



Ysgol  
**Bryn Elia**  
High School

## **Cover Supervisor Recruitment Pack**



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“Senior Leaders are focussed to ensure that all learners can access their education and thrive”

-IQM



## Welcome from the Headteacher

### Cover Supervisor - Term-Time Only plus five training days - two posts available

Dear applicant

- This post will be paid on GO4 Pt 8 £18,671 (FTE £24,702)
- Start Date: ASAP
- Hours of work are: 8.15am – 3.15pm (half hour lunch break, unpaid)
- Total hours per week: 32.5 hours
- Weekly working days will be Monday to Friday.

This role is to cover absent teachers when they are out of school. Work and instructions will be left for the Cover Supervisor to execute.

We are looking for candidates who are team players, who can foster excellent relationships with staff and learners. The ability to follow instructions is instrumental, as is the ability to follow school policies and procedures.

The successful candidate will need to demonstrate that they are able to deal with both exemplary and challenging behaviours.

A GCSE or equivalent of a grade C is required for this post in both ENGLISH and MATHS.

Daily duties will be deployed by Mrs Tracy Roberts and line management will be by Mr Adam Campion, Assistant Head.

A period of induction will be part of this role.

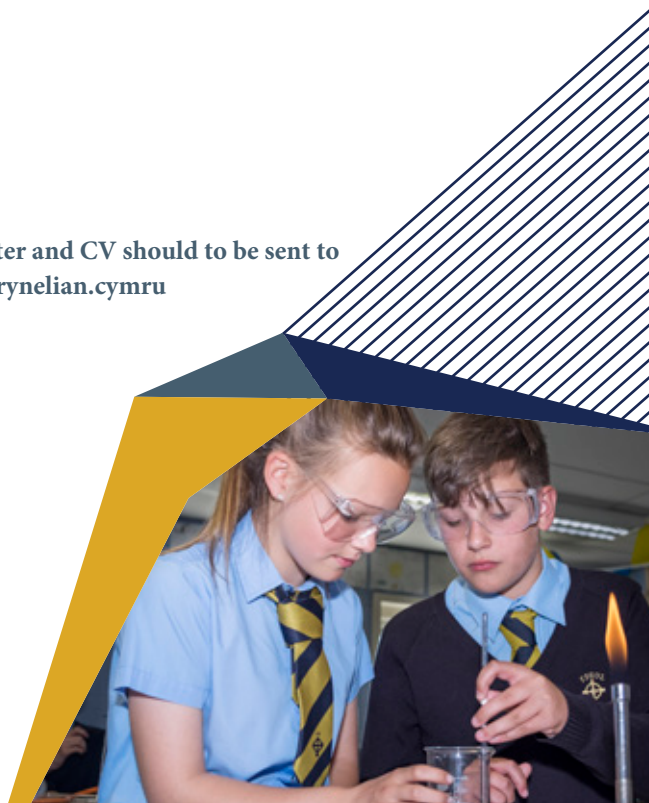
Other important attributes:

- A good communicator
- Ability to think on your feet
- Ability to cope with stressful situations
- Ability to adapt to last minute changes
- A well organised person
- Excellent work ethic
- Someone who is prepared to lead by example

**Applications with completed recruitment monitoring form, covering letter and CV should to be sent to Miss Gemma Parry, Senior Administrative Officer to [parryg128@ysgolbrynelian.cymru](mailto:parryg128@ysgolbrynelian.cymru)**

**Mrs Lindsey Humphreys  
Headteacher**

Committed to safeguarding and promoting the welfare of children and young people.



## Where is Ysgol Bryn Elian Based?

The school is located in the heart of the North Wales coast in Old Colwyn, Colwyn Bay in the beautiful county of Conwy. We are an English medium school who very much value the Welsh language and culture. We have excellent road and rail links and are easily accessible from the cities of Chester, Manchester or Liverpool.

Although we have six cluster schools who feed into Ysgol Bryn Elian, the reality is that our learners come to us from in excess of 25 primary schools, which is why we are oversubscribed. We value our learners and the communities where they live very much. The support of our parent body is very important to us.

