

Lowton

Church of England High School

Role:	Cover & Intervention Supervisor
Reporting to:	Cover & Admin Manager
Contract:	Permanent: 30.15 hrs\week Term time only + 1 INSET Day
Hours of work:	Monday, Tuesday, Thursday, Friday: 8.30 am – 3.00 pm Wednesday: 8.15 am – 3.00 pm
Salary Range:	G5 - NJC points 8-14 (pro rata) This equates to: £13,781 to £15,528p.a.
Start Date:	January 2021



Caring, Learning and Succeeding



Introduction:

Thank you for your interest in this position at Lowton Church of England High School.

We are a school on a mission – to provide an exceptional education for every young person that we serve in our school community so that their life chances are transformed.

I started as the new Headteacher at the school in September 2020 with extensive Headship and School Improvement experience.

The conditions are ripe to make this an exceptional school and we are now looking for a committed and aligned individual with drive and passion to join us.

Our school is underpinned by its Christian values of Caring, Learning and Succeeding and these values palpably define the culture of the school. We test all we do through the lens of what is the right thing to do for a child.

You will hear us use the phrase ‘ruthlessly compassionate’ which means each and every day we have the resolve, commitment and highest of expectations to do the right thing for every child, because every child has the right to, and deserves, an exceptional education.

If you are interested in the role and committed to our mission and values I look forward to receiving your application.

Kieran Larkin

Headteacher



About us:

We are a vibrant and inclusive 11-16 comprehensive school with an established reputation as a welcoming and forward-thinking learning community. Being located on the Warrington/Wigan border gives us a Warrington postcode but we are part of Wigan LA. We serve the community with most pupils living locally in the towns of Leigh and the village of Lowton. Our pupil intake is broadly average in terms of prior attainment and pupil deprivation. Most pupils speak English as a first language.

As a Church School our Christian identity informs everything we do. We strive to demonstrate to pupils that each one of them is of infinite worth as a child of God and they are the 'lights of the world', who can make a positive difference to the school. Our admissions policy does not require pupils to attend Church, rather we pride ourselves on being inclusive to all. Please explore more about our ethos and values on our website.



Education breeds confidence. Confidence breeds hope. Hope breeds peace. - Confucius

About the role

We are seeking to appoint a Cover and Intervention Supervisor to provide classroom supervision of pupils during short term teacher absence and work with pupils who are in the intervention cohort to ensure all pupils make relevant progress.

You will:

- Have exceptional classroom management skills.
- Be able to motivate, inspire and enthuse pupils to develop.
- Be able to embrace our strong Christian ethos.
- Be passionate about improving the life chances of our pupils.
- Be committed to continuously improving standards and outcomes for all of our young people.

We welcome applications from experienced cover supervisors, qualified teachers who don't want the commitment of full PPA or recent graduates looking to secure a PGCE placement at a later date.



*The mediocre teacher tells. The good teacher explains. The superior teacher demonstrates. The great teacher inspires. - **William A. Ward***

Our offer to you:

- High quality CPD opportunities.
- Become a part of a small, friendly school which is an integral part of the community.

This is an excellent opportunity to join the Lowton Family, develop your own teaching practice and make a significant contribution to the school's continued success.

Interested?

- Find out more about the school on our website and Facebook page.
- Speak to a member of staff about the school. We usually encourage people to take a tour of the school but in the current COVID-19 crisis we cannot accept visitors. We encourage you to phone school with any questions that you may have about the role. If you would like to have a conversation please email Kay Green at: greenk@lowtonhs.wigan.sch.uk with your details.
- Complete the application form via TES online [www](http://www.tes.com).
- Closing date: 29th November 2020.
- On-line Interviews will be held 4th December.
- We plan to hold interviews on site w\c 7th December but this is subject to change due to COVID-19 restrictions.



