



# Applicant Information Pack

## COVER SUPERVISOR (CASUAL)



## Headteacher Letter to Applicants

The Priory School is an oversubscribed, 11-16, comprehensive situated in a popular, residential area of the County Town of Shrewsbury. There are approximately 840 students on roll with a six-form entry. The school has an excellent reputation across the county.

Our main school building dates from the late 1930s, with a mix of additional classroom blocks added over time, to cater for the growing needs of the school. Our latest 'Maths Block' opened in 2019 and symbolises our determination to provide our students with a first-class environment, conducive to learning.

As soon as you enter our school you gain a 'feel' for our very special ethos and culture. Students conduct themselves in an exemplary manner and have high expectations of their own and others' conduct, both in and out of lessons. They are a pleasure to teach and be with. We are an inclusive school and value the diversity of our student body. Outcomes for our students are above average and progress over the last three years has improved year on year. We are determined to ensure this remains the case and constantly reflect on all that we do to ensure we continually improve.

We have a vibrant House System that embodies all we stand for and our students participate in a range of activities, in large numbers. The system helps us to celebrate a range of talents and interests, complementing an extensive extra-curricular programme and has become an integral part of 'Priory Life'. We believe education is about developing the individual holistically, not just academically. As a result, we have a rich and broad curriculum, to ensure the development of all our students into **Selfless, Self-Assured, and Successful** individuals.

Our staff are a close-knit team who are dedicated to ensuring our students have the best experience of school life. School leadership are committed to their continued professional development and have placed significant emphasis on staff well-being; reviewing workload to support a healthy work-life balance.

The successful applicant will be joining us at an exciting time of our development, both as a school and as part of an evolving multi-academy trust. They will work within a school, which prides itself on being outward facing, dynamic and aspirational whilst retaining an important feel of the traditional.

If you choose to join the Priory School you will not only benefit from joining an exceptional school, you will greatly benefit from working within an aspirational family of schools. Please take time to view our website <https://priory.tpstrust.co.uk/> for more details.

Alison Pope  
Headteacher



Our Multi-Academy Trust (MAT) was established in 2016 with two schools, The Priory School and St Martins, a 3-16 school in North Shropshire. In July 2017, we were joined by Coleham School, a 4-11 school in Shrewsbury and a fourth school, Thomas Adams, joined us in March 2020. Thomas Adams is located in Wem and is an 11-18 comprehensive state boarding school, with approximately 1200 students. In April 2021 we were joined by William Brookes School an 11-18 school in Much Wenlock. We have hopes of further growth in the near future. The MAT provides a most interesting and exciting opportunity for schools to share ideas, resources and expertise, for the added benefit of the students in the Trust.

**“The value of the individual, the benefit of the team”**

This statement heads our Strategy document and establishes the values by which we want our schools to work collaboratively. We are an evolving Trust in terms of our size and operation, in that as new schools seek to join us we look in turn to adapt the way we work together. In short, the leaders within the MAT are keen to receive expertise and share best practice. We want schools to retain their identity, character and ethos, all within the shared values of developing students who are selfless, self-assured and successful. The aspiration of the Trust is that every school gives and receives support and every child is in a great school.

Please take a look at our Trust website <https://www.3-18education.co.uk/> for more details.

## The Cover Team at The Priory School

You would be joining a very experienced cover supervisor team, consisting of our Cover Co-ordinator and another full-time cover supervisor. They deliver lessons across the subject and age range on a daily basis. The Cover Officer co-ordinates all cover needs; planned as well as unplanned absence, working closely with one of our Assistant Heads to ensure students receive a high quality experience. The addition of these casual cover supervisor posts arises out of the need to meet absence demands in light of the recent pandemic. The team would support the successful candidate(s) through induction as well as on a daily basis whilst deployed for cover. You would also benefit from extensive staff training to meet your needs, as part of the school's wider professional development offer.

## Job Description



### Job Description

<b>Title of Post:</b>	Cover Supervisor
<b>Post Status</b>	Casual
<b>Grade and SCP</b>	Grade 6 SCP 7-11
<b>Accountable to:</b>	Cover Co-Ordinator

### Main purpose

- To supervise whole classes during staff absence, either planned days or unplanned sickness and deliver pre-prepared activities as and when required by the Cover Co-ordinator.
- To provide admin support for the cover co-ordinator
- To assist teachers in creating and maintaining a purposeful, orderly and supportive learning environment and promote the inclusion of all students, ensuring they have equal opportunities to learn and develop.
- To cover support staff e.g. Library/teaching assistant if required

### Duties and responsibilities

#### 1. Support for students

- To support working relationships with students, acting as a role model and setting high expectations.
- To support students learning in the most effective way
- To meet the personal needs of students whilst encouraging their independence
- To support students with special educational needs through the delivery of specific learning programmes pre-planned by the teacher and under instruction of the teacher
- To encourage students to interact and work co-operatively, ensuring all students are engaged in activities.