Teaching and learning is a constant priority for us as a school and we firmly believe in researching pedagogical practices and the science of teaching to inform all that we do.

We have an active School Council who drive forward the learner agenda. Our Eco-Committee have also recently been successful in the renewal of the Eco-School's Green Flag Platinum Award – something the committee and the school are very proud of.

## School Building & Resources

The school was built to open in 1976 on top of a hill with very impressive far reaching views of the hills and out to the open sea. As a school we are always trying to find ways to improve the school's facilities. we have managed to:

- Refurbish a specialist Science laboratory
- Re-purpose the school Library into a reading hub
- Update the school Cafeteria to include an outside pod and dining area

- Update the machinery in the DT department with hi-tech equipment to enable the teaching of Engineering
- The creation of a specialist Drama room
- Remodel the school Reception area to create a warm, friendly and bright entry to the school for our visitors
- The creation of our Celebration & Achievement corridor

Ysgol Bryn Elian is well equipped to cater for all the academic, creative and sporting needs of our students. We have a range of modern educational facilities to include:

- An impressive and well-resourced Sports Hall
- Large attractive campus on the edge of open fields
- All-weather sports pitches and tennis courts
- An eco-garden
- A fully equipped theatre to enable full-scale theatrical productions
- All departments have access to class electronic devices such as laptops or chrome books
- All classes have whiteboards and projectors
- Design and technology suites with state-of-the-art equipment
- A bright and cheerful reading environment in our Library
- A large theatre with tiered, retractable seating.
- M.U.G.A
- New astroturf pitch

**“The inclusive ethos at Bryn Elian is underpinned by the school's motto ‘Achievement for All/Llwyddiant I Bawb’, which is evident in all that they do.”**

## Job Description

Post Title: **Cover Supervisor**

Grade: **G04 Pt 8 £18,671 (FTE £24,702)**

Working Time: **Term-Time Only plus five training days**

Reporting to: **Cover Manager**

Disclosure level: **Enhanced**

## Purpose

- To work under the guidance of teaching and/or members of the school leadership team and within an agreed system of supervision.
- To support individuals and groups of learners to enable access to learning. This could include those requiring detailed and specialist knowledge in particular areas.
- To contribute to the teacher's planning cycle to ensure all learners have equal access to learning.
- To occasionally supervise whole classes during the short-term absence of a teacher. The main focus of such cover will be to respond to questions, assist learners to undertake set activities and stay on task and maintain order.
- Following training, administer medication in accordance with the procedures for LEA and school policies.
- Support learners consistently while recognising and responding to their individual needs.
- Encourage learners to interact and work co-operatively with others.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide effective feedback to learners in relation to programmes and recognise and reward achievement, including behaviour and attendance.
- Support for learners with additional learning needs.

## Main (Core) Duties

### Support for Learners

- Use specialist [curricular/learning] skills/training/experience to support learners.
- Assist with the development and implementation of IEPs and IBPs.
- Establish purposeful working relationships with learners and engender high expectations.
- Promote the inclusion and acceptance of all learners within the classroom.
- Attend to learners' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid, toileting, feeding and mobility.

### Support for learners when supervising classes in the absence of the teacher

- To invigilate internal and external examinations when required.
- To register and record student attendance in lessons.
- To instruct students regarding the work left by their teacher.
- To provide students with the necessary resources for their learning.
- To ensure orderly entrance and exit of classrooms.
- To create a calm and purposeful environment in which learners can complete work set by the classroom teacher.

- To follow school systems and procedures on behaviour management.
- To manage resources effectively and ensure classrooms are left tidy and ready for the next lesson.
- To collect any completed work after the lesson and return it to the appropriate teacher.
- To liaise with teacher[s] about cover work.

