

Cover Supervisor

Permanent Contract Term-Time Only (INSET days paid as overtime when required)
35 hours per week 8.30am-4.00pm NJC Scale 3 (salary starts at £18,550)
Required for September 2024

IN OMNIBUS FIDELIS



Interim Headteacher

Sophie Webster

Thank you for discovering more about the post of Cover Supervisor. This is an additional post owing to the continued expansion of NGHS. We would be pleased to welcome applications from candidates with similar experience in a school setting, but more important is a can-do approach to work and a desire to support young people to achieve their best. If you are thinking about becoming a teacher, this post would give you ample experience to see whether this is the right career path for you!

This pack contains lots of information about NGHS and I hope it is useful to you to see what a great school you will be joining. The successful postholder will work together with our very talented and friendly support staff team who give their all to ensure the school runs smoothly each and every day. Our students are equally friendly and are very well behaved. Covering lessons at NGHS is not like in some other schools; our pupils get on with their work with the minimum of fuss.

I have been at the school for 3 years having been initially appointed as Deputy Headteacher, and I'm currently in the post of Interim Headteacher for the Summer term. It is a privilege to be part of a school with such enthusiastic, intelligent and caring students, and a truly dedicated and supportive staff. We are very much a **family** and a **team** at NGHS; my colleagues work exceptionally hard to help each student to achieve their potential and they also support each other. We take staff wellbeing extremely seriously and our Wellbeing Charter is included in this pack to show you what we do.

NGHS is an outstanding girls' grammar school. We were inspected by Ofsted in November 2022 and the school was judged outstanding in every category, placing us in the top 3% of schools. Please read the report here; you will see why I am so proud of our staff and students. We are also the 2020 West Midlands Secondary School of the Year and have recently won a number of accolades rewarding our work in supporting Mental Health, Holocaust Education, the Be Kind Award and the AcSEED Award.

As a small school, there is a real sense of everyone working together when it comes to organising events and supporting house competitions. Our house system is a key feature of our school and fierce (but also friendly!) rivalry is seen at house competitions. Regular attendance monitoring leads to rewards for forms with the greatest number of students hitting our ambitious attendance target of 97%. Support staff are encouraged to get involved in the wider life of the school too and we are one staff body at NGHS!

Our governing body is incredibly supportive and experienced. Their ambition for the school keeps us on our toes, but they are passionate about enhancing opportunities for all. The school is financially secure and we have been successful twice within four years for government-funded expansions. We are heavily oversubscribed and hold an annual entrance test. The sixth form is also full and we welcome new students from a number of high schools as well, of course, as our own Year 11s.

Opportunities like this do not arise very often, so I wish you every success with your application. If you'd like to speak to me prior to applying, please contact **jobs@nghs.org.uk** or call us on 01952 797550. I sincerely hope that you will apply. I know how much time it takes to complete an application and thank you in advance for ensuring that it is with us by the deadline.

The closing date is Wednesday 12th June at 9am.

IN OMNIBUS FIDELIS

The Curriculum

The curriculum is divided into 50 fortnightly periods, although weeks A and B are very similar. As you might expect in a selective school, our curriculum is unashamedly academic and all KS3 students study both French and German as well as Biology, Chemistry and Physics as discrete subjects. All students have a weekly PSHE lesson and two PE lessons.

GCSEs are chosen in Year 8 with a three-year KS4 in operation. This was scrutinised by Ofsted in 2019 and they agreed with our view that this model best suited our students. Year 9 students study four options (to include at least one MFL, a humanity, a practical subject and one other choice). This selection is then reduced by one in Year 10. We teach GCSE courses thoroughly with a particular focus on greater depth and preparation for A-level. Students are taught skills and knowledge beyond the requirements of the GCSE specifications.

