

Dear Applicant

Thank you for your interest in the position of **Temporary Cover Supervisor, Dean Trust Wigan, Greenhey, Orrell, WN5 0DQ.**

Salary – Grade 4 SCP 14-19 £12,468-£13,231. FTE £18,795 - £19,945

- 30 hours per week
- Term time only

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit [thethedeantrust.co.uk](http://thethedeantrust.co.uk).

#### **Method of Application**

The preferred method of application is electronically via email to [recruitment@deantrustwigan.co.uk](mailto:recruitment@deantrustwigan.co.uk). All applications must be made using the Dean Trust's application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

#### **Closing Date**

Applications received after the closing time of **Midday, Friday 15<sup>th</sup> June 2018** will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 01942 511987 or email [recruitment@deantrustwigan.co.uk](mailto:recruitment@deantrustwigan.co.uk). Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Mrs J Kearsley  
**HR/Cover/Administration Officer/PA to Headteacher**

**Believe Achieve Succeed**

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Greenhey, Orrell, Wigan, WN5 0DQ  
t: 01942 511987  
e: [recruitment@deantrustwigan.co.uk](mailto:recruitment@deantrustwigan.co.uk)  
w: [www.thedeantrust.co.uk](http://www.thedeantrust.co.uk)

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## Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

<b>Job title</b>	<b>Temporary Cover Supervisor</b>
<b>Reporting to</b>	<b>Deputy Headteacher</b>
<b>Main purpose of job</b>	<p>The core values are to be an integral part of the daily routines and procedures where shared expectations form the basis of a code of conduct / standards of behaviour for all:</p> <ul style="list-style-type: none"><li>• Recognising the importance of learning as a means to enable us to achieve, be fulfilled and positively contribute to our society and community</li><li>• Promoting and achieving excellence - excellence is attainable – continually aspiring to be the best we can be and making our best better</li><li>• Encouraging creativity and innovation – ‘a can do’ and ‘no excuses’ culture.</li><li>• Promoting equality and diversity – every pupil is unique and will be respected and diversity will be celebrated</li><li>• Working in Partnership to raise aspirations – parental engagement with the school being at the heart of the community</li><li>• Insisting on the highest standards of behaviour - only the highest standards of behavior will be expected and celebrated</li><li>• Safeguarding the health, safety and welfare of all who study and work at the school</li></ul>
<b>Key responsibilities:</b>	
<ul style="list-style-type: none"><li>• To provide classroom supervision in the absence of a teacher.</li><li>• To communicate the work set by teachers to the pupils.</li><li>• To communicate feedback for the covered lesson to the teacher</li><li>• To collect any completed work after the lesson and return it to the appropriate teacher.</li><li>• To manage the behaviour of pupils whilst they are undertaking the set work to ensure a constructive learning environment.</li><li>• To deal with any immediate problems or emergencies according to the school’s policies and procedures.</li><li>• To work as part of an examination invigilation team for external examinations as required.</li><li>• To undertake administrative duties from time to time.</li><li>• To be part of the support team contributing to the maintenance and upgrading of displays around the school</li></ul>	

**All employees have the responsibility to:**

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder.



## Person Specification

<b>Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Working with or caring for children of a relevant age and/or learning need</li><li>• Evidence of good interpersonal skills: an ability to relate to teachers, other professionals and pupils</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• An understanding of school organisation systems</li></ul>
<b>Qualifications/ Training</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• GCSE or equivalent in Mathematics and English at grade C or above</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• NVQ Level 3 for teaching assistants or evidence of the equivalent QCF credit value, or equivalent qualification and/or experience</li><li>• Appropriate first aid training</li></ul>
<b>Knowledge/Skills</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• The ability to supervise teaching groups of pupils in such a way as to ensure a safe and secure learning environment</li><li>• Ability to relate well to children and adults</li><li>• An ability to gain an understanding of the behaviour management systems in place in the school and to apply them consistently</li><li>• The ability to work as a member of a team</li><li>• Knowledge of the National Curriculum</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Ability to use ICT effectively to support learning</li><li>• An ability to organise and complete classroom displays to a good effect</li></ul>
<b>Personal Attributes</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Aware of self and others; demonstrating empathy and understanding for others and the highest standards of personal and professional ethics</li><li>• Positive; continually holding high aspirations for themselves, for students and for the school</li><li>• Innovative; with the imagination and courage to propose radical change, maintaining learning and well-being of students as their first priority</li><li>• Solution focussed; with the resilience to overcome setbacks and the creativity to find ways forward and constantly seeking opportunities to develop their own knowledge, understanding and skills</li><li>• Strategic; capable of acting on their own initiative, making decisions and taking responsibility for them</li><li>• Visible; a role model who will embody the values of the school to staff, students and the wider community</li><li>• A team player; striving to improve the life changes of our students</li></ul>