



PENDLE VALE COLLEGE

Cover Supervisor

Candidate Information

CONTENTS

1. **Welcome**
2. **Copy of Advertisement**
3. **Job Description**
4. **Person Specification**

Dear Candidate

Welcome to Pendle Vale College sited in one of the most modern, innovative and best equipped Colleges in the country.

Our College is made up of a team of highly committed, motivated, dedicated and professional colleagues who each individually make a significant and positive difference to the lives of our students. As Headteacher, I am extremely proud of our College and the staff and students with who I share the vision to make this a special place for adults and young people to teach and learn in.

I am delighted that you are considering our College as a new career opportunity. Colleagues here at Pendle Vale benefit hugely from working in an environment that is supportive, challenging and rewarding. We pride ourselves on welcoming new staff with an excellent induction programme whether you are joining us as a newly qualified or experienced candidate.

Whilst recognising that the College exists for the benefit of the students, we aim to be a place where staff can also realise their ambitions and potential and further develop their careers. We aim to be at the cutting edge of change and engage in high profile projects and developments that enable our students, and staff, to achieve the most that they possibly can while working or studying here. We really want to hear from those colleagues who are exceptional in what they do and who truly believe that they can make a positive difference to our College.

We know that Pendle Vale College is and will continue to transform the education and life chances of our young people. By working together as a team we aim to develop happy, confident and independent learners ready to take their place in the modern world.

We have a modern, flexible and responsive curriculum, which actively encourages our students to be responsible for their own learning and ensures that they are being stretched and challenged and appropriately prepared for their future learning. We know our students very well indeed and strongly and confidently believe that we are meeting their current and future needs.

As Headteacher, I believe that a team of people work best when they are working together towards a common goal. Pendle Vale College is an enjoyable and rewarding environment in which to work. There are significant career opportunities for colleagues and promotion is actively encouraged. Our team ranges from newly qualified teachers to experienced candidates who have reaped the benefits of working at our College.

We are a modern and contemporary College that wants to attract colleagues who have ideas, who are inspirational, innovative and who are truly dedicated to the development of our young people. If you have what it takes to take a forward thinking College to the next level then we look forward to reading your application and hopefully from there calling you to interview.

About us

Our Journey

We opened our doors for the first time in September 2006. Two years later in 2008 we moved into our £32 million purpose built learning environment. The facilities at Pendle Vale College are second to none. The building is modern and innovative in design and is an exciting environment in which to work.

We've come along way since 2006. Our story is one of continued and improving success. We pride ourselves on being a strong, vibrant, and confident community. Don't just take our word for it, arrange a visit and see for yourself.

Be part of our journey....

Ofsted

Ofsted visited us in November 2021 and confirmed that Pendle Vale continues to be a Good school. A copy of this Ofsted Report can be found on our College website.

Community and Surrounding Areas

Pendle Vale College has a good location, situated just five minutes from the M65. Easily accessible from larger towns and cities of Manchester, Preston, Bradford and Huddersfield, it is also in close proximity to the smaller rural communities for Pendle, Colne and Skipton. Nelson is under an hour away from the Lake District and North Yorkshire Moors.

If you are interested in moving the College forward within a focussed team who are highly committed to serving its students, staff and community, then I welcome your application. Please submit the Teaching Staff application form, available on our website or from Hays, along with a letter of application of not more than two A4 sides, detailing how your experiences to date qualify you for the post and how you see the role developing.

I look forward to receiving your application.

Mr Oliver Handley
Headteacher

Pendle Vale College, Oxford Rd, Nelson, BB9 8LF

Main Reception: 01282 682240 | Email: reception@pendlevale.lancs.sch.uk

Web: pendlevale.lancs.sch.uk

Headteacher: Mr O Handley BSc (Hons) MTL

INVESTORS™
IN PEOPLE



PENDLE VALE COLLEGE

COVER SUPERVISOR

32 hours per week

Term time only – 39 weeks

Grade 6, SCP11 -19, Salary - £25,979 – £29,777 pro rata

The College is looking for an energetic, enthusiastic, hardworking and innovative individual to embrace the responsibilities of a Cover Supervisor at Pendle Vale College. Working as part of a team of four cover supervisors, you will be required to cover whole classes during the short-term absence of class teachers.

It is essential that you have at least an appropriate NVQ Level 3 including GCSE Mathematics and English at Grade C or above.

