



# **UTC Warrington**

## **Cover Supervisor**

### **Candidate Information Pack**





## **Vacancy: Cover Supervisor**

**Job start:** April 2024

**Closing date:** Thursday 4<sup>th</sup> April

**Interviews:** Thursday 11<sup>th</sup> April

**Salary:** NJC Pay scale 6 to SO1 SCP 19 to 23 (FTE £22,777 - £32,076)

**Actual Salary TTO: £20,708 - £22,306**

**Benefits:** Local Government Pension Scheme

**Location:** Warrington

**Contract type/Hours:** 30 hours p/w term time only

**Contract term:** Permanent

### **Introduction**

We are seeking to appoint a highly organised and dynamic Cover Supervisor. The post holder will be expected to promote the vision and values of the college with all stakeholders including parents, visitors and the wider community. We operate a culture of continued professional development and are looking for an enthusiastic, committed individual to join our team.

### **The role**

The successful candidate will join a highly effective and diverse team who provide unwavering support for the young people at the UTC. The postholder will ensure students achieve their full potential by supporting them in periods of staff absence.

### **About Us**

UTC Warrington opened in September 2016 and was first inspected by Ofsted in May 2019 and secured a 'Good' judgement in all areas. UTC Warrington aims to become an 'Outstanding' institution by our next Ofsted inspection.

Our key focus is to support young people in preparing for the world of work, develop technical skills, and to find meaningful careers – apprenticeships, university, or employment. Manchester Metropolitan University collaborated with employers such as Sellafield Ltd to create the UTC, providing students with valuable relationships and experiences within the STEM industry in the Northwest and beyond.

We are a school and sixth form, with a strong focus and vision that prepares students for a high-quality role within science, technology and engineering. Our students study academic subjects, with a range of GCSEs and post-16 qualifications. We also offer the opportunity for students to focus on developing their technical knowledge and skills and to work directly with the region's employers. From September 2023 we began offering T-levels in engineering and manufacturing, construction design and surveying, laboratory sciences and digital support services.



Our dedicated personal development programme encourages students to challenge themselves by using their skills in listening, speaking, problem solving, creativity, staying positive, aiming high, leadership and teamwork in all aspects of their UTC career. Combined with opportunities to take part in high quality enrichment (cadets, NCS, student leadership, sport), our young people are ready for the world of work. The UTC is co-located with the Warrington Youth Zone in Warrington town centre. This new facility provides UTC staff and students access to state-of-the-art sports facilities.

Our UTC has world class technical facilities and industry standard equipment. Students have contact with industry professionals and teachers with strong industry experience. Progressing onto degree and apprenticeship opportunities.

In 2023 we were heavily over-subscribed for admissions into year 10. As a school we offer opportunities for a comprehensive programme of individualised evidence based CPD as well as encouraging colleagues to further their personal professional development through courses such as the National Professional Qualifications and Masters level degrees.

### **How to Apply**

For an informal discussion or to arrange a visit to look around the UTC please contact Lindsey Devine Office Manager on 01925 737067 or by email – [ldevine@utcw.co.uk](mailto:ldevine@utcw.co.uk).

### **Closing date**

Please complete an application form and submit a covering letter to [ldevine@utcw.co.uk](mailto:ldevine@utcw.co.uk).

CVs will not be accepted. **The closing date for applications is Thursday 4<sup>th</sup> April.** Interviews will take place on **Thursday 11<sup>th</sup> April.**

We reserve the right to close this vacancy early should we receive an overwhelming response. All candidates are advised to refer to the job description and person specification before making an application.

UTCW is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service Certificate will be required for all posts.

Please take the opportunity to find out more about life at the UTC through our website and social media channels:

Website: [www.utcw.co.uk](http://www.utcw.co.uk)

Facebook: [www.facebook.com/UTCWarrington](https://www.facebook.com/UTCWarrington)

Twitter: [www.twitter.com/UTCWarrington](https://www.twitter.com/UTCWarrington)

Instagram: [www.instagram.com/utc\\_warrington](https://www.instagram.com/utc_warrington)



