



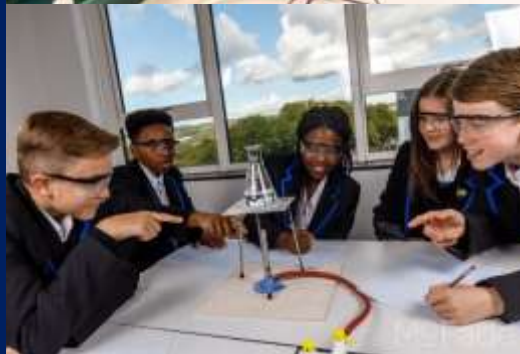
Whitcliffe Mount School
Enjoy • Achieve • Celebrate



Cover Supervisor

Candidate Information Pack







Whitcliffe Mount School

Enjoy • Achieve • Celebrate

Headteacher: Miss Jennifer Templar



"This school continues to be good" - Ofsted September 2017

Dear Candidate,

I am delighted that you are considering joining us as Cover Supervisor at Whitcliffe Mount. We are proud of our track record of ensuring our students enjoy their time at school and achieve highly, so that we can celebrate their successes. We are a good and improving school and ensure that students enjoy, achieve and celebrate their time at Whitcliffe Mount. I joined the school as Headteacher in September 2013 and I can honestly say it is a fantastic place to work – staff and students have made me feel extremely welcome!

In December 2013 we were visited by OFSTED who judged us as being good across the board. In September 2017 they revisited and confirmed that "Whitcliffe Mount continues to be good". The Ofsted team spoke very highly of our students who were fantastic ambassadors for Whitcliffe Mount during the inspection and we were proud to receive feedback on our students' excellent behaviour, their active participation in a range of school activities and clubs, the respect they show to others and the welcoming environment. Our students spoke openly with inspectors, explaining they felt safe and happy and that they were making good progress at Whitcliffe Mount. We have always celebrated our students' talents and achievements both academically and socially, but it is nevertheless fantastic to have this endorsed by Ofsted.

Student achievement is rising rapidly in the school. We expect a high standard of achievement, behaviour, attendance, punctuality and appearance from all our students. We believe that Whitcliffe Mount provides the ideal environment for our students to reach their potential in all areas. We also promote excellence in terms of examination results. I am delighted that all our young people achieved a qualification in 2019, with 65% of students achieving the new basics at grade 4+ in English and Maths, alongside this, an amazing 21.4% of students achieved 3 7-9 grades or equivalent.

To ensure our staff are fully supported we have a comprehensive, personalised CPD programme and an excellent induction programme. We are also a strategic partner of the Green Light Teaching School Alliance which offers opportunities for cross school working and further professional development opportunities.

Whitcliffe Mount has a very strong tradition of extracurricular activities and curriculum support activities with particular strengths in both Sport and Performing Arts, where students develop confidence and independent learning skills. OFSTED said 'The development of students' social, moral, spiritual and cultural skills is a strength of the school. This is promoted through students' participation in a wide range of school events, clubs, activities and trips that are timetabled to take place in every week of the school year.'

If you would like to apply for the post of Cover Supervisor at Whitcliffe Mount, please complete all the relevant sections of the Kirklees application form. A CV is not required. You should also enclose a letter of application (no longer than two sides) which briefly summarises what particular experience, skills and abilities you can bring to this post and why you would be like to join us on our journey at Whitcliffe Mount.

The deadline for receipt of applications is **Friday 11th December 2020 at 12.00 noon**. Completed applications should be returned by email to recruitment@whitcliffemount.co.uk or by post to Mrs C Clough, Headteacher's PA.

We look forward to hearing from you.

Yours sincerely,

Jennifer Templar
Headteacher



Background information

Whitcliffe Mount School is an 11-16 oversubscribed comprehensive school with over 1250 on roll. The school is located on a pleasant green-field site on the outskirts of Cleckheaton, a medium-sized town which provides a wide range of reasonably priced housing. Junction 26 of the M62 (Chain Bar) is only one mile away and communications are good. The school is within easy reach of Leeds, Bradford and Huddersfield (all within 30 minutes travelling time) whilst Manchester, the Pennines, Yorkshire Dales and a wide range of countryside can all be reached easily.