### Support for the Teacher

- Work with the teacher to create a purposeful, orderly and supportive learning environment.
- Work with the teacher in lesson planning, evaluation and adjusting lessons/work plans as appropriate.
- Monitor and evaluate learners' responses to learning activities through observation and the recording of achievement against pre-determined learning objectives.
- Provide general clerical/administrative support, e.g. administer coursework, produce worksheets for agreed activities.
- Provide the teacher as requested with oral and written feedback on learners' progress and achievement.
- As agreed with the teacher, be responsible for keeping and updating records. As requested, contribute to the review of school record-keeping systems.

### Support for the Curriculum

- Implement agreed learning activities and teaching programmes.
- Implement programmes linked to local learning strategies, e.g. literacy, numeracy, ICT.
- Make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of ICT in learning activities and develop learners' competence and independence in its use.
- Help learners to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Support for the Curriculum when supervising classes in the absence of a teacher.
- To collate a bank of supervision work in liaison with the relevant members of the teaching staff.

### Support for the School

- Be aware of and comply with policies and procedures relating to inclusion, behaviour, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school, including Cwricwlwm Cymreig.
- Establish purposeful relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress for learners.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of other support staff as appropriate.
- Undertake planned supervision of learners' out-of-school-hours learning activities under teacher direction.
- Supervise learners on visits, trips and out-of-school activities as required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Employees are expected to dress and behave in a way compatible with their duties and responsibilities, thereby ensuring that they can insist on high standards of dress and behaviour from learners.

The school will endeavour to make any necessary adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

**“Bryn Elian is a welcoming place with a friendly ethos where everyone is included to feel safe and part of the Bryn Elian family”**

## Person Specification

Post Title: **Cover Supervisor**

Method of Assessment: **A = Application / I = Interview / R = References / L = Supporting Letter / C = Certificates**

		Essential	Desirable	Assessed
<b>Knowledge, Skills &amp; Qualifications</b>	Qualifications - Degree		•	A
	Numeracy and literacy skills qualifications to Level 2	•		A/I
	Training or experience in teaching strategies		•	A/I
	Experience in pupil behaviour management		•	A/I
	Clear sense of how to deal with pastoral issues	•		I
	Experience in administrative support		•	I
<b>Working with others</b>	Working with children	•		I
	Ability to work well with adults	•		I
<b>Communication</b>	Good spoken communication	•		I

## Overarching Statements

Ysgol Bryn Elian is a school committed to safeguarding in all its guises and places an expectation on all involved in the Bryn Elian community to share this commitment.

Teaching staff at Ysgol Bryn Elian undertake their job specifications with due regard to the National Standards for Qualified Teachers and the STPCD. This document covers the responsibilities of all classroom teachers.

## Pastoral System Organisation

Each year group at Key Stage 3 and 4 at Ysgol Bryn Elian have a Learning Manager, who are teachers leading the pastoral system for each year group. They are assisted by full time Learning Mentors who are non-teachers and therefore have no timetable commitments.

## How to Apply

**Deadline for applications: 12noon Monday 29th April 2024.**

Interview date: TBC

Contact: Gemma Parry

Telephone: **01492 518215**

**Please apply using the application form accompanying this pack, along with a Recruitment Monitoring Form, CV and accompanying letter of application.**

**Please return forms via email to [parryg128@ysgolbrynelian.cymru](mailto:parryg128@ysgolbrynelian.cymru) or by post to:**

Miss Gemma Parry  
Ysgol Bryn Elian  
Windsor Drive  
Old Colwyn  
LL29 8HU

In addition, we have an Education Welfare Officer and an Attendance Support Worker who work with our learners.

In addition to the County Council's school-based counsellors we employ our own counsellor to help and support our learners.

All of our pastoral teams are Mental Health First Aid trained.

The Sixth Form is led by the Director of Sixth Form studies. He is assisted by a grant funded coach.

**Vacancy published on: 16 April 2023**

**Start date: ASAP**







**Ysgol Bryn Elian**

Windsor Drive, Old Colwyn, Colwyn Bay LL29 8HU Rhodfa Windsor, Hen Golwyn, Bae Colwyn LL29 8HU

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[www.brynelian.conwy.sch.uk](http://www.brynelian.conwy.sch.uk)

Achievement for All  
Llwyddiant i Bawb