You will need to be able to demonstrate experience of working with young people in a classroom environment and of supporting students with challenging behaviour. You must be able to work well with others, be organised, have excellent communication skills across all levels and be able to deliver work programmes.

For an informal discussion on this post, please contact Mrs Racheal Wilson, College Business Manager on 01282 682249 or r.wilson@pendlevale.lancs.sch.uk.

If you are interested in applying for this position, a Non-Teaching application form can be found on the college website at <http://pendlevale.lancs.sch.uk/about/careers>. Once completed please return to Mrs E Ford College Operations Manager at e.dewhurst@pendlevale.lancs.sch.uk

Closing date for applications – Friday 6 September

Interviews – TBC

Pendle Vale College is committed to the health, safety, and welfare of its students.

All posts are subject to an Enhanced DBS disclosure. Please note that in line with Keeping Children Safe in Education 2022 an online search will be carried out as part of our due diligence on shortlisted candidates.

JOB DESCRIPTION	
JOB TITLE:	Cover Supervisor
GRADE:	Grade 6 SCP 11-19
CAR USER	Occasional
LOCATION:	Pendle Vale College
RESPONSIBLE TO:	Cover Manager/College Business Manager
<p>JOB PURPOSE: The main objectives to be achieved by the Postholder</p> <ul style="list-style-type: none"> ▪ To work under the guidance of teaching staff and Curriculum Leader to implement work programmes in the classroom. This will include the supervision of whole classes during the short-term absence of teachers. 	
<p>JOB PURPOSE: The main objectives to be achieved by the Postholder</p> <p>Duties and Responsibilities: To work under the guidance of teaching staff and Curriculum Leader to implement work programmes in the classroom. This will include the supervision of whole classes during the short-term absence of teachers. In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with the same or lower graded Teaching Assistant posts</p> <p>Specific responsibilities include:</p> <ul style="list-style-type: none"> ▪ Supervising the students on work left when the regular teacher is absent ▪ Assisting in preparing the learning environment and the materials used (for example, managing resources, collecting and organising work for assessment) ▪ Giving merits and rewards in accordance with the College Behaviour for Learning Framework ▪ Assisting with the management of student behaviour to ensure a constructive working environment in accordance with the College Behaviour for Learning Policy ▪ Responding to students about the work that has been set and adapting this as appropriate, with the support of the Curriculum Leader or other colleagues ▪ 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 ▪ Supervising the orderly entry and departure of students ▪ Recording and reporting attendance at lessons in accordance with the College policy ▪ Assisting in exam invigilation under the supervision of the Examinations Officer ▪ Reporting back as appropriate using the College agreed referral procedures (Behaviour for Learning Framework) on the behaviour of students during the class and any other issues arising ▪ Dealing with any immediate problems or emergencies according to the College's policies and procedures ▪ Following College policies and procedures especially those relating to Child Protection and Health and Safety ▪ Respecting confidential issues linked to home/students/teacher/College work and to keep confidences as appropriate ▪ When not covering lessons, to work under the direction of the SENCO to assist in the preparation of teaching and learning resources, supporting students to catch up work in small groups, provide mentoring and support or providing general support in the delivery of the curriculum ▪ To have a good standard of professional conduct and dress 	

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

Equal opportunities

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.

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 co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

This college is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

PERSON SPECIFICATION	
COVER SUPERVISOR	
Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)
<p><u>Qualifications</u></p> <p>NVQ Level 3 qualification (or equivalent) - In exceptional circumstances, where local circumstances dictate, qualifications may be viewed as desirable.</p> <p>GCSE English and Mathematics Teaching qualification e.g. QTS</p>	<p>E</p> <p>E</p> <p>D</p>
<p><u>Experience</u></p> <p>Experience of working with children Experience of working in a relevant classroom/service environment Experience of Administrative work Experience of supporting students with challenging behaviour</p>	<p>E</p> <p>E</p> <p>D</p> <p>D</p>
<p><u>Knowledge/skills/abilities</u></p> <p>Ability to relate well to children Ability to work as part of a team Good communication skills Ability to relate well to parents/carers Ability to supervise and assist students Organisational skills Knowledge of classroom roles and responsibilities Knowledge of the concept of confidentiality Knowledge of Foundation Stage/National Curriculum Knowledge of numeracy and literacy strategies Ability to make effective use of ICT Ability to assess children's development Ability to plan and deliver work programmes Flexible attitude to work Time management skills First Aid Certificate Administrative skills</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>
<p>Other</p> <p>Commitment to undertake in-service development</p>	<p>E</p>