The Student Support Team in the school is built around the child. The students are all a member of a form group organised by Year group. Alongside this, the school House system is organised in 5 sections which are grouped vertically through the school and add a competitive element to school life and provide a clear sense of belonging to a specific house.

The school's ethos is based upon a view that all students and staff should ENJOY, ACHIEVE & CELEBRATE at Whitcliffe Mount. We are committed to raising standards of student achievement, but in an environment which sees education as an exciting and enjoyable activity.

We actively encourage young people to develop a range of skills including teamwork, creativity, positive thinking, independence and reflective skills both within the curriculum and in our 'We Are Whitcliffe' and House Activity events. Alongside this we ensure our students develop confidence and responsibility promoting a love of learning and are ready for the wider world of education and work when they leave school.

In September 2017, Whitcliffe Mount moved into a brand new school, built under the Priority Schools Building Project. Students and staff have been delighted with the brand new facilities.

Benefits of working at Whitcliffe Mount School

We believe in looking after our team. We do that by providing a number of employee benefits including:

- An attractive pension scheme for both Teaching and Support Staff.
- As part of Whitcliffe Mount's wellbeing commitment to employees we hold wellbeing INSET days and disaggregated days to give time for you. We also offer staff 'fat burn' fitness classes and hold regular staff meditation sessions.
- Employee Healthcare are the in-house occupational health and wellbeing department providing a range of services to employees. They offer support to help you stay healthy, prevent illness and cope with difficult and challenging times. This includes access to in-house counselling services, Physiotherapy and HEAL.
- All staff get access to our Employee Assistance Line - Care First is an independent provider of confidential workplace support and offers a professional telephone counselling, information and advice service about a range of matters.
- My Staff Shop - the home of our employee benefits, offering discounts on everything from groceries and shopping through to holidays, insurance, days out, restaurants and more.

Please visit the school website for further information:

www.whitcliffemount.co.uk

Curriculum Structure 2020-21

| Director of Learning English | Director of Learning Maths/ Computing | Director of Learning Science | Director of Learning ADT | Director of Learning Humanities | Director of Learning SMSC | Director of Learning Performance | Director of Learning MFL | Director of Learning SENCO |
|--|--|--|--|--|---|--|--------------------------|--|
| Deputy Director of Learning Lead Practitioner | Deputy Director of Learning Lead Practitioner | Deputy Director of Learning Lead Practitioner | Deputy Director of Learning | Deputy Director of Learning Lead Practitioner Aspiring Lead Practitioner | Deputy Director of Learning Careers Lead | Deputy Director of Learning | | |
| KS3 | KS3 | KS3 | KS3 | KS3 | KS3 | KS3 | KS3 | KS3 |
| English Skills – Step up to English | Maths Computing | Biology Chemistry Physics | Technology Art | History Geography | Pace RS Y7/8 | Music PE Drama Y8/9 | French Spanish | Skills SEND Inspire Interventions |
| KS4 | KS4 | KS4 | KS4 | KS4 | KS4 | KS4 | KS4 | KS4 |
| English Literature English Language Step up to English | Maths Statistics/Further Maths ICT/Computing | Trilogy Biology Chemistry Physics | Art Engineering Food 3D Product Textiles | History Geography | RS HSC Business PACE/RS | PE Music/Audio Performing Arts Drama Sport Science | French Spanish | Princes Trust Step-Up SEND |
| Faculty HLTA/ETA | | | | | | | | |
| 1 x HLTA 1 x FETA | 1 x HLTA | 2 x FETA | | 2 x FETA | 1 x FETA | 2 x FETA | 1 x FETA | 1 x FETA |
| Technicians | | | | | | | | |
| LRC Manager | | 2 x Technician | 3 x Technician | | | | | |



Whitcliffe Mount School Improvement Plan September 2020 – July 2021



Our Vision

We are on a journey from 'good to great' and our core principles to underpin this are:

'Students to be the best they can be'

Each student, regardless of ability, background or prior behaviour record, has the right to an outstanding education, care, guidance and support.

'Staff to be the best that they can be'

Each member of staff, regardless of position or experience, is a critical player on our journey and needs to be recognised and valued as such.

Our Ethos

The school's ethos is based upon a view that all students and staff enjoy, achieve and celebrate at Whitcliffe Mount.

This ethos encompasses everything we do.