LOWTON CHURCH OF ENGLAND HIGH SCHOOL
JOB DESCRIPTION

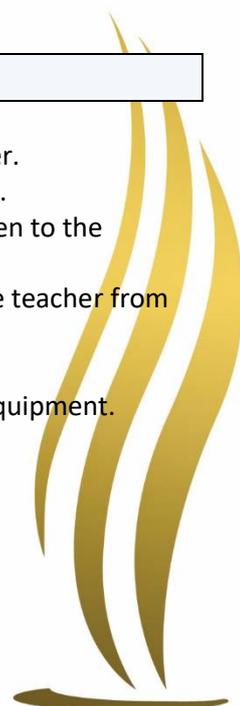
Job Title:	Cover & Intervention Supervisor
Reports To:	Cover & Admin Manager
Staff Responsibility for:	N/A
Liaising with:	Department, Heads of Department, Student Support Services and relevant staff with cross-school responsibilities, relevant support staff and parents
Salary Scale:	G5 (NJC 8-14) Term Time plus 1 INSET Day
Term:	Permanent
DBS:	Enhanced

Job Purpose:

1. To provide classroom supervision of pupils during short term teachers absence.
2. To support the school's approach in identifying and removing barriers to learning of vulnerable pupils who are in the intervention cohort to ensure all pupils make relevant progress.
3. Facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
4. Contribute to raising standards of pupil attainment and engagement
5. Share and support the school's responsibility to provide and monitor opportunities for Personal, spiritual and academic growth.
6. Actively demonstrate the vision and values of Lowton Church of England High School.

Lesson Cover:

1. To provide classroom supervision in the short term/unplanned absence of a qualified teacher.
2. To ensure pupils are managed and supervised in line with the whole school behaviour policy.
3. To communicate to pupils any work set by the teacher and ensure that work set is undertaken to the required standard by the pupils.
4. To ensure that work completed is returned to the teacher and communicate feedback to the teacher from the covered lesson as appropriate.
5. Supervise pupils working in other areas, e.g. Library, Exclusion areas, etc. as required.
6. To ensure pupils are dressed correctly and appropriately for school and have the required equipment.



Intervention & Support:

1. To work on a one to one basis or with small groups of 'Intervention' pupils using intervention materials and techniques.
2. To observe and support in lessons with pupils needing additional support/intervention as appropriate.
3. To assist in the assessment of pupils to identify those in need of support/intervention.
4. To assist in the support and intervention strategies and intervention packages both internal and external, for groups of pupils.
5. To assist with the supervision of pupils who are not working to a normal timetable.
6. To monitor and evaluate pupils' responses and progress against action plans through observation and planned recording and to provide objective and accurate feedback and reports as required.
7. To assist in the development and implementation of all pupil premium policies and supporting procedures.
8. To assist in the development and implementation of education/behaviour/support/mentoring plans.
9. To assist in the assessment of pupils to identify those in need of particular support.

Staffing:

1. Continue own professional development as agreed with the Cover & Admin Manager
2. Take part in the school's staff development programme and participate in arrangements for further training and professional development.
3. Engage actively in the Appraisal system.

Quality Assurance:

1. Implement and adhere to school quality procedures.
2. Contribute to the process of monitoring and evaluation in the department in line with agreed school procedures, including evaluation against quality standards and performance criteria.

Management Information:

1. Ensure the maintenance of accurate and up-to-date information relating to MIS, SIMS etc.
2. Produce reports on examination performance of classes taught, where appropriate.
3. Complete the relevant documentation to assist in the tracking of pupils, where appropriate.
4. Track pupil progress and use information to inform teaching and learning, where appropriate.
5. To undertake administrative tasks, manage and maintain record systems and processes, including the use of SIMS.

Communication & Liaison:

1. Follow agreed policies for communication within the school.
2. Ensure effective communication/consultation as appropriate with the parents or carers of pupils.
3. Take part in liaison activities such as parents' evenings, where appropriate.
4. Where appropriate liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.



Pastoral System:

1. Act as a Form Tutor to an assigned group of pupils in emergency cover situations
2. Apply the behaviour management systems in a consistent manner so that effective learning can take place.

School Ethos:

1. Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils to follow this example.
2. Support the school in meeting its legal requirements for worship.
3. Promote actively the school's corporate policies.
4. Adhere to and support the school's dress code for staff.
5. Adhere to and support the school's Code of Conduct.

