



**Being the best we can be**



**Cover Supervisor**

**Closing Date: Tuesday 27<sup>th</sup> September 2022 at 9am**

**Interviews will be held shortly after.**

**Recruitment Information Pack**

**Scalby School**

**Fieldstead Crescent, Scarborough, YO12 6TH**

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Dear applicant,

Allow me to extend a warm welcome from all governors, staff and students of Scalby School.

I was delighted to be appointed Head of School and while any Head will say their school is special – I truly believe Scalby is.

It is hard to encapsulate in words the full dynamism and vibrancy of our school. We are hugely proud of our students and privileged to serve them and this community. We see it as our professional and moral duty to prepare them as individuals to play their part as active citizens – rounded and centred and aware of all they might contribute to the world. In practical terms, this commitment is manifested in the lessons we deliver, the extra-curricular opportunities we offer and in the wider opportunities we promote.

Scalby is a school with a strong academic tradition but we are equally committed to the Arts, to sport and to collective and individual achievement beyond the classroom. Our annual productions held at the Stephen Joseph theatre are testament to this, and over the years we have seen productions of Macbeth, Romeo and Juliet, Our House to name but a few.

We have developed and benefited from our partnerships within Coast and Vale Learning Trust, Scarborough Teaching Alliance and local secondary and primaries – a few reasons to join us!

In recent years enormous strides have been made to further increase learning standards. This hard work has seen results improve consistently and led to Ofsted rating our school as 'Good' in 2012 and in 2019. I truly believe we are a school with highly effective teachers and support staff producing outstanding outcomes for our students.

I hope you can see that this is an excellent time to join Scalby. If successful you will join a staff team of wonderful professionals who have ambition for our students and for themselves. I take pride in ensuring colleagues receive opportunities to develop their skills and experiences – and we have an enviable reputation for delivering high quality professional development.

I hope that you will take the time to come and see and experience for yourself the warm and welcoming atmosphere which makes our vision a reality.

Good luck with your application.

Chris Robertson  
Head of School

## Our results

Scalby School's last set of externally examined GCSE results in 2019 were characterised by high levels of achievement. We have worked hard during COVID to ensure students have also achieved in line with these results in 2020 and 2021 when TAGs were awarded.

Our students consistently make significantly better progress than their peers did nationally. Results in English, Maths and Science are above the national averages at Grade 4 and Grade 5, with 36% of students achieving a Grade 7 or better in English, 28% achieving Grade 7 or better in Maths and 21% achieving Grade 7 or better in two sciences.

Recent results are particularly pleasing because of the high number of students who achieved Grade 8 and 9 across a number of subjects.

None of these fantastic results would have been possible were it not for the professionalism and dedication of our teachers and learning support teams. These results mean that our students leave us now being able to access a wide range of post-16 courses at college and they have the skills and knowledge valued by employers."

Our success in our GCSE results follows our positive Ofsted inspection in February 2019. We are delighted that the high quality of education on offer has been doubly validated at a national level.



## Our schools

### Newby and Scalby Primary School

We are one of the schools of choice in our community and we are within commutable distance of Whitby, Teesside, York and surrounding areas. Ofsted in 2018 judged us to be 'good' in all areas and as a school we are very much outward facing both in terms of teaching and learning and in constantly thinking about how we can improve.



Since our "good" Ofsted, we continue to build on our successes and we are a family and a team, where everyone is given the challenge and support to be the best they can possible be in a safe, welcoming and positive environment. Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

**To learn more about us please visit -**

[Newby and Scalby Primary School - Home \(coastandvale.academy\)](http://coastandvale.academy)

## **Friarage Primary School**

We are proud to serve the communities around the Castle Ward area of Scarborough as 'Together we can' make a real difference to the life chances of children and young people in Scarborough.



Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

We are committed to Restorative Practice Principles to nurture respect for all in our school community.

**To learn more about us please visit - [Friarage Community Primary School - Home \(coastandvale.academy\)](#)**

## **Scalby School**

Scalby School is a successful and popular 11-16 community school and in recent years we have become the school of choice in our local community. We were judged 'good' by Ofsted in 2019 and in 2019 we celebrated sustained results. Our provisional P8 score has placed us in the top 20% of schools nationally. We are proud of our broad and balanced GCSE based curriculum.



