



**Grove House Primary School**  
**Part of Pennine Academies Yorkshire**

**Recruitment Pack**

**Cover Supervisor**  
**To start January 2023**

**Grove House Primary School, Myers Lane, Bradford, West Yorkshire BD2 4ED**  
**Telephone: (01274) 636921**

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**Cover Supervisor Wanted**  
**Level 7 SCP 12 -17 depending on experience**  
**To start January 2023**

*Are you committed to improving pupil outcomes? Hardworking with a sense of humour?  
We are looking for 2 cover supervisors to join our driven and passionate team. If you are ready for the challenge of a 2 form entry, forward thinking primary school then come and join us, as we continue our journey to 'Good'.*

*You will need to be passionate, resilient and with the highest of expectations of our pupils as well as the ability to work as part of a flexible, happy team.*

**What Ofsted say (January 2018)**

- ✓ *Children who are confident and motivated to learn*
- ✓ *A programme of professional development to support your future*
- ✓ *Opportunities to coach teaching and learning and share your expertise with others*
- ✓ *Dedicated leadership time to drive forward areas of school improvement.*
- ✓ *A straight talking, energetic and creative team with a great sense of humour*
- ✓ *Strength of partnership and wider opportunities to progress through our partner schools*

**Ready for the challenge?**

*If you think you are up to the challenge then contact the school to arrange an essential visit.  
Visits to the school are warmly welcomed.*

***Discover what a great career move working with us would be!***

Contact: [j.pulford@ghps.paymat.org](mailto:j.pulford@ghps.paymat.org)  
Website: <https://grovehouseprimary.co.uk> Telephone: 01274 636921  
Myers Lane, Bradford BD2 4ED

**Closing date: Noon Monday 12th December 2022**

**Interview: Thursday 15th December 2022**





Dear Applicant,

Thank you for expressing an interest in our Cover Supervisor school vacancy.

We are seeking to appoint an outstanding, inspirational and highly motivated cover supervisor, who is ready to progress in their career. The ideal candidate is someone who is looking for a new and challenging experience, has a sound understanding and experience of children across the primary phase.

At Grove House we want to develop teams who promote high aspirations, enthusiasm and a commitment to providing a high quality education for all pupils. As a highly inclusive school, we pride ourselves on our positive culture to create happy, safe high quality learning environments that nurture all our children and staff.

As a Cover Supervisor at Grove House you will ensure that all children have equal opportunities to the curriculum without boundaries and have not just equal, but better than equal opportunities to achieve their potential. Our curriculum makes learning at Grove House incredibly special. Our focus on the whole child, including their wellbeing, allows our children to be happy, confident, curious pupils who have excellent learning behaviours and high expectations of what they can give the world and what the world can give them.

At Grove House Primary, we will work with you to create a bespoke programme of professional development opportunities and training, which will enhance your practice and enable you to continue to learn and grow. We pride ourselves on developing people and playing our role in building a stronger sustainable Bradford.

We look forward to receiving your application and would recommend that your supporting statement is presented on no more than 2 sides of A4 paper, using size 12 font, stating your strengths and impact of your teaching on quality of learning, progress and attainment. In addition to this information pack, our school website also holds a wealth of information about us.

We wish you every success in your application and look forward to meeting you.

Yours sincerely

A handwritten signature in black ink, which appears to read "A. Summerscales". The signature is written in a cursive style with a large, stylized initial 'A'.

Mrs A Summerscales  
Headteacher

## **Job Description**

**Job Title/Post:** Cover supervisor 35 hours and 10 minutes over 5 days per week TTO

**Salary:** SCP 12 - 17 depending on experience

**Responsible to:** Senior Leadership

The Cover Supervisor role is to provide high quality support to assist the school in implementing its excellent standards of education and care. This involves ensuring that there is an orderly, safe and structured learning environment for all pupils in the absence of teaching colleagues and that designated work is completed by pupils.

The Cover Supervisor will take care to follow school policy and procedure when dealing with all pupils, thus supporting the school ethos and providing continuity for students.

### **Responsible to the Senior Leadership Team**

The Cover Supervisors will be responsible to the Leadership Team in the first instance.

### **Continuous Professional Development**

The school values each staff member and is committed to ensuring the holder of this post will have the opportunity to access appropriate CPD in order to further develop their ability to fulfil this role and further enhance their future career prospects.

### **Safer Recruitment**

Grove House Primary School is committed to the safety and well-being of all our pupils and staff, and will follow all policies and recommended procedures to ensure the safe recruitment of staff.

### **Principal Responsibilities**

- To be responsible for the supervision of classes of pupils throughout Foundation Stage, Key Stage 1 and Key Stage 2
- To be responsible for the preparation of work for pupils throughout Foundation Stage, Key Stage 1 and Key Stage 2.
- To ensure that pupils complete any work or tasks set for them by teaching staff.
- To ensure that pupils have the necessary resources to complete their work.
- To maintain good discipline within the classroom and around the school, in accordance with school policies.
- To ensure the health and safety of themselves and the pupils in their care.
- To register each class using the Sims computerised system, for which training will be given.
- To liaise with teaching staff regarding work set.
- To provide feedback from classes where appropriate/required.
- To be responsible for checking the cover list regularly for your own timetable at the beginning of, and during, each day.
- To fulfil any break or lunchtime duties which you may be asked to do.
- To regularly mark work.
- To attend meetings and contribute to planning and discussion as appropriate.
- To prepare and develop resources as required.
- To offer administrative support to the designated Curriculum Area team as required.
- Attend and contribute to Cover Supervisor Team meetings in order to assist with the development of the team.
- To undertake any training which may be deemed necessary and cascade information as appropriate.
- To take an active role in the school's study support arrangements.

- Any other tasks conducive to the role as directed by line management

NB This is subject to curriculum time being given over to facilitate curriculum leadership and an understanding that in the event of subject specific inspections a whole school responsibility will be taken for the subject.

**Please note:**

This job description is subject to an amendment Document. Reviews will normally take place at the end of an academic year or earlier where necessary; and following consultation with yourself.

## **Person Specification**

This person specification shows the abilities, skills and qualifications you will need to carry out the duties associated with the role. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for an interview you may be asked to undertake practical tests to cover the skills and abilities listed below. You may also be asked to produce original copies of qualification certificates.

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b> A – application C – certificate I - interview
<b>Qualifications</b>			
Grade C or above in English and Maths GCSE or equivalent	✓		A/C
<b>Abilities, Experience and Knowledge</b>			
Experience of working with students in a formal setting without immediate supervision		✓	A/I
Knowledge of child protection and health and safety procedures		✓	A/I
Ability and willingness to undertake training and professional development	✓		A/I
Ability to effectively manage student behaviour in accordance with the school's behaviour management policy and procedure	✓		A/I
An ability to fulfil all spoken aspects of the role with confidence through the medium of English	✓		A/I
<b>Personal Qualities</b>			
Ability to empathise and be positive with children and young people	✓		
Ability to use own initiative to work flexibly and respond positively to a range of situations	✓		
Good interpersonal skills	✓		A/I
A sense of humour	✓		I
Ability to work effectively as part of a team and to form positive professional relationships with colleagues	✓		A/I
A willingness to seek specialist advice and awareness of where to seek it	✓		A/I

Ability to adhere to the school's policies and procedures relating to child protection, health and safety, security, confidentiality and data protection	✓		A/I
Ability to work under pressure and to demonstrate initiative and resilience to adapt and respond to changing circumstances	✓		A/I
Show respect and promote the School's ethos and values	✓		A/I