We Are Whitcliffe

We actively encourage our students to develop our 'We Are Whitcliffe' skills and House Activity events

Reflective Learner

Team Worker

Responsible Citizen

Independent Thinker

Creative Entrepreneur

We are committed to

Quality of Education

- Constructing an engaging and ambitious curriculum, that is successfully reviewed and adjusted to meet the needs of all students.
- Consistent, high quality teaching, learning and assessment that helps all students to improve and develop their knowledge and skills across the curriculum.
- Teachers help students to know more and to remember more.
- CPD is meaningful and timely and challenges staff to consistently be the best they can be.
- A five-year curriculum that ensures students make good progress, builds on prior knowledge, and prepares all students to be KS4 and future ready.
- Form time is productive and valuable, and models quality first teaching. It forms an essential part of student's wider curriculum and broader development.

High expectations at all levels

- Communicating and applying high expectations and high ambition of all students at all times. Low level disruption or opting out is not tolerated.
- Expectations remain consistently high for all cohorts of students, particularly disadvantaged and SEND.
- To ensure consistent application of the Rewards and Behaviour Policy that is understood by all.
- To ensure all students have a thirst for education which results in excellent attendance, punctuality and conduct. All students feel well supported and safe in school.
- Deliver outstanding and consistent business support which underpins and enables the school to succeed.

As part of meeting these goals we need to ensure consistency (including professionally challenging and supporting each other). This leads to great progress and outcomes for all our students.



JOB DESCRIPTION

| | | |
|-----------------------|---|--------------------------------------|
| <u>POST TITLE</u> | : | Cover Supervisor |
| <u>LOCATION</u> | : | Whitcliffe Mount School, Cleckheaton |
| <u>SALARY SCALE</u> | : | Grade 7 (SCP 14-17) |
| <u>RESPONSIBLE TO</u> | : | Headteacher |

PURPOSE OF JOB

To work as part of a team including teachers and other support staff to support the learning and welfare of all pupils. To provide practical support for learning, educational activities, developing social skills, integration and for securing students physical and emotional well being.

KEY AREAS

1. Teaching Support
2. Student Support
3. Curriculum Activities
4. General

DUTIES AND RESPONSIBILITIES

1. Teaching Support

- 1.1 To undertake duties in accordance with school practices and procedures, ensuring the postholder actively upholds and promotes the philosophies of the school.
- 1.2 To work under the guidance of the class teacher/line manager to plan and monitor students learning. Ensuring the progress is clearly recorded in the relevant systems and relates to the learning objectives /goal for students.
- 1.3 Supervise activities and assist with the general management and control of students in school.
- 1.4 Ensure equipment or materials are suitable for the learning activities. Prepare materials and teaching aids where necessary.

- 1.5 Assist in training new and temporary members of the team, particularly on the behaviour management strategies or learning strategies.
- 1.6 To participate in and assist in supervision of educational visits, in conjunction with the teacher/line manager.

2. Pupil Support

- 2.1 To provide support and guidance on a one to one basis or to teams of students in their core skills and curriculum needs as school policies/practices.
- 2.2 Actively encourage the inclusion of all students to participate in the life and activities of the school and access the national curriculum to the best of their ability.
- 2.3 To provide individual assistance or assistance within small groups through implementing behaviour plans, individual educational plans and teaching strategies etc, to maximise their achievements.
- 2.4 As required, to deal the personal care and comfort of students, i.e. toileting and intimate care issues (as per school guidance and direction).
- 2.5 To contribute to plans, reviews and evaluations for students by writing reports on students' progress and attendance at meetings.
- 2.6 As required to deal with students who require physical restraint and intervention, using such methods as TEAM-TEACH, under the direction of the Headteacher.
- 2.7 As required by the school, to assist under the guidance of the school nurse and/or physiotherapist in medically related issues e.g. administer medication – dosage already drawn up by nurse, gastrostomy feeding and preparing to care for children requiring other medication administered and physiotherapy treatment.
- 2.8 To monitor identified students homework and help where appropriate.

3. Curriculum Activities

- 3.1 To have a full knowledge and appreciation of the range of activities, causes, opportunities, organisations and individuals that could be drawn upon to possible action support.
- 3.2 In line with school policy to develop the use of 'praise and reward'.
- 3.3 To maintain stock of resources, ordering new replacements as agreed with colleagues, to support the work across the team in its delivery of service.
- 3.4 To contribute in the presentation of students' work and maintenance of display areas.