## UTC Warrington – Cover Supervisor Job Description

<b>Job Title:</b>	Cover Supervisor
<b>Salary:</b>	NJC Pay scale 6 to SO1 SCP 19 to 23 (FTE £22,777 - £32,076)  Actual Salary <b>TTO: £20,708 - £22,306</b>
<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>To provide cover supervision for whole classes when the teacher is absent at Key Stage 4 and Post 16. This role will include the supervision of personalised learning sessions at Key Stage 4 and other supporting learning activities when there is no staff absence which will include running small group intervention and mentoring key students.</li> </ul>
<b>Accountable to:</b>	Examinations and Data Manager
<b>Main Duties and Responsibilities:</b>	<p>Support for the Learners</p> <ul style="list-style-type: none"> <li>Establish constructive relationships with learners and interact with them according to their individual needs;</li> <li>Promote the inclusion and acceptance of all learners; encourage them to interact and work cooperatively with others and engage all in activities;</li> <li>Encourage learners to interact with each other and engage in activities set by the teacher;</li> <li>Set challenging and demanding expectations and promote self-esteem and independence;</li> <li>Discharge a timetabled teaching commitment when not required to act as cover supervisor for both whole classes and small groups of students; and</li> <li>Act as a mentor to key students to improve with the eventual aim of improving their academic performance.</li> </ul> <p><b>Support for the Teachers</b></p> <p>Providing cover supervision when the teacher responsible is on short term absence which includes:</p> <ul style="list-style-type: none"> <li>Create and maintain purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of learners' work;</li> <li>Use strategies, in liaison with the teacher, to support learners to achieve their learning goals;</li> <li>Monitor learners' responses to learning activities and accurately record achievement/progress as directed;</li> <li>Provide detailed and regular feedback to teachers on learners achievements/progress or barriers to learning;</li> <li>Promote good learner behaviour, dealing promptly with</li> </ul>

	<p>conflict and incidents in line with established policy and encourage learners to take responsibility for their own behaviour;</p> <ul style="list-style-type: none"> <li>Establish de-escalation routines in line with the behaviour policy of the college.</li> </ul> <p><b>Support for the Curriculum</b></p> <ul style="list-style-type: none"> <li>Support the use of ICT in learning activities and develop the learners' competence and independence in its use;</li> <li>Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist learners in their use;</li> <li>Liaise with employer partners where necessary, sharing learner data in an appropriate manner.</li> <li>Assist with the supervision of learners out of lesson times;</li> <li>Accompany teaching staff and learners on visits and out of school activities as required and take responsibility for a group under the supervision of the teacher;</li> </ul>
<b>Responsibilities common to all staff:</b>	<p>All staff are expected to:</p> <ul style="list-style-type: none"> <li>Foster UTCW's vision and objectives.</li> <li>To ensure equality and diversity is celebrated and promoted through all practice, and that success is achieved through widening participation and encouraging access to a diverse range of students.</li> <li>Effectively discharge UTCW's responsibility for safeguarding students.</li> <li>Work within the UTCW Health and Safety policy to ensure a safe working environment for staff, students and visitors.</li> <li>Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues</li> <li>To engage actively in the performance review process</li> <li>Adhere to policies and procedures as set out in the staff handbook or other documentation available to all staff.</li> <li>Attend appropriate professional development/training sessions, courses or meetings to ensure that skills are maintained and developed to meet the changing needs of the college.</li> <li>To comply with the provisions of the Data Protection Act and adhere to the requirements of all staff to maintain confidentiality in respect of governors, staff, parents, students and members of the general public.</li> <li>To be responsible and accountable for carrying out the post with regard to the college's Safeguarding Policy, Equal Opportunity Policy. Health and Safety at Work Act and any other relevant policies and procedures.</li> </ul>

	<ul style="list-style-type: none"> <li>Carrying out any other duties associated with the work of the College as may be directed by the Principal, commensurate with the grade of the post.</li> </ul>
--	---

### Person Specification

	Essential	Desirable
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>Educated to A-level or equivalent level, including at least a C grade in English and Maths (or equivalent).</li> </ul>	<ul style="list-style-type: none"> <li>Higher Education/degree.</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>The resilience to thrive in a busy and fast paced working environment.</li> <li>An ability to inspire learners in Y10 to Y13.</li> <li>Ability to organise, plan and prioritise.</li> <li>A commitment to equal opportunities and a strong belief in inclusive education practices and that learning for all students is supported.</li> <li>Ability to build and maintain successful relationships with students, parents and staff, based on mutual respect and consideration.</li> <li>Excellent ICT skills including the ability to use specialist packages.</li> <li>Excellent literacy &amp; numeracy skills.</li> <li>Capacity to quickly develop a working knowledge of the relevant policies, systems, protocols and procedures.</li> <li>Ability to identify own learning needs and actively seek development opportunities.</li> <li>Be able to handle confidential issues sensitively and appropriately.</li> <li>Flexible, motivated and committed to high standards of working in a professional manner.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to analyse and interpret learner performance data and set targets</li> </ul>
<b>Experience, knowledge and understanding:</b>	<ul style="list-style-type: none"> <li>Awareness of the importance of safeguarding.</li> </ul>	



<b>Characteristics:</b>	<ul style="list-style-type: none"><li>• Positive and pro-active approach.</li><li>• Demonstrate a commitment to the college vision, aims and ethos, its community and the college improvement agenda.</li><li>• Demonstrates a passion for the UTC model and delivering education that is student centred and cutting edge.</li><li>• Highly personally credible and able to represent UTCW with external agencies, particularly employers.</li></ul>	<ul style="list-style-type: none"><li>• Enhanced DBS.</li></ul>
-------------------------	---	---

**UTC Warrington is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff within the college.**

**March 2024**