**To learn more about us please visit - [Scalby School - Home \(coastandvale.academy\)](#)**

## **Lady Lumley's School**

Lady Lumley's School (11-18) in Pickering is on a transformational journey. We are a school that is popular with parents and is easily accessible across North Yorkshire, East Riding and Wolds and Vale. The communities we serve around the Pickering, Ryedale and wider Coastal area deserve and need our school to play a leading role in terms of teaching, learning, progress and outcomes.



In April 2020 we welcomed our new Headteacher Clair Foden who joined us at the same time we joined our Trust - Coast and Vale Learning Trust. Lady Lumley's is on an ambitious journey of school improvement.

**To learn more about us please visit - [Lady Lumley's School - Home \(coastandvale.academy\)](#)**

## Scarborough University Technical College

Scarborough UTC is a growing University Technical College (year 9 to year 13) based in a new building, with fantastic technical facilities in the centre of Scarborough. As a University Technical College, we offer a high quality academic and technical education for our students through the specialisms of engineering, health and cyber security. Our unique approach provides students with an excellent range of opportunities including Combined Cadet Force (CCF Navy), strong links to our industrial partners, project-based learning and our flagship Career Development Programme for our Sixth Form students.

Our work with employers and universities ensure we are able to deliver an innovative blend of technical, practical and academic learning which ensures our students make good progress and go on to outstanding destinations.



Our staff are our greatest resource and we have invested in both our teaching and support staff teams which has ensured that educational standards have improved significantly. We have built a staff team of key support and teaching practitioners who are proud to work at our University Technical College.

To learn more about us please visit - [www.scarboroughutc.co.uk](http://www.scarboroughutc.co.uk)

### Filey Secondary School

Filey School (11 -16) is on an exciting journey. We have a proud heritage in our local community and are embarking on a period of transformation and improvement.



We aim for every member of our school community to develop a love of learning and enable them to reach the highest outcomes that they can. We are committed to ensuring our students are happy, safe and have clear direction and support.

We joined Coast and Vale Learning Trust in June 2022 and our looking forward to a future where our learners and staff can thrive.

To learn more about us please visit - [Filey School - Home \(coastandvale.academy\)](http://coastandvale.academy)

## **Application Process**

The closing date for all applications is **Tuesday 27<sup>th</sup> September 2022 at 9am**

**Interviews will be held shortly after.**

Completed applications must be returned to Danielle Rowley Recruitment Assistant at [recruitment@coastandvale.academy](mailto:recruitment@coastandvale.academy)

**If you think you're the person for the job, please complete the enclosed application form and send to the email address above by the closing date.**

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date please assume your application has been unsuccessful.

## **Queries**

Please contact Danielle Rowley at [recruitment@coastandvale.academy](mailto:recruitment@coastandvale.academy) or by phone on 01723 362301



### Job Description

<b>POST:</b>	<b>Cover Supervisor</b>
<b>GRADE:</b>	Grade D
<b>RESPONSIBLE TO:</b>	Business & HR Manager
<b>STAFF MANAGED:</b>	None
<b>JOB PURPOSE:</b>	<ul style="list-style-type: none"> <li>To supervise classes and groups of students carrying out work set by teaching staff during the short-term absence of the teacher responsible for the class, in accordance with the school policy. When not required to cover for teacher absence, to carry out appropriate clerical or administrative tasks to support the work of subject teams or the school office.</li> </ul>
<b>JOB CONTEXT:</b>	<ul style="list-style-type: none"> <li>Works within the busy environment of the school supporting the administration for Safeguarding, Pastoral, Attendance and SEND. Ensures that the school follows the Trusts' recruitment policy and procedures.</li> <li>This school is committed to safeguarding and promoting the welfare of our students and young people. We have a robust Child Protection</li> <li>Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</li> </ul>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
<b>Classroom Cover</b>	<ul style="list-style-type: none"> <li>To liaise with the person responsible for deploying cover on a daily basis in order to be informed of the classes to be supervised and work set for the students</li> <li>To collect materials for the work set and take to the relevant classroom.</li> <li>To welcome the class, present the work set (with support from teaching staff where necessary) and answer any questions from students about process or procedures</li> <li>To supervise the students while carrying out the work set to ensure that they are "on task" and that behaviour is good</li> <li>To refer problems with understanding of the work to the designated subject teacher</li> <li>To deal in the first instance with problems of students' failure to work or misbehaviour in line with the school's Behaviour Policy and Consequences system</li> </ul>