About 75% of our own Year 11s stay on into NGHS Sixth Form and we receive applications from girls in other schools. There are 125 students in the current Year 12 and 95 in Year 13; demonstrating our increasing popularity. There are over 20 A-level choices and EPQ, AS PE or Core Maths as an extension course with no pre-determined option blocks. All students have a lesson of PSHE and PE in the sixth form to ensure a balance with well-being. Most take 3 A-levels and some take 4 subjects. Students have 9 fortnightly hours of tuition per A-level with an extra practical hour for the sciences.

Staff Development

Our colleagues are our most valued resource. The majority of NGHS staff have been in post for 5-15 years, but there is a small turnover each year; usually colleagues leave to take up promoted posts or retire. Internal promotions also occur. Most staff are on UPS and contribute to the work of their faculty with similar subjects grouped together (e.g. Maths & Computing). Most staff are form tutors. Recent appointments have included ECTs and a teacher with 25 years experience. We always strive to appoint the best candidate for the post regardless of salary.

Opportunities for professional development have been largely exam-board specific in recent years, but the school now utilises a range of providers to offer different forms of training. In-house training is also offered where appropriate and the school has four INSET days per year plus twilight sessions in Professional Learning Groups, led by staff for staff. Calendared 'Good Practice Weeks' enable staff to learn new ideas and skills from each other through training sessions and classroom observations. We are coming to the end of a three-year T&L focus on Rosenshine's Principles of Instruction.

There is a real camaraderie among colleagues. Support staff are equally valued and part of the team. We work hard together and celebrate our successes together. Examples include responding to Ofsted inspections and navigating the Covid19 lockdowns very successfully with minimal lost learning.

Pastoral Care / Student Leadership

Often identified as the jewel in our school's crown, we are especially proud of our pastoral system. Heads of Year are all teachers but are supported by non-teaching staff. Our form groups are largely based around our fabulous House system and some are shared e.g. Y7-8 and Y12-13.

Our pastoral team was further enhanced in 2018 by the appointment of two non-teaching Well-being Officers (one for Years 7-10 and one for Years 11-13). Both support students and staff to stay fit and well, physically and mentally, and liaise with outside agencies. We also have two Counsellors and a Pastoral Administrator who oversees medical provision as necessary.

Attendance settles annually at around 97% across NGHS. The school is back to pre-pandemic levels of attendance. Holiday absences are strongly discouraged in almost all cases.

There are many opportunities for pupils to support each other through mentoring (academic and pastoral) and to lead activities within our House system. Positions of responsibility exist in all years.

Outside of lessons, students engage in a wide range of extra-curricular activities and a Curriculum Enrichment Week runs in June. The Duke of Edinburgh Award is also popular with nearly all students completing Bronze Award in Year 9.

SUPPORT STAFF AT NGHS—A REAL TEAM EFFORT!

Newport Girls' High School is a small-medium school with just under 800 students and around 65 members of staff. There is a real sense of camaraderie and support among the teachers and support staff and there is no divide in terms of opportunities and participation of staff from both teams when it comes to being involved in the wider life of the school. All colleagues are equally valued and appreciated and it is a lovely place to work. All colleagues are used to helping out when necessary to cover absence or to support a colleague at a time of need. This flexibility is appreciated by all at NGHS and makes the team unique. It also contributes to the ongoing success of the team and school.

Our support staff fall into four main groups; administration, pastoral, finance and technical. The following posts are found within these teams and clear performance management lines exist to ensure clarity and focus, whilst also providing comfort and support when this is needed.

Administration Team

Led by Kathy Jones who is a member of the SLT. Kathy is the school's Operations & Admissions Manager and has overview of NGHS support staff. We also have an HR manager, Data & Exams Officer, Sixth Form Administrator, School Receptionist, Duke of Edinburgh Leader (who is also our Attendance Officer), School Outreach Officer, and a Reprographics Technician. This new post will fall within this team.

Pastoral Team

This comprises our Pastoral and Safeguarding Administrator and two Wellbeing Officers who ensure that students in Y7-10 and Y11-13 are best supported and their attendance monitored. The team works closely with teaching Heads of Year and is managed by a member of the senior leadership team.

