



Hope Valley College

Nurture - Enrich - Achieve

Fixed-Term Cover Supervisor

Candidate Information Pack

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1. Welcome

Dear Applicant,

Hope Valley College is a comprehensive converter academy of 592 students, set in the heart of the Peak District within easy reach of Sheffield. We became an 11-18 school in September 2014, but we are essentially an 11-16 school with a small Enhanced Resource Post 16 facility.

We aim to offer an outstanding education to all our students. Our aim is to develop the “whole person”, where character, creative and sporting talent and integrity are as important as exam success and where aspiration and excitement are balanced by resilience and respect. Our teachers pride themselves on their expert subject knowledge and excellent relationships with students.

We welcome applications from candidates who can offer not only passion for working with young people but can also contribute to the wider school community. Our staff currently help to support a staggering range of extra-curricular activities including climbing (with have our own climbing wall), mountain biking (we have our own mountain bike track and fleet of mountain bikes) and fencing on top of the usual range of school sports. Over half of all students complete Duke of Edinburgh Bronze Award by the time they leave College and we have many bands, choirs and other musical and drama productions. Our staff support a wide range of trips and visits, which help to enrich the educational experience our students enjoy.

After five years at Hope Valley College, our students are invariably happy, successful and confident to tackle the next stage of their academic career. Hope Valley College students are highly sought after by Post 16 colleges and sixth forms.

We are looking for energetic and dedicated individuals who have a desire to support students in their learning enabling them to access all the opportunities our fully inclusive College has to offer.

We look forward to receiving your application form and covering letter by 9.00am on Friday 15 February 2019. Interviews will take place the first week after the half term break.

Yours sincerely



Mr Paul Dearden
Acting Principal



2. Hope Valley College

College Aims

At Hope Valley College...

We want our students to be:

- Happy, confident with high expectations
- Resilient, independent and resourceful
- Caring, friendly and compassionate
- Open-minded and adventurous with broad horizons
- Ambitious, successful leaders and team players, ready for future challenges

In a school that:

- Provides excellent teaching and a wide range of challenging learning opportunities – academically, physically and emotionally
- Values every student as an individual and is ambitious for every student regardless of their background, previous achievements, talents or individual barriers to learning
- Is nurturing, caring and welcoming
- Is reflective and always striving to improve
- Develops student and adult leadership and participation at every level
- Is a community that students, staff and parents are proud of

Parents

Great value is placed on the relationship between home and College. Parents are frequently kept informed of events, activities and progress. They actively contribute to consultations and are frequent and keen attenders at Parents/Carer progress evenings. The Parents Teachers and Friends Association meets frequently with an Assistant Principal. It supports the College in many ways and typically raises £10,000 per year, organizing some innovative events such as an Adventure Film Festival and a Mountain Bike Challenge for nominated College projects identified through a grant application system open to all staff. Recently the association has funded the provision of extensive AV resources for the gym, fitness suite and changing rooms. In addition, the Technology department has benefitted from funding which has enabled it to purchase 3D printing functionality.



Post 16 Pathways

The Post 16 Pathways Provision is an area-wide offer comprising mainly foundation learning programmes (incorporating work experience and life skills) to students with specific learning difficulties or special educational needs. A key element of the provision is that it is based on a 'student-centred' approach to learning, a consequence of which is that student programmes of study are bespoke.

The building, which includes three teaching spaces - a kitchen, a work space and a base room that will support the teaching of social skills - was opened on 26 September 2014 by Ian Thomas, Derbyshire County Council's Director of Children and Younger Adult Services.

The development is the result of an innovative partnership between the Hope Valley Academy Trust and Derbyshire Local Authority.

Enrichment Opportunities

There are many opportunities for students to develop their full potential, whether it is in academic work, sports, or on one of the many extra-curricular activities that take place. We are proud of our reputation for excellence in sporting and cultural activities.

"Academy leaders go out of their way to provide a rich and personalised curriculum for students, for example arranging tuition after school in subjects for students with particular interests, and providing opportunities that will allow students with particular needs and disabilities to develop. Students are grateful for the wide variety of extra-curricular opportunities available. Large numbers take part in the Duke of Edinburgh scheme and in residential programmes." Ofsted

Number of Students on Roll

We are a smaller than average secondary school with currently 592 students including 25 students in Post 16 Pathways.

Pastoral System

We run a vertical House system where every student is a member of a cross age tutor group (approximately 6 students each from Years 7 through to Year 11).

The Pastoral system comprises an Assistant Principal, Senior House Tutors, SENCO and Pastoral Officers. Each of the three Houses has a Senior House Tutor. Pastoral Officers are responsible for issues concerning student behavior, attendance, punctuality and wellbeing.

Each year group is further supported by a team of Tutors who are the first port of call when dealing with students and their parents.



3. The role of Cover Supervisor

A Cover Supervisor is a suitably-trained member of school staff who supervises students carrying out pre-prepared exercises when teaching staff are on short-term absence. The cover supervisor's main job is to manage a classroom, ensuring that students remain on task with the work they have been set.

