



Cover Supervisor
September 2024



NEWLAND SCHOOL FOR GIRLS

Cottingham Road, Kingston Upon Hull, HU6 7RU
Tel: 01482 343098 Fax: 01482 441416 E-mail: nsg_admin@thrivetrust.uk
www.newlandschool.co.uk
PRIDE ASPIRE EXCELLENCE



Headteacher: Vicky Callaghan

Dear Candidate

Newland School for Girls is a diverse, highly aspirational and academically high achieving school. We are rightly proud of being all-girls, serving and educating young ladies in Hull for over 100 years. We encourage every student to have high aspirations and the ambition to succeed.

We offer a unique educational experience in the city and girls who are part of our school become part of the strong network of Newland Old Girls, within the city and beyond. We promote the traditional values of respect, care for each other and self-discipline, while celebrating the school's diverse talents, abilities and cultures. Our students work together in a well-ordered, harmonious and happy community drawn from all cultures and backgrounds across the city.

We place a high value on care and nurture to enable all our students to make rapid academic progress and grow into caring and responsible young adults. Our students have a keen appreciation of moral values, a lively sense of purpose and a justified pride in themselves. They value highly the support they receive from teachers, the challenge they receive in lessons and the tolerance and respect all students have for each other in their school community. We have high levels of attendance and punctuality. Our students are successful, personable and motivated to learn. "Students' good behaviour and highly positive attitudes to learning are underpinned by good promotion of spiritual, moral, social and cultural education." We place a high value on the development of character alongside, a student's ability to achieve excellent examination results.

Newland is a school you can teach in. It is not without its challenges but we work hard as a staff team to ensure consistency and rigour in the education and support we provide. We are invested in the work we do and the impact we have collectively. Every employee is a part of that team and contributes to the outcomes of the students.

I hope that your research has enabled you to see what we have to offer and that by applying you want to be part of this success culture.

Yours sincerely
V Callaghan





Welcome to Newland School for Girls

Newland SFG is an 11-16 all girls Academy with a partial brand new BSF building linked to our 1900's listed building.

We have approximately 700 students on roll. We are a very popular school in the city with many parents hoping for a place for their child.



Newland School for Girls, Cottingham Road, Kingston upon Hull HU6 7RU
Telephone: 01482 - 343098 Email: jobs@thrivetrust.uk



Examination Results 2023

2023 has been a fantastic year for Newland. Despite the national issues surrounding the reduction of grades awarded to bring results in line with pre COVID grades, Newland has continued to showcase the strength in depth across all subjects.

Key Stage 4 GCSE Results 2023

Performance Measure	2023/24
Attainment 8 Score	43.6
4+ inc Maths and English	56%
Ebacc Entry	77%
Ebacc APS	3.89



Newland School for Girls continues to provide the highest quality education for its students. 25% of all grades awarded this year were at a 7 or better and 4%, significantly higher than the national average, of all grades awarded were at the top level, Grade 9. As a school we are rightly proud of our students' achievement.





**Welcome from
Thrive Co-operative
Learning Trust Chief
Executive Officer
(CEO), Jonathan
Roe**

On behalf of Thrive Co-operative Learning Trust, I would like to thank you for your interest in working with us.

Our mission is to *inspire pupils to thrive in life*. We work cooperatively as a multi-academy trust to enable each pupil, school, and community to reach their fullest potential, and to aspire living our co-operative values.

We hope that you would like to join us in this mission.