Finance Team

Our finance team is managed by the Finance & Facilities Manager and includes a Finance Assistant who also oversees trips and visits.



Technical Team

This team is managed by a range of staff including our Finance Manager and different members of the senior leadership team. The team includes our Site Manager, caretaking staff, IT Manager, Technician, Senior Science Technician and Science Technician.

The support staff look forward to a new member of the team joining NGHS and hope that this brief introduction demonstrates the importance we place on teamwork and camaraderie, whilst also having the opportunity to work in a pleasant, caring environment.

NGHS IN ACTION







Clockwise

World Mental Health Day is recognised annually with our SLT and Pastoral Leaders going very yellow this year.
All Year 12 students benefit from a Liverpool Residential each year to aid their transition to Sixth Form.
We have very talented sportswomen with regular wins in local and regional finals. Here is our winning badminton squad.
There is a real sense of friendship and camaraderie between students at NGHS.
Computing challenges are very popular with students and we frequently win awards! Many students are engaged in iDEA.







JOB DESCRIPTION—COVER SUPERVISOR

JOB PURPOSE

To encourage effective learning through classroom cover for teachers. When not covering classes it is to provide administrative support as well as mentoring of individual students or contributing to extra-curricular opportunities.

MAIN DUTIES

- ⇒ To ensure children in your care are safeguarded effectively, for example by reporting any concerns to the Designated Safeguarding Lead and having a proactive approach to helping students who may be upset or in need of support
- ⇒ To cover lessons/registration for absent staff
- ⇒ To undertake student supervisory duties as required when not covering for an absent teacher, either with individuals or small groups
- ⇒ To provide administrative support
- ⇒ To undertake exam invigilation if required
- ⇒ To provide extra curricular opportunities for students (befitting your own interests) as appropriate.

DAILY TASKS

- ⇒ Collect the daily cover schedule from the cover manager each morning, studying the cover work set for assigned lessons and seeking clarification (if necessary) from the teacher/faculty setting the work
- ⇒ Arrive promptly to cover lessons
- ⇒ Record attendance using the electronic registration system (SIMS/Edulink)
- ⇒ Give instructions on work left by the absent teacher to the class, both verbally and visually and state the learning aims of the lesson
- ⇒ Follow requirements from the cover lesson pro forma including setting any homework
- ⇒ Arrange the distribution of resources as required
- ⇒ Keep students on task during the lesson
- ⇒ Show enthusiasm and answer any queries where possible
- ⇒ Deal with any (rare) conduct issues in line with school sanctions policy
- ⇒ At the end of the lesson ensure the classroom is tidy and dismiss the class in an orderly fashion at the correct time
- ⇒ Provide feedback (both positive and negative) to the absent teacher / Head of Faculty
- ⇒ When not providing cover (or studying cover work) during the school day, provide support for specific subjects, general mentoring of pupils and/or administrative support

PROFESSIONAL STANDARDS

- ⇒ To undertake statutory safeguarding training;
- ⇒ To be aware of and comply with related policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- ⇒ To be a role model to students through personal presentation and conduct.
- ⇒ To co-operate with the Headteacher in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work.
- ⇒ To be familiar with the School handbooks and support all the School's policies.
- ⇒ To ensure your working environment is kept tidy and confidential information is safeguarded at all times;
- ⇒ To be aware of and support difference and promote equal opportunities for all;
- ⇒ To contribute to the overall ethos/work/aims of the school;
- ⇒ To appreciate and support the role of other professionals;
- ⇒ To participate in training and other learning activities and performance development as required.
- ⇒ To establish effective working relationships with professional colleagues and associate staff.
- ⇒ To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures.
- ⇒ To undertake any reasonable task as directed by the Headteacher.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. Your duties will be as set out in the above job description but please note that the school reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any changes.

