



HOLMFIRTH
HIGH SCHOOL

Information Booklet
Cover Supervisor

A Warm Welcome from Holmfirth High.....

Thank you for considering applying for this post at Holmfirth High School.

We genuinely believe our school is a wonderful place to work and develop your career. We work hard to ensure that students get the very best quality of learning experience, thus supporting them to achieve the very best outcomes. We are a school community where relationships are positive, respectful and friendly.

We strive to do our best for all our students so that they leave here as well-rounded, decent young people who have achieved as highly as possible and have experienced a wide range of opportunities in and out of the classroom.

We are an incredibly busy school community with lots going on all year round. We are fortunate in having an exceptional staff team who enthusiastically provide a wealth of extra-curricular activities and experiences for our students to enjoy.

We have a well-established passion for collaboration; working in partnership with a range of other alliances, schools, colleges and universities to: share best practice; support and train entrants into the profession, and to provide exciting professional development for all our staff.

The successful candidate will join the school at an exciting point in its history.

We would hope that what you read in the information pack and your wider research about the school will have whetted your appetite and encourage you to apply.

Yours sincerely



Mr Ben Stitchman
Headteacher

Holmfirth High School

This highly successful school has 1320 students, a teaching staff of 80 and a support staff of 70.



Originally built in 1959, the school has undergone extensive refurbishment in recent years. Its facilities now include a Modern Foreign Language suite, 6 ICT rooms, a Drama studio, 8 Science laboratories, a Music suite with practice rooms, a SEN department and RE/PSCHE block. The specialist school initiative brought the building of a new Maths block.

Our catchment area comprises Holmfirth and surrounding villages. These provide an intake which is well balanced socially and academically. The school is conveniently situated about seven miles from Huddersfield. The surrounding countryside is beautiful, set as we are in the Pennine Hills. Holmfirth is within 30-45 minutes of the centres of Leeds, Manchester and Sheffield and is easily accessible from the M1 and M62 motorways.

Our school takes its community responsibilities seriously. It adopts an open policy towards parents¹, and students are encouraged to participate in the life of the school and locality in a positive and helpful manner. The school also manages the sports centre accommodation which is used by local individuals and community groups in the evenings. We became an extended school in April 2006.

As a school, we aim to be sympathetic and understanding while being purposeful and demanding. We encourage our students to strive to achieve their personal best in all areas of endeavour.

Our students' high personal standards are also fundamental to our calm and purposeful ethos. We are aware of the difficulties that students may experience as they pass through a large school during adolescence, and we also recognise the special requirements of a small number of boys and girls who have personal or academic problems and we provide as much support as we are able.

The school is organised on a year basis, with Heads of Years overseeing a team of Form Tutors. Students are taught in their mixed ability tutorial groups in Year 7, although setting is introduced in a number of subjects in Year 8. In Years 10 and 11, our students follow a broad and balanced curriculum, with KS4 choices made in Year 9.

The school has an excellent record in public examinations; the great majority of our students achieve high standards at education or training beyond the age of sixteen. Over 50% go on to university and less than 1% become NEET.

We attach great importance to the place of extra-curricular activities in our school programme. A wide variety of cultural, sporting, outdoor pursuits and other activities take place, with outstanding levels of success being achieved. It is hoped that applicants will give a clear indication of areas in which they are able and willing to participate.

We hope that this outline has been useful. If you have any questions, please do not hesitate to telephone the school. In normal circumstances, the appointment will be made within one month from the appearance of the advertisement. Unless applicants have been invited for interview within this period, it should be assumed that the post has been filled. It is regretted that expense makes it impossible to write personally to all unsuccessful candidates.