Signatures:

1. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
2. This job description forms part of the contract of employment of the person appointed to this post and is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed Postholder:		Date:	
Signed Headteacher:		Date:	



LOWTON CHURCH OF ENGLAND HIGH SCHOOL
Person Specification – Cover & Intervention Supervisor

				Assessed by:
No:	Categories:	Essential\ Desirable	App Form	Interview\ Task
Qualifications:				
1.	Minimum 5 GCSEs including English and Maths at grade C	E	✓	
2.	Further qualification relevant to this post	D	✓	
3.	High Academic Achievement	D	✓	
4.	Understanding & knowledge of secondary education	D	✓	✓
5.	Evidence of commitment to own professional development	E	✓	✓
Knowledge & Skills:				
6.	Experience of working with children in a school situation	E	✓	✓
7.	Proven skills of working with a wide range of pupils	E	✓	✓
8.	Experience of working with children in a school situation	E	✓	✓
9.	Ability to work well with and relate to pupils and other professionals	E	✓	✓
10.	Experience of using various IT packages eg. Word/Excel/Access/Outlook	E	✓	✓
Personal Qualities:				
11.	The ability to create innovative resources and learning opportunities to engage pupils	E	✓	✓
12.	Ability to communicate, verbally and written, with a range of people & groups	E	✓	✓
13.	Knowledge of effective intervention strategies to raise engagement	E	✓	✓
14.	Ability to meet deadlines using effective time management skills	E	✓	✓
15.	An understanding of current educational developments and a clear grasp of issues relating to education in general	D	✓	✓
16.	Ability to use ICT and technology in the classroom to deliver engaging lessons and monitor pupil progress effectively	E	✓	✓
17.	Up-to-date knowledge and experience of Safeguarding and Child Protection policies and procedures	E	✓	✓



				Assessed by:
No:	Categories:	Essential\ Desirable	App Form	Interview\ Task
Personal Qualities:				
18.	A strong belief in the value of education in developing citizens	E	✓	✓
19.	Highly organised, literate and articulate	E	✓	✓
20.	Highest levels of professional and personal integrity	E	✓	✓
21.	A strong commitment to inclusion and overcoming barriers to learning and achievement	E	✓	✓
22.	Personal resilience, persistence and perseverance	E	✓	✓
23.	Commitment to the pursuit of continuous professional development by oneself and others	E	✓	✓
24.	Able to maintain confidential issues within the working environment	E	✓	✓
25.	A willingness to contribute to extra-curricular activities/whole school events	E	✓	✓
26.	Actively demonstrate the vision and values of Lowton Church of England High School	E	✓	✓
27.	Commitment to support the school's policies on safeguarding and equality and diversity	E	✓	✓
28.	Letter and application form are fully completed and error-free	E	✓	



LOWTON CHURCH OF ENGLAND HIGH SCHOOL PRIVACY NOTICE

Lowton Church of England High School is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you during and after your work relationship with us, in accordance with the General Data Protection Regulation (GDPR).

Successful candidates should refer to our privacy notice for staff for information about how their personal data is stored and collected.

Who Collects This Information

Lowton Church of England High School is a “data controller.” This means that we are responsible for deciding how we hold and use personal information about you.

We are required under data protection legislation to notify you of the information contained in this privacy notice. This notice does not form part of any contract of employment or other contract to provide services and we may update this notice at any time.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

Data Protection Principles

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection policy.

The Categories Of Information That We Collect, Process, Hold And Share

We may collect, store and use the following categories of personal information about you up to the shortlisting stage of the recruitment process: -

- Personal information and contact details such as name, title, addresses, date of birth, marital status, phone numbers and personal email addresses;
- Emergency contact information such as names, relationship, phone numbers and email addresses;
- Information collected during the recruitment process that we retain during your employment including proof of right to work in the UK, information entered on the application form, CV, qualifications;
- Details of your employment history including job titles, salary and working hours;
- Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- Information regarding your criminal record as required by law to enable you to work with children;
- Details of your referees and references.



We may also collect information after the shortlisting and interview stage in order to make a final decision on where to recruit, including criminal record information, references, information regarding qualifications. We may also ask about details of any conduct, grievance or performance issues, appraisals, time and attendance from references provided by you.

How We Collect This Information

- We may collect this information from you, your referees, your education provider, relevant professional bodies the Home Office and from the DBS.

How We Use Your Information

We will only use your personal information when the law allows us to. Most commonly, we will use your information in the following circumstances: -

- Where we need to take steps to enter into a contract with you;
- Where we need to comply with a legal obligation (such as health and safety legislation, under statutory codes of practice and employment protection legislation);
- Where it is needed in the public interest or for official purposes;
- Where it is necessary for our legitimate interests (or those of a third party) and your interests, rights and freedoms do not override those interests.
- Where you have provided your consent for us to process your personal data.