PERSON SPECIFICATION— WELLBEING OFFICER



Area	Essential	Desirable
Qualifications	• GCSE in English, Maths and Science or equivalent	• A-levels / Degree • First aid qualification
Experience	• Working with children/young people in any capacity • Working as part of a team in a busy environment • Working on his/her own initiative	• Experience of working in a school environment • Pastoral experience in a setting working with young people (school, church, Guides, youth club etc.)
Knowledge & Skills	• Knowledge of the importance of safeguarding in a school environment • A responsible and conscientious approach, especially with regard to health and safety • Confidence to manage students and ensure they remain focused during your supervision • Good numeracy & literacy skills • Basic IT skills • How to work under pressure and multi-task	• Current national child protection and safeguarding policies (e.g. Keeping Children Safe in Education) • Flexibility to respond to different aspects of the role
Qualities	• Belief in sustaining high standards of excellence • Ability to prioritise, plan, organise well and work as part of team to achieve objectives • Empathy with the students at NGHS • High standards in dress, attendance and punctuality • Suitability to work with children and satisfactory Enhanced Disclosure with the DBS. • Sense of Humour!	• Knowledge of issues facing girls in a single -sex, high achieving environment • Desire to progress in career

STAFF WELL-BEING CHARTER

The Trustees, Headteacher and SLT take the well-being of all staff very seriously. The Charter below takes into account all of the measures we have in place to assist staff to carry out their professional duties. Our staff are supportive of each other and work hard as a team, in faculties, tutor teams and together across the whole school.

- A Staff Well-being Committee which meets termly
- A buddy for new staff who join NGHS for their first year
- An annual flu jab for all staff available upon request each winter
- Calendared wellbeing weeks with no evening meetings/events
- Deadlines well publicised and annual calendar consultation
- No student or class data collected for data's sake
- Dedicated marking afternoon for all staff during internal exam week
- Dedicated classroom wherever possible for all teaching staff
- Complimentary tea, coffee, sugar and milk in the staffroom
- Counselling service free to all staff both in-house and externally
- Greater PPA time than national and no mainstream cover
- Childcare vouchers scheme for those who have children in regular day care
- Staff social evening each term - let your hair down and relax
- A flexible and generous approach to family appointments, children's events, nativities, sports days etc.
- Complimentary Christmas Dinner for all staff each year
- Thank You Friday reward scheme for staff to share appreciation of colleagues
- Staff Menopause Ambassador with appropriate support for all
- Golden Space in the Car Park; awarded weekly on rotation!
- Measured approach to lesson observation, drop-ins and good practice weeks
- Annually reviewed Workload Policy; designed by staff for staff to support reducing workload
- Communications policy which protects time outside of school day
- SLT Open Door Policy at all times including urgent email for non-school days
- Cake, laughter & friendship in the staffroom
- A firm commitment to the current DFE Staff Wellbeing Charter



Please complete the application form including the supporting statement (section 6), which should not exceed two pages (font size 11). Please share your career to date and how you feel this experience meets the advertised person specification. We anticipate a strong response and we will score applications fairly against these criteria alone. NGHS is an equal opportunities employer. We are committed to the equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy/maternity, race, religion or belief. We particularly welcome applications from colleagues from under-represented backgrounds. The successful applicant will be subject to an enhanced DBS, Barred List check and other recruitment checks in line with Keeping Children Safe in Education Safer Recruitment practices. This includes sourcing police checks for any period of time spent abroad and social media account checks.

Informal discussions about the post via Microsoft Teams can be arranged.

Completed application forms should be emailed to **jobs@nghs.org.uk** no later than **Wednesday 12th June at 9am**. Referees must include your current or most recent Headteacher/employer. Letters of application should be addressed to our Interim Headteacher, Miss S Webster. We regret we cannot provide feedback on applications, which are not shortlisted.

CVs are unnecessary and will not be accepted. We wish you every success and thank you for your application.