Our Values



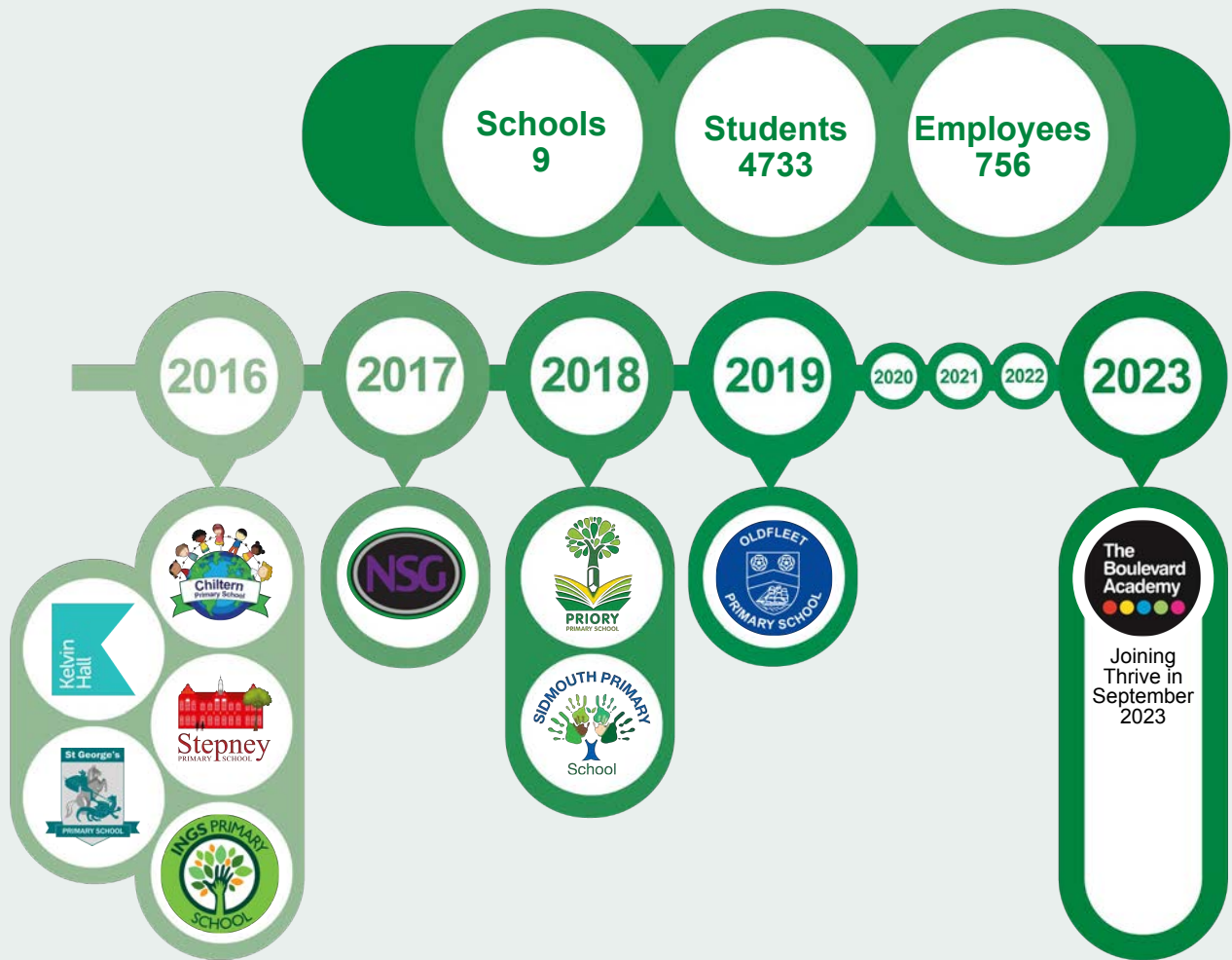
Thrive Mission Statement *Inspiring pupils to thrive in life*

Thrive Co-operative Learning Trust **understands thriving to mean learning**, and learning to mean **growing in knowledge, self-reliance and in responsibility towards others**. Achieving this will allow pupils and staff to **develop a sense of agency and co-agency**, which is the awareness that we are powerful and can affect change, that life is something to be grasped rather than something that happens, and that we have maximum impact when **we work together for the common good**. This sense of agency plays out at three scales as it affects the future of **the individual, their community (local and national), and their planet**.

View our Thrive Charter here...



Our Journey so far...

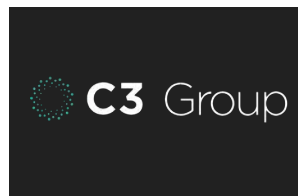


Our Partners

Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



Registered Office Address:
Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH
Tel: (01482) 342229 | Email: jobs@thrivetrust.uk



Cover Supervisor
Salary: Grade 6, Point 13 - 19 (£18,607 - £20,618 actual salary per annum)
Hours: 30 hours per week, Term Time Only, plus 3 days
8.45am-3:15pm Monday -Friday
Permanent
September 2024

The Thrive Co-operative Learning Trust is responsible for nine schools across Hull; three secondary and seven primary. A Thrive school is one that is a dynamic community of staff, pupils and their families all focussed on one thing - *inspiring pupils to thrive in life*.

Required to start for September, we are expanding our Cover Supervisor team.

We are seeking an energetic individual with a strong commitment to working with young people in an education setting. As a Cover Supervisor you will work across the age range 11 to 16 covering lessons for absent colleagues, working under the guidance of teaching staff to implement work programmes with individuals/groups in or out of the classroom, including the supervision of whole classes during the short term absence of teachers. In addition you will support the out of hours academic provision for learners. You will manage the behaviour of students in line with the academy's Behaviour Policy.

You should have Level 2 Qualifications in English and Maths or equivalent and be keen to undergo further development/education. Full training and support will be given for the right candidate.

Closing date: Wednesday 19th June 2024 12 noon

Interviews: Wednesday 26th June and Thursday 27th June 2024

As part of Thrive Co-operative Learning Trust commitment to safer recruitment processes and in accordance with statutory guidance: [Keeping Children Safe in Education](#), an online search will be carried out on all shortlisted candidates.

Please note, we do not accept CVs, applications must be submitted using our application form.

Our commitment to Safeguarding: Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Our commitment to equality and diversity: Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging.

Please visit [Thrive Trust website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school.

Job Description

Post Title	Cover Supervisor
Grade	6
Location	Newland School for Girls
Reporting to	Office Manager

Purpose of Role

To complement the professional work of teachers by providing cover and supervision for classes of pupils in the absence of the teacher, providing learning activities under an agreed system of supervision, supported by direction from teaching staff/SENCO/Leadership Team in line with school policies and guidance.