Generally the purpose of us collecting your data is to enable us to facilitate safe recruitment and determine suitability for the role. We also collect data in order to carry out equal opportunities monitoring and to ensure appropriate access arrangements are put in place if required.

If you fail to provide certain information when requested, we may not be able to take the steps to enter into a contract with you (for example if incorrect references are provided), or we may be prevented from complying with our legal obligations (such as to determine suitability to work with children).

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

How We Use Particularly Sensitive Information

Sensitive personal information (as defined under the GDPR as “special category data”) require higher levels of protection and further justification for collecting, storing and using this type of personal information. We may process this data in the following circumstances: -

- In limited circumstances, with your explicit written consent;
- Where we need to carry out our legal obligations in line with our data protection policy;
- Where it is needed in the public interest, such as for equal opportunities monitoring;
- Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards. Less commonly, we may process this type of



information where it is needed in relation to legal claims or where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent.

Criminal Convictions

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where it is necessary to carry out our legal obligations. We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.

Where appropriate we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of working for us.

Sharing Data

We may need to share your data with third parties, including third party service providers where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

These include the following: -

- Academic or regulatory bodies to validate qualifications/experience (for example the teaching agency);
- Referees;
- our Local Authority in order to meet our legal obligations for sharing data with it ;
- Other schools;
- DBS; and
- Recruitment and supply agencies.

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually information will be anonymised but this may not always be possible. The recipients of the information will be bound by confidentiality obligations. We may also be required to share some personal information with our regulators or as required to comply with the law.

Retention Periods

Except as otherwise permitted or required by applicable law or regulation, the School only retains personal data for as long as necessary to fulfil the purposes they collected it for, as required to satisfy any legal, accounting or reporting obligations, or as necessary to resolve disputes.

How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data for is set out in our data retention policy.



Security

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way). In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. Details of these measures are available in our information security policy.

Third parties will only process your personal information on our instructions and where they have agreed to treat information confidentially and to keep it secure.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Your Rights Of Access, Correction, Erasure And Restriction

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Under certain circumstances by law you have the right to: -

- Access your personal information (commonly known as a “subject access request”). This allows you to receive a copy of the personal information we hold about you and to check we are lawfully processing it. You will not have to pay a fee to access your personal information. However we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively we may refuse to comply with the request in such circumstances.
- Correction of the personal information we hold about you. This enables you to have any inaccurate information we hold about you corrected.
- Erasure of your personal information. You can ask us to delete or remove personal data if there is no good reason for us continuing to process it.
- Restriction of processing your personal information. You can ask us to suspend processing personal information about you in certain circumstances, for example, if you want us to establish its accuracy before processing it.
- To object to processing in certain circumstances (for example for direct marketing purposes).
- To transfer your personal information to another party.

If you want to exercise any of the above rights, please contact the Headteacher in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Right To Withdraw Consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please



contact the Headteacher. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

How To Raise A Concern

We hope that the Headteacher can resolve any query you raise about our use of your information in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by the Headteacher then you can contact the DPO on the details below: -

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues.

Data Protection Officer: Judicium Education
Address: 72 Cannon Street, London, EC4N 6AE
Email: dataservices@judicium.com
Web: www.judiciumeducation.co.uk
Lead Contact: Craig Stilwell

Collecting Data For Test and Trace

In the current pandemic, we may need to store your data for test and trace purposes. This is in order for the school to engage with the test and trace process, make decisions on safety within the school and whether individuals are required to self-isolate or carry out a test. To do this we will be recording your name, contact number and date and time of arrival as well as time of departure.

To complement the above we may also ask for data that has not previously supplied. This will allow us to assess an individual's ability to attend/return to school and what measures may need to be put in place to allow for a safe return. We, additionally, may need to collect data about individuals that you reside with in order to factor in appropriate considerations for their wellbeing.

All data collected by the school will be processed in accordance with our retention, destruction, data protection and data security policies. All data collected for test and trace purposes will be retained for 21 days in accordance with government guidelines.

The legal bases for using your data in these circumstances will be for the reasons of substantial public interest and in the interests of public health. Dependant on circumstances the basis may be to assess the working capacity of an employee or to protect the vital interests of yourself or another person. We may need to share select data with others. This can be with the NHS and emergency services, public health, public authorities as well as other stakeholders. This will only be done where it is necessary and proportionate for us to do so.