	<ul style="list-style-type: none"> <li>• To refer persistent problems of students' failure to work or misbehaviour to the designated member of staff.</li> <li>• To deal with contingencies that may arise using the school's established procedures</li> <li>• To collect work completed and other materials at the end of the lesson and return to the designated member of staff</li> <li>• To report on the conduct of individual students and groups to the designated member of staff at the end of each lesson.</li> </ul>
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<b>Administration</b>	<ul style="list-style-type: none"> <li>• When not required to cover classes, to be available to carry out appropriate clerical or practical support to subject teams by arrangement.</li> <li>• </li> <li>• An important part of this work will be putting up display materials in classrooms and on the corridors and maintaining displays as well as covering for the School Receptionist. Other tasks will include: <ul style="list-style-type: none"> <li>• Filing</li> <li>• Reprographics</li> <li>• Stocktaking</li> <li>• Booking facilities</li> <li>• Receipt and collection of monies</li> <li>• Input of data onto the ICT system</li> <li>• Support for extra-curricular clubs/activities</li> <li>• Basic word processing</li> <li>• Preparing the Conference Room for meetings</li> <li>• Homework &amp; After-School Clubs</li> <li>• Supporting the consequences team, school cover team and administration team</li> <li>• Provide first aid assistance to students and staff</li> </ul> </li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Communicate information to the cover administrator, Business &amp; Hr Manager, Head of School, SLT, governing body and other staff as required.</li> <li>• Communicate effectively with other staff, Governors, visitors, and student families/carers.</li> <li>• Liaise with the Business and HR Manager □ Communicate with external agencies.</li> </ul>
<b>People/Resource management</b>	<ul style="list-style-type: none"> <li>• Participate in the school's performance management scheme.</li> <li>• Participate in training and other learning activities and performance development as required.</li> <li>• Attend staff meetings and training days</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Know about relevant Government and local guidance, policies and procedures, and how they work in the wider workforce.</li> <li>• Adhere to data protection legislation.</li> <li>• Be responsible for promoting and safeguarding the welfare of children and young people.</li> </ul>

<b>Systems and Information</b>	<ul style="list-style-type: none"> <li>• Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences.</li> <li>• Have an awareness and basic knowledge of the most recent legislation and the common law duty of confidentiality.</li> <li>• Ensure that information systems are in place to ensure that accurate electronic and manual records are maintained and updated as required.</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• To comply with the Trust's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Be aware of and implement your health &amp; safety responsibilities as an employee and where appropriate any additional specialist or managerial health &amp; safety responsibilities as defined in the Health &amp; Safety policy and procedure.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>• Ensure services are delivered in accordance with the aims of the equality Policy Statement.</li> <li>• Develop own and team members understanding of equality issues.</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>• The Trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required</li> <li>• To comply with Trust Policies and Procedures.</li> </ul>

<b>Customer Service</b>	<ul style="list-style-type: none"><li>• The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity,</li><li>• respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li><li>• The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li><li>• Understand your own role and its limits, and the importance of providing care or support.</li></ul>
<b>Date of Issue:</b>	<ul style="list-style-type: none"><li>• September 2022</li></ul>

**Scalby School**  
**Person Specification – Cover Supervisor**

<b>Essential upon appointment</b>	<b>Desirable on appointment</b>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Working in a busy environment</li> <li>• Able to manage student behaviour to ensure a constructive working environment in accordance with the school behaviour policy.</li> <li>• Able to relate well to young people and foster an atmosphere of mutual respect</li> <li>• Willingness to participate in training / other learning activities and performance development as required</li> </ul>	<p>Experience working in a school</p>
<p><b>Occupational Skills</b></p> <ul style="list-style-type: none"> <li>• Well developed inter personal skills to be able to relate well to a wide range of people including youngsters</li> <li>• Confident in the use of IT</li> <li>• Good communication skills</li> <li>• Problem solving skills</li> </ul>	
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Good literacy / numeracy skills equivalent to a GCSE Grade C and above</li> <li>• Evidence of further education, training or personal development</li> </ul>	<p>First aid qualification</p>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Attention to detail, neatness and accuracy</li> <li>• Ability to display information attractively</li> <li>• Dependability and reliability</li> <li>• Ability to work successfully as part of a team whilst also being able to demonstrate initiative</li> <li>• Willing to be flexible and cope with last minute requests / emergency cover.</li> <li>• Well organised and confident</li> </ul>	
<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>• To be committed to the trust's policy and ethos.</li> <li>• To be committed to Continual Professional Development.</li> <li>• Ability to understand the appropriate relationships and personal boundaries with children and young people.</li> <li>• Enhanced DBS clearance required</li> </ul>	

