



# Casual Cover Supervisor



“A great school at the heart of the Leyland community”





Dear Applicant,

Thank you for your interest in joining us at Wellfield Academy, a school within Endeavour Learning Trust.

Wellfield Academy is a growing and thriving school. At our school, you will find inspirational and challenging teaching and learning, outstanding pastoral care and a genuine belief that every child can succeed. Our overriding priority is to get to know each of our children for their own special uniqueness. Building and maintaining strong relationships with our parents is essential to this and we also take our role at the heart of the community seriously. We are proud of our significant improvements over recent years and we will continue to provide the very best for each and every one of our students.

We are a school with a nurturing environment which is dedicated to developing happy, respectful and independent young people. All of our staff are extremely passionate about ensuring the successful development of each individual child. Our children behave really well and they thrive in our warm, welcoming yet ambitious environment.

One of our many strengths is our community spirit and family feel; our size means that each student is well known as an individual and supported by key staff, as well as being challenged to be the best they can be. Getting the right balance between academic and pastoral support is vital to us. At Wellfield, we believe that every student should be treated as we would want our own children to be. As a result, our students feel safe and valued in an environment where we get the right balance between encouragement and support and stretch and challenge.

Our family ethos is tangible; we work as a team and we want the best for everyone. But we are also staunch in our commitment to doing this in a way which protects the wellbeing of our staff and our students. Our commitment to reducing workload is non-negotiable. We seek to thrive; individually, together, in our classrooms, staffrooms, schools and right across the Trust.

We hope the information in this pack give you a flavour of who we are and what we do. If you have any further questions about the role please get in touch with our central HR team.

Yours faithfully,

Mr J Lewis  
Head of School

## Advert – Casual Cover Supervisor (without QTS)

Wellfield Academy are looking to appoint highly motivated and enthusiastic Cover Supervisors to provide classroom supervision in the event of absent teachers and generally support the smooth operation of the academy staff at other times.

Post Title:	Casual Cover Supervisor (without QTS)
Rate of Pay:	£15 per hour (exclusive of holiday pay)
Hours of Work:	Casual Hours
Base:	<p><b>Wellfield Academy, Yewlands Drive, Leyland PR25 2TP</b></p> <p>We also require cover supervisors for the following schools:</p> <ul style="list-style-type: none"><li>• Ormskirk School, Ormskirk L39 2AT</li><li>• Burscough Priory Academy, Burscough L40 7RZ</li><li>• Tarleton Academy, Tarleton PR4 6AQ</li><li>• Churchtown Primary School, Southport, PR9 7NN</li></ul> <p>Please include your preferred school at the top of your application form before submitting</p>

This position would suit someone who is interested in gaining experience before embarking on teacher training or looking to work within a school setting.

Excellent instruction skills and the ability to communicate clearly and effectively with young people to explain ideas and support their learning is essential.

Casual positions – As and when required on a daily or weekly basis to support the school to provide general supervision to students.

To apply for this vacancy please complete a support staff application form and return to [vacancies@endeavourlearning.org](mailto:vacancies@endeavourlearning.org)

If you require any further information about this role please contact our Recruitment Manager, Mollie at [m.fairhurst@endeavourlearning.org](mailto:m.fairhurst@endeavourlearning.org) or on 01772 817904 ext 1051

Candidates should ensure that they and their referees are easily contactable, with the correct phone number and email address and able to reply promptly if references are requested.

Endeavour Learning Trust reserves the right to close the recruitment process earlier than advertised should it received a high volume of applications for this vacancy. Therefore, it is advisable to apply as early as possible if you would like to be considered for this role.

Due to the high volume of applications received by Endeavour Learning Trust we are unable to provide individual feedback on applications.

**This post is subject to an enhanced DBS check**

**Endeavour Learning 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 and individually take responsibility for doing so.**

## Job Description – Casual Cover Supervisor (without QTS)

JOB DESCRIPTION	
<b>JOB TITLE:</b>	Casual Cover Supervisor (without QTS)
<b>GRADE:</b>	£15 per hour (exclusive of holiday pay)
<b>LOCATION:</b>	Wellfield Academy, Leyland PR25 2TP
<b>RESPONSIBLE TO:</b>	Headteacher/Head of School/Assistant Headteacher
<b>Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>	
<b>JOB PURPOSE</b>	
To supervise students in the absence of a teacher to enable them to continue their learning by carrying out a pre-prepared exercise under supervision.	
<b>MAIN ACTIVITIES</b>	
<b>Administrative/Teacher/Student Support</b> <ul style="list-style-type: none"><li>• To supervise work that has been set in accordance with the school policy</li><li>• To manage the behaviour of students whilst they are undertaking the work to ensure a constructive environment in accordance with the school's Behaviour Policy.</li><li>• To respond to any questions from students about process and procedures</li><li>• To deal with any immediate problems or emergencies according to the school's policies and procedures</li><li>• To collect any completed work after the lesson and returning it to the appropriate teacher</li><li>• To report back as appropriate using the school's agreed referral procedures on the progress of students during the class and any issues arising.</li><li>• To access the school's Management Information System in accordance with the school's Behaviour Policy, including the input of data relating to behaviour of students</li><li>• To undertake registration of classes at the beginning of every session.</li><li>• To take account of information provided of individual needs and reasonable adjustments for students (eg. SEND/vulnerable within lesson)</li></ul>	
<b>Other Duties</b> <ul style="list-style-type: none"><li>• To work within school policies and procedures.</li><li>• To contribute to the provision of an effective environment for learning.</li><li>• To support the promotion of positive relationships.</li><li>• To attend skill training and participate in personal/performance development as required.</li><li>• To take care for their own and other people's health and safety.</li><li>• To be aware of the confidential nature of issues.</li></ul>	
<b>Note:</b> In addition other duties at no higher level of responsibility may be interchanged with/added to this list as required.	
<b>Agreed by:</b> Head of School	

## Person Specification – Casual Cover Supervisor (without QTS)

<b>Personal Attributes required (on the basis of the job description)</b>	<b>Essential (E) or Desirable (D)</b>
<p><b>Qualifications</b></p> <p>NVQ level 2 or above qualification – appropriate to the post (or equivalent)</p> <p><b>Experience</b></p> <p>Experience of working with or caring for children of relevant age</p> <p>Experience of working in a relevant classroom/service environment</p> <p><b>Knowledge/skills/abilities</b></p> <p>Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard</p> <p>Ability to relate well to children</p> <p>Ability to demonstrate confidence, assertiveness and helpfulness</p> <p>An ability to deal with difficult situations.</p> <p>Ability to form effective and appropriate working relationships/boundaries with young people</p> <p>Ability to work as part of a team</p> <p>Good communication skills</p> <p>Ability to problem solve</p> <p>Time management skills</p> <p>Organisational skills and ability to prioritise</p> <p>Knowledge of the concept of confidentiality</p> <p>First Aid Certificate (training provided if required)</p> <p>Good numeracy and literacy skills</p> <p>Ability to make effective use of ICT</p> <p>Flexible attitude to work</p>	<p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p><b>Other</b></p> <p>Disclosure and Barring Service</p> <p>Compliance and adherence to the document ‘Guidance for Safer Working Practice Adults who work with Children and Young People in Education Settings’</p> <p>Compliance and adherence to the document ‘Guidance for Conduct’</p>	<p>E</p> <p>E</p> <p>E</p>