

CANDIDATE INFORMATION PACK:

Isolation Room & Cover Supervisor (Grade 6)

Closing date: 4th July 2025

Interviews: WC 7th July 2025

Start Date: 1st September 2025

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1. Letter from Headteacher

Dear Potential Colleague

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

We are currently reviewing our pastoral structures, and are looking to appoint two Isolation & Cover Supervisors to join the AG+ team. AG+ is our pastoral team, led by Assistant Head Teacher Mrs Vanessa Holland.

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

The key priorities of the role are to supervise the isolation room, provide pupil mentoring support (for example to looked after children and to support the admin of paperwork for meetings) and to provide class supervision during times of teacher absence.

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 January 2022 and were thrilled to have maintained our “Good” rating. 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.

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.

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.

At our recent Ofsted in January 2022, we retained our “Good” rating, and 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; three Deputy Heads: Mr Adam Good, Mr Simon Varley and Mr Kenny Riddell; and the School Business Manager, Mr Paul Seery. The wider Senior Leadership Group also includes the Assistant Head Teachers, Leading Practitioners, and Senior Operations Managers (non-teaching).

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 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 Isolation and Cover Supervisors form an integral part of the team – supporting those pupils placed in isolation, others in need of mentoring support and providing class cover during times of teacher absence.

4. Person & Post Specification – Isolation & Cover Supervisor

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

They will be primarily responsible for the independent management of the running of the school's isolation room, but will also provide 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 has three aspects:

1. Supervising the Isolation room
Providing a calm environment for those pupils placed in isolation, whilst ensuring they have class work to do and are effectively supported and supervised.
2. Cover supervision.
Providing classroom supervision during times of teacher absence, supporting the pupils to complete the work set, and maintaining a calm learning environment.
3. Mentoring and supporting pupils
Providing support for looked after children (LAC) and other vulnerable pupils including supporting the completion of paperwork for reviews and other meetings

PLEASE NOTE that provision of cover, when required, will always take priority over supervision of the school isolation 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 – Isolation Room & Cover Supervisor

Post Title:	Isolation Room & Cover Supervisor
Salary Scale:	Grade 6 £25,979-£29,777 (FTE)
Terms and Conditions:	Hours of work: 35 hrs per wk, Term time (38 weeks) plus INSET days (5)

Responsible to:

Lead Practitioner – Behaviour (operational) and Assistant Head Teacher (Cover)

Purposes of the Post:

1. To provide small group supervision & support whilst pupils are in the Isolation Room, and full class supervision during times of teacher absence.

Continuity of pupil engagement is a critically important element in academic progress and achievement. Whilst supervising the isolation room you will ensure that pupils are engaged in their set work, working with teaching staff to ensure sufficient work is available for each pupil present, and providing pastoral support & guidance for isolated pupils

1. 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.

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 under the guidance of Leading Practitioner, and 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. Supervision of Isolation Room

- Induction of pupils at the start of their isolation session to review reasons for being there and strategies for avoiding repeat behaviours
- Supervise those pupils in the isolation setting, establishing a warm, supportive and disciplined environment
- Liaison with class teachers regarding work to be completed by pupils in isolation
- Provide effective IT support to those pupils required to use school systems for completion of work
- Ensure work is submitted to teachers at end of each session

- Reporting, as appropriate, using the school's agreed referral procedures on the behaviour of pupils during the isolation session and any other issue arising
- Dealing with any immediate problems or emergencies according to the school's policies and procedures
- Completing reflection paperwork with pupil at end of each day/session in isolation

2. 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

3. Teaching Assistant.

- When cover or isolation supervision not required, you may be asked to support a teacher with a specific pupil, or groups of pupils in a classroom environment

4. 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.

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.