4. Job Description:

Pay Scale	NJC 19-23, £19,446 (£13,275 - pro rata)
Hours of work	30 hrs per week, Mon – Fri, 39 weeks per year Typical working hours would be from 9:00 am to 3:30 pm with 30 minutes for lunch. This is a fixed-term post until the end of July 2019.
Terms and Conditions	Although the College is a converter academy it was decided on conversion to maintain pay and conditions in-line with national agreements. Subsequently there have been a number of minor variations agreed at a school level with colleagues. Where changes are proposed in future they will be discussed openly with colleagues.

RESPONSIBILITIES

To take responsibility for groups or classes of students in the short-term absence of their usual teacher. In this context, the Cover Supervisor will be responsible for: -

- supervising work that has been set in accordance with school policy
- liaising with teaching staff with regard to work set for a class
- managing the behaviour of students to ensure a constructive environment whilst undertaking work
- responding to any questions from students about process and procedure
- dealing with any immediate problems or emergencies in accordance with the school's policies and procedures
- collecting any completed work and resources after the lesson and returning them to the appropriate teacher or subject leader
- reporting back, as appropriate, using the school's agreed referral procedures, on the behaviour of students during the class, and any other issues arising
- Student registration of a class
- In a controlled environment, to supervise students who have been isolated from their peers as a behaviour sanction

To support the work of one or more curriculum areas

- To take part in whole school INSET activities to enhance job effectiveness
- To accompany students on trips, visits and other educational activities
- To undertake a 'duty' as part of the school's duty system (including break and lunch)
- Support the work of classroom teachers when not deployed directly covering a class



- Support and contribute to the creation and maintenance of classroom displays
- Invigilate internal and/or external examinations
- To act as a First Aider, for which training will be provided and an extra allowance payable upon qualification
- To support general school administration when demand for cover is low.

We would be particularly interested in somebody who could help with the College Work Experience programme.

The post holder will be expected to undertake other tasks/duties as directed by the Principal that are commensurate with the responsibilities of a Cover Supervisor. This is a supervisory post rather than a teaching post and is open to applicants without a teaching qualification.

5. Person Specification:

	<i>Essential/ Desirable</i>
1. Experience	
Working with young people within a school classroom setting, preferably within the secondary age range and with whole classes.	E
Efficient administration and good organisation.	E
2. Qualifications/Training	
GCSE English and Maths at Grade C or above or equivalent e.g. NVQ level 2	E
3. Knowledge, Skills and Abilities	
3.1 Communicate effectively orally and in writing to a range of audiences.	E
1.2 Build effective relationships with young people, providing support for their learning and setting clear boundaries for them.	E
1.3 Build effective relationships with teachers and other school staff.	E
1.4 Participate in discussions in an informed and sensitive manner.	E
1.5 Use ICT for administration purposes and a willingness to use it with students.	E
1.6 The ways in which this post can support the ethos of the school which is committed to focusing on learning and raising achievement.	E
1.7 Strategies to ensure excellent student behaviour.	E
4. Personal Qualities	
4.1 Excellent attendance and punctuality	E
4.2 Hard working, flexible and reliable	E
4.3 Positive and optimistic	E
4.4 The ability to work under pressure and maintain a sense of humour	E
4.5 A genuine commitment to and liking for young people, and high expectations for their progress and welfare	E
4.6 The confidence to manage and supervise effectively whole classes	E
4.7 A commitment to the promotion of equality of opportunity and inclusion in all aspects of school life, practical strategies for achieving this, and an understanding of the implications of this post.	E



6. How to apply and recruitment timetable

Applications

Candidates should submit applications on a Hope Valley College Application Form only. Please also complete a self-disclosure form and return to HVC in a sealed envelope marked Private and Confidential with your name and the job you are applying for on the reverse; the envelopes will only be opened if you are shortlisted for interview. If you are unsuccessful they will be shredded within college unopened. All forms are available on the College website.

Your application should include a supporting statement letter concentrating on how your skills, experience, and personal qualities match the requirements of the Job Description and Personal Specification. CVs alone will not be considered.

All applications should be addressed to Diane Hickinson or emailed to dhickinson@hopevalley.derbyshire.sch.uk. Should you require any further information on the post please contact Diane Hickinson at the College – 01433 620555

References

Please supply full details of **two professional** references: one from your existing employer and one other professional reference of your choice. References from family members or people writing solely in the capacity of friends will not be accepted.

Recruitment Timetable

Closing date for the receipt of applications:
Tuesday 8 January 2019 – 9.00am

Interviews

Intended interview date:
w/b Monday 14 January 2019

On the day of the interview it is required that you bring the following documents with you:

- **Passport**
- **Photo card driving license**
- **Utility bill or bank statement no more than 3 months old showing your current address**
- **Proof of NI number or work permit**

We request that you bring these forms of ID with you to efficiently process your appointment should you be successful at interview. Lack of DBS registration will lead to a delay in commencement of the post. Copies of identification for unsuccessful candidates will be securely disposed of immediately.

Candidates selected for interview will be notified by telephone in the first instance, followed by an email. If you have not been contacted within seven days of the proposed interview dates you should assume that, on this occasion, you have not been successful.

Hope Valley College follows a safer recruitment process. The appointment to this post will be subject to suitable references and an Enhanced Disclosure and Barring Service check. The College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.



Hope Valley College
Castleton Road
Hope
Hope Valley
S33 6SD

enquiries@hopevalley.derbyshire.sch.uk
01433 620555