This will involve:

- Main responsibility for providing cover and supervision for classes of pupils in the absence of the teacher, including the delivery of planned lessons and learning activities to support the progress of pupils.
- Monitoring pupils; assessing, recording and reporting on pupils' achievement, progress and development.
- Additionally you may be asked, where appropriate to act as a tutor, in particular, supporting Literacy and Numeracy development activities for the specific group.
- Should no cover be required, there will be other agreed duties to support the school which may involve supporting pupils primarily with SEN, preparing and delivering learning activities to individuals or groups of SEN

Key Responsibilities

1. To promote and safeguard the welfare of children and young people.
2. To promote the inclusion and acceptance of all pupils within the classroom.
3. Promote a school culture that takes account of the richness and diversity within all areas of the school community.
4. To establish productive working relationships with pupils, acting as a role model and setting high expectations in the learning environment.
5. To cover lessons in the absence of a teaching member of staff for short term absences, delivering pre-planned work in accordance with the teachers instructions.
6. To support departments, teachers, SENCO and the Senior Leadership Team to contribute towards the development and delivery of classroom learning activities.
7. To support all pupils and classes consistently whilst recognising and responding to their individual needs, delivering classroom learning activities.
8. To work with teachers where appropriate, evaluating and adjusting work plans as appropriate including accurate feedback on work where appropriate.
9. Administer and assess routine tests, exams where appropriate.
10. Support planned supervision of pupils around the school site.
11. Supervise pupils on school visits where appropriate.
12. Assist with the supervision of pupil needs and events outside the classroom as required.

1. To encourage pupils to interact and work cooperatively with others and engage all pupils in activities.
2. To promote independence and employ strategies to recognise and reward achievement of self-reliance in our pupils.
3. To act as a tutor where appropriate, setting, maintaining and upholding school standards of punctuality, behaviour, uniform and other relevant areas, applying all school policies consistently.
4. To ensure tutor time is well organised where appropriate, enabling constructive activities to take place including; group discussion and positive group interactions;
5. Supervise all pupils in the classroom, ensuring that work set is completed.
6. Register and record pupil attendance in lessons.
7. Answer pupil queries in regard to learning activities in the classroom.
8. To assist with the supervision of pupils out of lesson times, including before, after school, and at lunchtimes.
9. To support whole school behaviour policy to create a positive climate for learning
10. To support SEN students and their progress as and when required both in and outside the classroom, when requirement to cover is not needed
11. To work flexibly in the interests of the school as required.
12. To participate in school support staff professional development and undertake staff development activities as appropriate, attending any relevant training and/or meetings.
13. To work in a professional manner with integrity, maintaining student and staff confidentiality.
14. Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
15. To comply with the school policies and codes of practice in relation to Health and Safety, Equality and Diversity.
16. Any other duties of a similar nature and level of responsibility as requested by the Headteacher or office manager

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibilities for Staff:	None
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children.
Responsibility for Budgets/Financial Resources:	None
Responsibility for Physical Resources:	None



		E	D	How Identified
Qualifications	GCSE in English & Maths at Grade C/ 4 or above	✓		AF, QC
	A continued commitment to CPD	✓		
	Qualified to Level 3 or Graduate in a relevant subject OR significant school experience		✓	
	Child Protection Qualification Level 1 or commitment to acquire qualification within the 1st Year	✓		
Relevant Experience	Working with young people both in small and Larger groups.		✓	AF, I, R
	Working with whole school classes		✓	
	Delivering learning activities for school whole classes		✓	
	Delivering learning activities for individuals/groups of specific pupils with additional learning needs.	✓		
	Working in a school environment or similar.		✓	
Skills & Abilities	Motivation to work with children and young people	✓		AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	The ability to work independently and use their initiative	✓		
	Awareness of the importance of confidentiality	✓		
Knowledge	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
	An understanding of school curriculum, age related expectations of learners.		✓	
	Knowledge of the key factors affecting the way young people learn.		✓	
	Knowledge of how to raise attainment, achievement and aspirations		✓	



		E	D	How Identified
Knowledge	The post holder should have basic knowledge of ICT and its applications including how e-learning can support the curriculum and achievement	✓		AF, I
	Knowledge of relevant policies and awareness of relevant Legislation e.g. Child Protection	✓		
Interpersonal/ Communication Skills: Verbal Skills	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
	Good communication skills	✓		
Written Skills	The post holder should have a good standard of literacy and numeracy.	✓		AF, R, I
Personal Qualities	Have respect for the school's ethos and the ability to project a positive, professional image for the school.	✓		AF, I
	Ability to reach logical conclusions and make high quality reasoned decisions based upon available information	✓		
	Resilience, ability to deal with a large volume of work and heavy demands on one's time	✓		
	The ability to think and plan strategically	✓		
Disclosure & Barring Service	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)



How to apply



Application forms can be downloaded from our website and should be returned to jobs@thrivetrust.uk by the closing date below.

Should you wish to have an informal and completely confidential discussion please and if you would like to arrange a visit to the school, please contact Helen Edwards via email (edwardsh@thrivetrust.uk) or telephone Newland School for Girls 01482 343098.

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