last few years the school has seen significant investment and improvement in all areas of the school.

Shevington High School is a popular 11-16 community school located in the village of Shevington. We are 3 miles from Wigan town centre and mere minutes from the M6 motorway. The school is smaller than the average size secondary school but growing. We have 178 students in all years and a waiting list in year 7.

Shevington is a thriving and vibrant school. We work incredibly hard as a team to support pupils to make excellent progress in their learning from their varied starting points on entry. The school has celebrated very good examination results over recent years and we pride ourselves on our constant drive for improvement.

We pride ourselves at Shevington that we put the student at the centre of learning through the delivery of high quality teaching which enables all of our pupils to learn effectively. The school has a clear and well-articulated vision and intent for the curriculum and pedagogical approach in school, grounded on current research and methodologies nationally and internationally. This is drawn from the work we have been doing over the last 5 years on Student Agency in Learning as part of the SAIL Network, LAB Schools Network and inspired by work done with Kunskapsskolan Schools (Sweden).

Since 2020 as a school we have worked extremely hard to make further improvements in our educational provision. Through developing a truly blended learning approach using technology to enhance pedagogy that enables personalisation and develops learner independence and ownership.

School has a robust teaching and learning framework and strategy incorporating digital devices and using Google Classroom to enhance student learning. As part of our initial Remote Learning Strategy in March 2020 we devised a remote learning lesson framework, over time and whilst working as a Laboratory School with the International Centre of Educational Enhancement we collaboratively developed with staff the Shevington Teaching Framework.

The framework has a series stages and non-negotiables

- **Instructional phase**
- **Practice phase**
- **A rubric assessment**
- **A retrieval task**
- **A very clear modelling or scaffolding of task**
- **Summary of learning**

The Rubric is an essential element of the Shevington Lesson; it is designed to encourage ownership of learning through transparent learning intentions and clear assessment criteria. The rubric is used by the student to set personal learning goals in the lesson.

A distinct part of student life at Shevington High School is coaching. We see coaching as the key to personalised learning and putting students at the centre of their learning. Students attend coaching in groups of 4-5 students once a week. In the coaching session the students are encouraged to set weekly learning goals and reflect on progress made.

Mr J Grant - Headteacher

Shevington High School

Cover Supervisor

30 hours per week, term time only

Required as soon as possible

Salary: G4

Applications to be returned to Lisa Thompson on email at lthomspon@shevingtonhigh.org.uk or dropped off at the school for the attention of Lisa Thompson

Closing date: 30th October 2023

Interviews: To be confirmed

We are looking to appoint an enthusiastic, highly motivated Cover Supervisor to provide supervision in the short term or unplanned absence of teachers with the ability to effectively manage and promote inclusion and good behaviour of students.

You will be delivering set work, managing behaviour, and liaising with supply staff.

During non-cover periods the successful candidate will be expected to undertake duties including supporting students in lesson, mentoring, exam invigilation.

Classroom experience and the ability to engage effectively with children is an important requirement.

This is a fantastic opportunity to join our School. In turn, we are looking for a candidate committed to playing a part in transforming the lives of our young people.

Applications to Mrs L Thompson lthompson@shevingtonhigh.org.uk



Cover Supervisor

| | |
|--------------------------------|---|
| Job purpose: | To deliver whole class teaching as appropriate on a timetable basis and/or in the absence of the teacher. |
| Reporting to: | And/or to provide support to teaching staff and students. |
| Responsible for - Staff | Teachers/senior staff – teaching and non- teaching |
| Liaising with: | None |
| Grade of post: | Pupils, teachers, senior staff, parents/carers, visitors to the school. |
| Disclosure level: | G4 |
| | Enhanced |

Job Outline

- To supervise pre-prepared activities in the short term/unplanned absence of the teacher.
- To communicate to students the work set by the teacher.
- To oversee distribution of books, equipment, worksheets as directed by the teacher.
- To communicate feedback to the teacher from the covered lesson to the teacher using forms as required.
- To manage the behaviour of students whilst they are undertaking work with them according to individual needs.
- To promote the inclusion and acceptance of all pupils.
- To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- To assist with the supervision of pupils out of lesson times, including before and after school, lunch and play times as may be reasonably directed.
- To accompany teaching staff and pupils on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed.
- To support and make use of the schools disciplinary and reward system.
- To undertake exam/test invigilation.
- To support the administration/office function when not required for cover duty.

Other Specific Duties

To carry out the duties in the most effective, efficient and economic manner available.

To continue personal development in the relevant area.

To participate in the staff review and development appraisal process.

Health and Safety Training

To undertake Health and Safety Training on areas within the designated work area.

Person Specification / Selection Criteria

Cover Supervisor G4

A. Experience

| | Essential | Desirable | Source A = Application I = Interview R = References T = Task/Observation P = Presentation |
|--|-----------|-----------|--|
| Previous experience of working with children of a relevant age | E | | A, I |

B. Training and Qualifications

| | Essential | Desirable | Source |
|---|-----------|-----------|--------|
| NVQ Level 2, or evidence of the equivalent QCF credit value, or equivalent qualification or comparable level of experience. | E | | A, I |
| Good standard of numeracy & literacy skills | E | | A, I |
| Willingness to undertake further relevant training | E | | I |
| Willingness to undertake basic first aid | | D | A, I |

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

| | Essential | Desirable | Source |
|---|-----------|-----------|--------|
| Knowledge of how to use relevant equipment/resources including ICT packages | E | | A, I |
| Understanding of the national/foundation stage curriculum and other basic learning programmes | | D | A, I |
| Understanding of relevant policies, codes of practice and awareness of relevant legislation | | D | A, I |
| Knowledge of Health and Safety | | D | A, I |
| Understanding of the principles of child development and learning processes | E | | A, I |
| Knowledge of the policies/codes of practice and awareness of relevant legislation | E | | A, I |

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

| | Essential | Desirable | Source |
|---|-----------|-----------|--------|
| Ability to use different approaches to deal with whole classroom and individual behaviour | | D | A, I |
| Ability to communicate with and relate well to children and adults | E | | A, I |
| Ability to work under supervision and as a team member | E | | A, I |
| Ability to work in accordance with the schools health and safety policies | E | | A, I |
| Ability to recognise own learning needs and seek further opportunities | E | | A, I |
| Ability to deal with minor injuries | | D | A, I |

E. Legal Issues

| | Essential | Desirable | Source |
|------------------------------------|-----------|-----------|--------|
| Legally entitled to work in the UK | E | | A, I |

How to Apply

1. Read carefully all the information about this post
2. If you have any questions, please do not hesitate to telephone or email Lisa Thompson, PA to Headteacher/Office Manager on email lthompson@shevingtonhigh.org.uk.
3. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.

Send your completed application form by email (if downloaded from our website) to Lthompson@shevingtonhigh.org.uk or through the post to: Mrs L Thompson, Shevington High School, Shevington Lane, Shevington, Wigan, WN6 8EF