- 3.5 To assist with the preparation and tidying of the classroom and upkeep of resources.
- 3.6 To attend and contribute to duty related meetings as required.
- 3.7 To assist in the planning and implementation of structured and agreed learning activities teaching programmes.
- 3.8 Assist with the school's day to day administration and working under the direction of the Headteacher/line manager including photocopying, filing word processing making telephone calls as requested.

4. General

- 4.1 As part of your wider duties and responsibilities you are required to promote and actively support the School's/LA's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable. Please refer to the Employment page, working for the Council on the Kirklees website under the following link:

<http://www.kirklees.gov.uk/employment/employmentPolicies.aspx>

- 4.2 Carry out your duties with due regard to current and future School's/LA's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through School communications.
- 4.3 To play a full part in the life of the school community, to support its distinctive ethos and to be a positive role model in encouraging staff and students to follow this example.
- 4.4 To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.
- 4.5 To support the wider development of students and the school's commitment to enrichment activities.
- 4.6 Other duties commensurate with the grade of the post as directed by the Headteacher.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post.

As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young. Please refer to the Employment page, 'More about working for Kirklees Council' on the Kirklees website. Please click [here](#) to read our safeguarding policy.

Alternatively go to: <https://jobs.kirklees.gov.uk/GenText.aspx?page=page1>

Kirklees Council

EMPLOYEE SPECIFICATION

SERVICE AREA: Children & Young People Service

SECTION: All Schools Model

JOB TITLE: Cover Supervisor

GRADE: 7

| | ATTRIBUTES | | RELEVANT CRITERIA | HOW IDENTIFIED | RANK |
|----|---|-----|---|---|------|
| 1. | RELEVANT EXPERIENCE | 1.1 | Previous experience of providing class room support, working with children/ young people preferably within a school environment. | Application Form/ Selection Process | A |
| | | 1.2 | Experience of monitoring and developing learning strategies. | Application Form/ Selection Process | A |
| | | 1.3 | Experience of administrative procedures with evidence of capability to work on own initiative. | Application Form/ Selection Process | B |
| 2. | EDUCATION AND TRAINING ATTAINMENTS | 2.1 | Educated to GCSE level or above including English and Maths or be able to demonstrate equivalent experience at that level. | Application Form/ Selection Process | A |
| | | 2.2 | Educated to Level 3 in a relevant discipline. | Application Form/ Selection Process/ Certificates | B |
| 3. | GENERAL AND SPECIAL KNOWLEDGE | 3.1 | Understanding of and commitment to the Local Authority's Equality and Diversity Policy and how this relates to the duties of the job. | Selection Process | |
| | | 3.2 | Understanding of the basic principle of Customer Care. | Selection Process | |
| | | 3.3 | Understanding of need to maintain strictest confidentiality about all matters concerning school. | Selection Process | |

| | ATTRIBUTES | | RELEVANT CRITERIA | HOW IDENTIFIED | RANK |
|----|------------------------|-----|---|---|------|
| 4. | SKILLS AND ABILITIES | 4.1 | Ability to produce documents and displays using ICT or other similar resources. | Application Form/ Selection Process | A |
| | | 4.2 | Ability to communicate effectively both verbally and in writing with colleagues and pupils and visitors to the school. | Selection Process | |
| | | 4.3 | Ability to contribute to the effective working of a team and as an individual. | Application Form/ Selection Process. | A |
| | | 4.4 | Ability to produce accurate work whilst working to tight deadlines. | Selection Process | |
| | | 4.5 | Ability to work efficiently and flexibly and respond positively to the demands of a varied workload. | Selection Process | |
| | | 4.6 | Ability to provide coursework support. | Selection Process | |
| 5. | ANY ADDITIONAL FACTORS | 5.1 | Commitment to ongoing training and development. | Selection Process | |
| | | 5.2 | Ability to adapt and be flexible to the needs of the school. | Selection Process | |
| | | 5.3 | Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process. | Application Form/ Selection Process | A |

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people.

We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.

| | |
|----------------------------|----------|
| ES Reference No | CS07/FAC |
| ES Prepared/Amended | JAN 2015 |
| Refers to Estab(s) | |



Whitcliffe Mount School
Headteacher - Jennifer Templar

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