Aims of our School

- ✚ Members of our school community are encouraged to achieve their potential – academically, emotionally, socially, physically and spiritually and the school aims for the highest possible standards for all.
- ✚ Our school aims to ensure that members of the school community feel valued and appreciated.
- ✚ Our school aims to encourage students to enjoy learning through a broad curriculum delivered in a wide variety of ways and thus helps prepare them for later life.
- ✚ Our school aims to develop qualities of mind, body, and spirit through the encouragement and development of various senses; reasoned thought; the ability to question and discuss rationally, to state a point of view and accept other points of view.
- ✚ Our school aims to develop self-discipline, self-respect, respect for others and their property, thereby enhancing relationships with others and providing the capacity to live as independent, self-motivated adults with the ability to act as contributing members of society.
- ✚ Our school aims to encourage that all members of the school community respect religious and moral values, and show tolerance and understanding of other races, religions and ways of life.
- ✚ Our school aims to provide a wide range of support services for our young people in order to help them manage and cope well with concerns and problems not just with their education, but more generally with their life in and beyond school and as preparation for later life.
- ✚ Our school seeks to offer a wide variety of learning and activity opportunities through our extra-curricular programme and hope that these will help encourage the development of interests and skills and social interaction.
- ✚ Our school seeks to work and interact with our wider community to support local efforts to address issues and provide services and to ensure good use of school facilities in out of school hours.

Local Information

Holmfirth – the Heart of the Holme Valley

Located in the heart of the beautiful Holme Valley, Holmfirth is a small town that sits just north of the Peak District in West Yorkshire. The town is better known as the location for the popular BBC TV series 'Last of the Summer Wine', with thousands of fans making the journey every year to visit such locations as Sid's Café and Nora Battye's Steps.



Whilst 'Last of the Summer Wine' is a major visitor attraction, it certainly is not the only reason people visit Holmfirth. With its breathtaking scenery across the Holme Valley, Holmfirth is also popular with walkers and wildlife enthusiasts alike as it is within easy reach of a number of beautiful reservoirs and picturesque surroundings, and if that isn't enough, there are some wonderful attractions to be seen in the town itself - from the last of the Summer Wine Exhibition, to the Holmfirth Vineyard, to the Postcard Museum or pop into The Nook for a cheeky pint!

Holmfirth is also home to a wide range of eating places, including restaurants, wine bars, pubs and take-aways that cater for a wide variety of tastes. It is one of the most popular and much loved destinations in West Yorkshire, with visitors flocking to the sleepy town all year round, Holmfirth is a wonderful place to visit, with lots of things to see and do.

Holmfirth is within easy reach of the major cities of Manchester, Leeds and Sheffield being accessible from both the M1 and M62 motorways. Our nearest town is Huddersfield which is home to Huddersfield University - winner of the Sunday Times Best University of the Year Award 2014. Huddersfield also has three sixth form colleges – Greenhead College, Kirklees College and New College.

There are many estate agents and letting agents in Holmfirth and Huddersfield, together with numerous high street banks and building societies.

Partner Primary Schools

Hade Edge J & I School

Greave Road
Hade Edge
Holmfirth
HD9 2DF

Netherthong Primary School

School Street
Netherthong
Holmfirth
HD9 3EB

Hepworth J & I School

Maingate
Hepworth
Holmfirth
HD9 1TJ

Scholes J & I School

Wadman Road
Scholes
Holmfirth
HD9 1SZ

Hinchliffe Mill J & I School

Waterside Lane
Holmbridge
Holmfirth
HD9 2PF

Upperthong J & I School

Burnlee Road
Holmfirth
HD9 2LE

Holme J & I School

Meal Hill Road
Holme
Holmfirth
HD9 2QQ

New Mill Junior School

Royds Avenue
New Mill
Holmfirth
HD9 1LJ

Holmfirth J I & N School

Cartworth Road
Holmfirth
HD9 2RG

Cover Supervisor

Grade	7
Hours	32.5 Hours Per Week
Weeks	Term Time Only
Accountable to:	Operations Manager

Purpose of Job:

To contribute to the key objective of the school improvement plan 'raising standards of achievement' by providing cover for the short term absence of teaching staff and supporting teams in other areas such as the development of resources.

Employment Duties:

Key responsibilities

- To provide cover supervision for the short-term absence of teachers
- To use specialist skills/training/experience to support students' learning
- To establish productive working relationships with students, acting as a role model and setting high expectations
- To promote the inclusion and acceptance of all students within the classroom
- To support students consistently whilst recognising and responding to their individual needs
- To encourage students to interact and work co-operatively with others and engage all students in activities
- To promote independence and employ strategies to recognise and reward achievement of self-reliance
- To provide feedback to students in relation to progress and achievement
- To establish an appropriate learning environment in lessons
- To work with the teacher in lesson planning, evaluating and adjusting lesson/work plans as appropriate
- To monitor and evaluate student responses to learning activities within a supervised lesson
- To provide objective and accurate feedback and reports as required to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- To be responsible for keeping and updating school records contributing to reviews of systems/records as requested
- To undertake the marking of students' work, which has predetermined answers and involves no element of professional judgement or assessment and to accurately record achievement/progress
- To promote positive values, attitudes and good student behaviour, dealing promptly with conflicts and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- To administer and mark routine tests which have predetermined answers and involve no element of professional judgement or assessment.
- To carry out invigilation of internal and external examinations
- To provide general administrative support, administer coursework, produce worksheets for agreed activities as appropriate
- To implement agreed learning activities/programmes, adjusting activities according to student response/needs

- To support the use of ICT in learning activities and develop students' competence and independence in its use
- To help students to access learning activities through specialist support
- To be part of the school's lunchtime supervision team
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- To recognise own strengths and areas of expertise and use these to advise and support others
- To supervise students on visits, trips and outside of school hours learning activities as required, which fall within the remit and hours of the post
- Any other duties commensurate with the post

Other Duties:

- Every adult within the school is expected to work with a small group of students as a mentor or coach

Equal Opportunities:

- To promote equal opportunities in education so that all children and families will gain optimum benefit from the service provided.
- To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing.

Generic Support Staff Requirements

- Uphold the professional standards expected of every member of school staff in all dealings with colleagues, students, parents² and the wider community.
- Adhere to the principles expressed in the aims and vision of the school.
- Actively contribute to the continued development of the school by attending training, participating in relevant meetings, and putting forward ideas for improvement.
- Be a positive, collaborative team member.
- Apply school policies in all aspects of the role.
- Keep up to date with all aspects of the Child Protection and Safeguarding policy as it applies to the post.
- To promote equality, diversity and inclusion and demonstrate this within the role.
- To be jointly responsible for promoting and safeguarding the welfare of students.

Holmfirth High School is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to an Enhanced DBS check.

All postholders are accountable through the school's Performance Management Policy. The Headteacher and governors are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the school.

Person Specification

Location :	Holmfirth High School
Job Title:	Cover Supervisor
Pay scale:	Grade 7
Hours/weeks:	32.5 Hours Per Week Term Time Only

You should be able to demonstrate that you meet the following criteria:

Experience	Essential	Desirable
NVQ or equivalent/relevant experience		x
Sound literacy and numeracy skills	x	
Working with students in the 11 – 16 age range		x
Evidence of recent and relevant training		x

Ability & Personal Skills	Essential	Desirable
Ability to take responsibility and work with autonomy within set boundaries and expectations	x	
Ability to communicate with both adults and young people from a wide variety of backgrounds	x	
Good organisation and personal management skills	x	
Ability to work successfully with students who demonstrate challenging behaviour	x	
Ability to use ICT for recording, monitoring and reporting	x	
Ability to respect sensitive and confidential work	x	

Knowledge and Understanding	Essential	Desirable
Understanding of how to respond flexibly to young people's learning needs	x	
Knowledge, understanding and commitments to equality, diversity and inclusion informed by practical experience and application	x	
Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	x	
Clear knowledge and understanding of the importance of effective safeguarding in the school	x	

Personal Qualities & Attributes	Essential	Desirable
Willing to carry out all duties having regard to an employee's responsibility under the school's Health and Safety Policies	x	
To display a responsible and cooperative attitude to working towards the achievement of the post's aims and objectives	x	
High level of motivation and commitment with the ability to evaluate own behaviour and actions	x	
Commitment to own personal development and learning	x	
Willingness to undertake further training as appropriate, both as a member of staff and specific to the role	x	

Application Details

Thank you for taking the time to read this pack. If you wish to apply for the post of Cover Supervisor then please complete the standard Kirklees Council application form which is found on our website, together with a letter of application outlining how your experience to date has prepared you for this post.

Completed applications should be returned to:

The Headteacher
Holmfirth High School
Heys Road
Thongsbridge
HOLMFIRTH
HD9 7SE

Or via email to vacancies@holmfirthhigh.co.uk

The closing date for applications is Friday 27th November at 9.00am

If we have not contacted you by 4th December please assume that on this occasion your application has been unsuccessful. Please accept this as an acknowledgement of the time and interest you have shown.