## 2. Support for the teacher

- In the short-term unplanned absence of teachers, to cover all pre prepared activities to provide continuity for the students.
- Deliver materials/work through appropriate classroom management.
- Manage behaviour according to the school's behaviour policy.
- Provide feedback to the relevant member of teaching staff.
- Complete registers in line with school policy, every lesson
- Cover break and lunchtime duties as required.

## Professional development

- Help keep knowledge and understanding relevant and up to date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.

## Other Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and comply with all school policies and procedures.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos and aims of the School and Trust.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings, training and learning activities as required.

The postholder may be required to carry out any other duties that the Headteacher feels are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review by the Headteacher, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Headteacher**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

**Postholder**

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• 5 GCSE's or equivalent, including Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid qualification</li> <li>• Any additional teaching/educational qualifications</li> </ul>
<b>Work or relevant experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> <li>• Ability to plan and organise effectively</li> <li>• Ability to work with small groups or an individual student</li> </ul>	<ul style="list-style-type: none"> <li>• At least 4 - 5 years relevant experience working in an educational setting</li> <li>• Experience of classroom administration support</li> </ul>
<b>Knowledge and understanding</b>		<ul style="list-style-type: none"> <li>• A knowledge of school based education including child development</li> </ul>
<b>Skills and Abilities (relevant to post)</b>	<ul style="list-style-type: none"> <li>• Ability to supervise whole classes</li> <li>• Good communication skills and ability to relate well to children, staff and parents</li> <li>• Evidence of working well as part of a team</li> <li>• Competent in the use of ICT including Microsoft Word, Excel, PowerPoint and Teams.</li> <li>• Willingness to update skills and undertake further training</li> <li>• Ability to observe, monitor and provide constructive feedback on students' progress</li> </ul>	<ul style="list-style-type: none"> <li>• Specialist skills, training or experience e.g. Art, Music, ICT, display etc.</li> <li>• Experience of SIMs, Classcharts</li> </ul>

	<ul style="list-style-type: none"><li>• Sufficiently fluent in spoken English to ensure effective performance in the role</li></ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Ability to bring to the role, initiative, enthusiasm and commitment</li><li>• Flexibility and reliability</li><li>• Willingness to develop skills with further training</li></ul>	
<b>Special Condition</b>	<ul style="list-style-type: none"><li>• Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.</li></ul>	

## Further Information

We are the lead school for Shropshire and Telford Education Partnership the DfE sponsored Teaching School Hub which covers Shropshire and Telford and Wrekin. We work in collaboration with three other former teaching school alliances to deliver the Early Career Framework, act as an Appropriate Body for Early Career Teachers, deliver the full suite of NPQs, offer School Direct PGCEs through our wider partnership as well as provide accredited CPD to meet the needs of the area. This signals a very exciting new chapter for the school in its contribution to the wider development of teaching and support staff across the local area.

We are also the lead school for the Shropshire, Herefordshire and Wolverhampton (SHaW) Maths Hub. Our Maths Hub work, which arises through our Teaching School status, covers Shropshire, Herefordshire and Wolverhampton, and has seen significant growth and success since its inception in 2014.

## The Appointment Process

Applications will only be accepted from applicants completing the Application Form in full. We do not accept CV's in support of an application.

The Application Form can be found on our website and all applications will be acknowledged.

Interviews will be offered to those applicants who best demonstrate how skills, abilities and experience match the person specification, taking into consideration the job description.

**Closing date for applications:** 10am Friday 28<sup>th</sup> January 2022

**Interviews:** Monday 31<sup>st</sup> January 2022

If you have any questions based on any aspect of the appointment process, need additional information, please contact Jo-Anne Kewell, PA to Headteacher/HR Administrator, on 01743 284000.

**Please return completed applications to:** Jo Kewell, HR Admin, at: [jmk@tpstrust.co.uk](mailto:jmk@tpstrust.co.uk) / or applications can be returned to The Priory School Trust, Longden Road, Shrewsbury, SY3 9EE

*The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people.*

*This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.*