



## ALTRINCHAM GRAMMAR SCHOOL FOR GIRLS COVER SUPERVISOR

**Part-time (4 days/week) term time only plus 5 extra days.**

**New NJC scale points 12-17 £21,589 – £23,836 pro-rata**

**Estimated pro-rata starting salary £13,260 per annum**

Temporary until 31 August 2020 in the first instance

*Required from 1 September 2019*

Altrincham Grammar School for Girls, part of the Bright Futures Educational Trust, is a highly successful single sex 11 -18 academy in the South Trafford area. Bright Futures Educational Trust (BFET) is a partnership of schools based in the North West. The Trust's vision is the best *for* everyone, the best *from* everyone. There are currently seven schools within the Trust. Our values of community, passion and integrity are at the heart of everything we do. BFET is committed to providing all staff with the training and support they need to be the best in their profession. Benefits include: working cross-phase, knowledge exchange between our schools and the opportunity to work with some of the most inspiring colleagues in their profession.

Altrincham Grammar School for Girls (AGGS) was in the first cohort of schools to be designated a National Teaching School in 2011. AGGS is the lead school in the "Alliance for Learning". Our teaching school alliance comprises schools of every type and phase, plus universities, throughout a wide geographical area. The impact of teaching school activities is felt within the Trust and far beyond. We have a reputation for excellence regionally and nationally, of which we are very proud.

Altrincham Grammar School for Girls seeks to appoint a well-qualified and confident cover supervisor to supervise classes in the absence of a teacher and ensure that pupils complete the work set. The successful candidate will need to ensure that pupils remain fully engaged and will expect high standards of behaviour at all times.

When not involved in supervising classes, the cover supervisor will be actively involved in many other aspects of school life such as: lunchtime supervision; examination invigilation; supporting pupils in a one to one or small group situation; assisting with trips or visits; supporting departments; supporting the school archives; supporting the Charity Committee.

### **Principal Responsibilities**

- Ensuring the health and safety of pupils being supervised.
- Responsibility for the supervision of pupils completing work in the teacher's absence.
- Ensuring that the pupils complete the work set and that high standards of behaviour are maintained.
- Responding appropriately to pupils' needs and requests for assistance.
- Liaising with subject staff and providing any relevant feedback to departments.
- Registering pupils in each session and reporting on any absences or lateness.
- Carrying out the school's policies.
- Encouraging pupils to interact with each other in a purposeful way e.g. overseeing group work or practical activities.



- Conducting form time and contributing to form activities.

### **Additional Responsibilities**

- Supporting the Charity Committee with charity events where appropriate.
- Undertaking lunchtime supervision at the sixth form, as required.
- Acting as an examination invigilator for both internal and external examinations.
- Supporting subject departments by carrying out a range of duties as specified by the Head of Department.
- Assisting with open evenings and other functions.
- Supervising pupils on trips and visits outside school.
- Assisting and mentoring individual pupils who require additional support.
- Undertaking any other relevant duties commensurate with the role to assist in the wider life of the school.

### **School-wide Responsibilities**

- Being aware of and acting upon relevant school policies and in particular those associated with Child Protection/Safeguarding Children and Health & Safety issues.
- Being responsible for maintaining a clean and tidy environment.
- Attending relevant meetings as required.
- Acting as a role model for the pupils in school.
- Acting as an ambassador for school and ensuring that the school's high standards are promoted at all times.

### **Flexibility**

Although the cover supervisor will normally work during term time only and during the core working hours of 8.30 – 3.30, it is essential that the successful candidate be prepared to work outside these times on occasion. Such hours will be agreed in advance.

### **Training and Development**

As a Teaching School, we are committed to the professional development of all staff. Cover supervisors will participate in the school's performance management arrangements and an experienced reviewer (line manager) will be appointed to assist in the cover supervisor's development.

### **Probationary period**

The appointment is subject to a six month probationary period. At the end of this period, provided your service has been satisfactory, your appointment will be confirmed. If your service is not satisfactory your employment may be terminated within the probationary period. The school requires eight weeks written notice to resign from the post.

Copies of the job description and application forms are available from the school website or by email ([recruitment@aggs.trafford.sch.uk](mailto:recruitment@aggs.trafford.sch.uk)). The closing date for applications is **Monday 24 June 2019** at 3.30 p.m. Interviews are to be held during the **week commencing 1 July 2019**. Applications are welcome electronically or by post and should be emailed to [recruitment@aggs.bfet.uk](mailto:recruitment@aggs.bfet.uk) and addressed to Mrs C Williams. Applicants who are not contacted during this period may assume that



they have not been successful but are thanked for their interest. Unfortunately, we are unable to provide feedback to unsuccessful applicants who are not called for interview.

If invited for interview, candidates are requested to bring original copies of the following documents on the interview day which we need to have sight of:

- Degree Certificate (if applicable)
- QTS Certificate (if applicable)
- National Insurance Card (or letter from HMRC)
- Photo ID (passport and driving licence)
- Two other forms of identification that verify your name, address and date of birth e.g. birth certificate, marriage certificate, bank or credit card statement, utility bill.

### PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications, Educational, Training</b>	Qualification in working with pupils or young people. Qualification post GCSE level. Good educational background with strong literacy and numeracy skills. English and mathematics at least GCSE level grade C.	QTS
<b>Relevant Experience</b>	Successful experience in the world of work. Contribution to the work of a department or team in the workplace. Experience of working with school age pupils in a paid or voluntary capacity.	Experience of responsibility within the workplace. Experience of working in a school.
<b>Knowledge, skills, abilities</b>	Very good oral and written communication skills. Ability to exercise control in the classroom and encourage good behaviour. Confidence in delivery of materials to pupils. Ability to show tact and discretion and the ability to maintain confidentiality. Ability to generate enthusiasm for teaching and learning. Ability to work effectively as part of a team. Ability to manage and motivate others. Ability to plan, organise, review and adapt. ICT competency.	Knowledge of recent educational issues and of current resources for teaching.
<b>Teaching School</b>	Willingness to share good practice with colleagues from other schools.	
<b>Others</b>	Flexibility, adaptability and a willingness to be involved in change. Commitment to further training and development of our Teaching School aims. Willingness to participate in all aspects of school life and assist others with their roles. Self-confidence and initiative. A positive approach to challenges, which seeks solutions to	



	<p>problems and addresses difficulties with cheerfulness and good humour. A genuine commitment to improving the quality of provision for pupils in our school. Smart, professional appearance. DBS clearance.</p>	
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**ADDITIONAL INFORMATION**

Further information about the school, a copy of the school’s prospectus and the most recent OFSTED inspection are available from the school’s website.

BFET is committed to safeguarding and promoting the welfare of children and young people. Any successful applicant will be required to undertake an Enhanced Disclosure check by the DBS. This post is exempt from the Rehabilitation of Offenders Act 1974.