CANDIDATE INFORMATION PACK:

Cover Supervisor - (Grade 6)

Closing date:	Monday 23 November – 9am
Interviews:	TBC
Start Date:	As soon as possible
Working Hours:	35 hours per week (part-time considered)
Working Weeks:	TTO + 5 days
Contract Basis:	Permanent
Salary Range:	£29,071 to £33,119 pro-rata

Applications to be emailed to: bgallagher@aldergrange.com






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For more information please contact Mrs Vanessa Holland, Assistant Head Teacher
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1. Letter from Headteacher

Dear Potential Colleague

Thank you for your interest in Alder Grange and the role of Cover Supervisor Role.

The role will evolve over time; however, the key priorities are to provide class supervision during times of teacher absence.

The role is offered on a permanent basis, and we would welcome applications for both full and part time hours.

We are therefore looking for someone who is flexible in approach, enthusiastic and well-organised and keen to promote and implement our positive behaviour policy, and confident in both working alone and in part of a multi-disciplined team.

We were Ofsted inspected in March 2026, and are pleased to have achieved the expected standard in six areas. We are rightly proud of our school ethos and valu1es. Every experience we offer our students must reflect these values, and all members of our team have a role to play.

You will find Alder Grange to be a great place to work: despite being constantly busy we enjoy each other's company and always seek to be a warm, friendly, and welcoming team. The wellbeing of pupils and staff is our number one objective.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As an equal opportunities employer, we intend that no job applicant or employee shall receive less favourable treatment because of his or her sex, marital status, race, colour, nationality, national origin, ethnic origin, disability, age or sexual orientation, nor be disadvantaged by any other conditions or requirement which cannot be shown to be justifiable.

If this sounds like the school for you, and you are interested in looking around the school ahead of your application, then please do make contact and we will arrange a mutually convenient time

Yours sincerely



Joanna Griffiths
Headteacher

2. School Information

We are located in the Rossendale Valley, a beautiful part of East Lancashire, within easy reach of the Pennines, the Yorkshire Dales and only an hour away from the Lake District. It is just over 10 miles north of Manchester and has easy links into the city and other major population centres across the North West. Rossendale is a great place to work, rest and play in a community renowned for its humour and hospitality.

We are rightly proud of our school ethos and values. Every experience we offer our students must reflect these values, and all members of our team have a role to play.

The school has approximately 60 teaching staff and regards all as 'Leaders'. The Senior Leadership Team is led by the Headteacher Mrs Joanna Griffiths. The Headteacher assumes responsibility for all that the school does and focuses on leading the school's work on strategic planning, self-evaluation and leadership development, school effectiveness and oversight of the day-to-day running of the school and its systems.

The Senior Leadership Team comprises the Head Teacher, Mrs Joanna Griffiths; two Deputy Heads: Mr Adam Good and Mr Kenny Riddell; and the School Business Manager, Mrs Beth Gallagher. The wider Senior Leadership Group also includes Assistant Head Teachers and Associate Assistant Headteachers.

The academic departments are the responsibility of Curriculum Leaders. Teams of Form Tutors are led by Heads of Year whose roles are to work as partners with Curriculum Leaders in securing every pupil's academic attainment and personal achievement.

There is a regular calendar of meetings for all these teams and there are various working groups and key committees in operation at any time.

Our commitment to all colleagues' professional development is an important part of our school culture.

The school has strong safeguarding procedures and these are used in making all appointments. Alder Grange also has strong Equal Opportunities and Staff Attendance Policies.

The entire school site is designated as a no smoking, and no vaping area. All appointees are required to respect this.

3. Department Information

AG+ is the Alder Grange Pastoral Team, comprising our SEND support staff, and our behaviour support staff. AG+ is led by Assistant Head Teacher, Mrs Holland.

The Cover Supervisors form an integral part of the team – providing class cover during times of teacher absence.

4. Person & Post Specification – Cover Supervisor

The ideal candidate will be enthusiastic, committed, flexible, resilient, adaptable and well organised.

They will be primarily responsible for the independent class supervision during times of teacher absence.

We seek a person who believes that education is the key to enabling the best possible future and is passionate about working with young people.

The ideal candidate will have strong interpersonal skills, be able to engage and inspire, demonstrate patience and understanding, be a champion for the vulnerable and will be able to build and maintain a rapport with students.

This role involves:

1. Cover supervision.
   Providing classroom supervision during times of teacher absence, supporting the pupils to complete the work set, and maintaining a calm learning environment.
2. Isolation Cover
   Supporting our pupils in our ready to learn room

This would be an ideal career opportunity for someone with commitment and drive and with previous experience in an educational or youth work setting, who would be able to add to and complement the skills within the team.

The above sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the post holder could be asked to carry out. PLEASE NOTE that this is for guidance only. Post holders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

ALDER GRANGE

Post Specification – Cover Supervisor

Post Title:	**Cover Supervisor**
Salary Scale:	**Grade 6 £29,071 to £33,119 (FTE)**
Terms and Conditions:	**Hours of work: 35 hrs per wk, Term time (38 weeks) plus 5 days**

Responsible to:
Head of Year – Behaviour (operational) and Assistant Head Teacher (Cover)

Purposes of the Post:

1. To provide full class supervision during times of teacher absence.
2. When required for class supervision, you will ensure continuity of learning by ensuring pupils understand the work set and maintain a calm, and safe environment in which pupils can learn.
3. Support pupils within our ready to learn environment

At all times you will need to maintain high standards of pupil behaviour through adherence to school rules and ethos.

Duties and Responsibilities:
To work within an agreed system of supervision, to implement work programmes with individuals/groups in or out of the classroom setting, including the supervision of whole classes during the short-term absence of teachers -doing so in a manner which exemplifies and supports the school's ethos.

Specific Responsibilities Include:

1. **Cover Classes in the Absence of the Designated Class Teacher**
   - supervising classroom entry and departure of students in accordance with school policy
   - recording and reporting attendance at lessons in accordance with school policy
   - establishing and maintaining an appropriately warm, supportive but disciplined ethos in each class covered
   - supervising the students doing work left in accordance with the school policy
   - assisting in preparing the learning environment and the materials used therein
   - assisting with the management of student behaviour to ensure a constructive working environment
   - responding to students about the work that has been set
   - collecting any work completed after the lesson and returning it to an agreed person/place
   - leaving the room in good order at the end of the lesson
   - reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class and any other issue arising
   - dealing with any immediate problems or emergencies according to the school's policies and procedures
   - on occasions when not needed for cover, to provide additional support to teachers in classrooms, or to carry out administrative tasks

2. **Teaching Assistant.**
   - When cover is not required, you may be asked to support a teacher with a specific pupil, or groups of pupils in a classroom environment

3. **General**
   - supporting and implementing the school's policies and procedures regarding Safeguarding and Child Protection
   - following other school policies and procedures especially those relating to health and safety, equal opportunity issues and special educational needs (SEN)
   - be familiar with the full range of school policies
   - respecting confidentiality issues linked to home/students/teacher/school work and to keep confidences as appropriate
   - any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined
   - administration tasks as required by the role – including, but not limited to, accurate reporting on SIMS

This Post Specification is subject to annual review, and may be changed at any time in consultation with the post holder and any other interested parties.

This Post Specification should be read in conjunction with the accompanying Person Specification.

1. Person Specification – Isolation Room and Cover Supervisor (Grade 6)

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications		
GCSE passes at 4 or above in Maths and English (or equivalent)	**E**	A/I
NVQ level 2 or above qualification –appropriate to the post (or equivalent)	D	A/I
First Aid Qualification or willingness to study to acquire appropriate qualification	E	A/I
Experience		
Experience of working with or caring for children of relevant age	D	A/I
Experience of working in a relevant classroom / service environment	D	A/I
Experience of supporting pupils with challenging behaviour	D	A/I
Experience of supporting pupils with special educational needs	D	A/I
Knowledge/skills/abilities		
Pastoral experience of working within a secondary school	D	A/I
Ability to relate well to children	E	A/I
Ability to work as part of a team	E	A/I
Good communication skills	E	A/I
Ability to supervise and assist pupils	E	A/I
Time management skills	E	A/I
Organisational skills	E	A/I
Knowledge of classroom roles and responsibilities	E	A/I
Knowledge of the concept of confidentiality	E	A/I
Administrative skills	D	A/I
Good numeracy and literacy skills	E	A/I
Ability to make effective use of ICT	E	A/I
Flexible attitude to work	E	A/I
Other		
Commitment to undertake in–service development	E	A/I
Commitment to safeguarding and protecting the welfare of children and young people	E	A/I
High levels of attendance and punctuality – these pupils depend on you	E	A/I
Commitment to equality and diversity	E	A/I

Other Information

Attendance Policy Statement This school is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. All employees must recognise the importance of good attendance and ensure that any sickness absence is kept to a minimum.

Whilst supporting employees during periods of sickness, the School Management Team monitors levels of sickness absence in school regularly and takes action in accordance with the local authority guidelines adopted by the school to deal with unacceptable levels and frequency of sickness.

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. All employees in this school must understand the importance of good attendance to the operation, performance and image of the school and must show a commitment to achieving and maintaining a high level of attendance.

Child Protection Policy Statement This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment and to follow school safeguarding procedures and guidance for safer working practice.

In this school, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

Equality of opportunity Alder Grange school is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, gender, race, colour, nationality, ethnic origin, disability, gender, religion, age, marital status, sexual orientation and/or medical condition. We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Medical Clearance Appointment to this post is subject to satisfactory medical clearance. If you are selected for appointment, you will be contacted by Occupational Health who will arrange for you to complete their on-line health declaration form.

Policies Alder Grange School has a range of policies and handbooks that help to make clear our expectations and ways of working. These are always shared openly with staff and are accessible to everyone. There are several policies that prospective employees should be aware of when making an application. All members of staff will be asked to sign a declaration as part of the induction process to acknowledge that they have read and understand some of the key policies, e.g. Child Protection, Health & Safety, Acceptable use of IT and Code of Conduct.

Health and safety
All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.