



UTC Warrington

**Cover Supervisor with
additional responsibility**

Candidate Information Pack





Vacancy: Cover Supervisor with additional responsibility

Job start: Immediate start

Closing date: Monday 11th November

Interviews: Friday 15th November

Salary: NJC Pay scale 6 to SO1 SCP 19 to 23 (FTE £31,067 - £33,366)

Actual Salary TTO: £26,646 - £28,618

Benefits: Local Government Pension Scheme

Location: Warrington

Contract type/Hours: 37 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 dedicated to providing unwavering support for the young people at the UTC. The post holder will help ensure that students achieve their full potential by offering support during periods of staff absence. Additional responsibilities will be negotiated based on the candidate's prior experience and the needs of the college.

About Us

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

We are a school and sixth form with a strong focus and vision that prepares students for high-quality roles within science, technology, and engineering. Our students study academic subjects, with a range of GCSEs and post-16 qualifications. We also offer students the opportunity to develop their technical knowledge and skills by working directly with the region's employers.

Our dedicated personal development programme encourages students to challenge themselves by developing 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 activities (cadets, NCS, student leadership, sport), our young people are well-prepared for the world of work.

Our UTC boasts fantastic facilities and state-of-the-art equipment. Students benefit from contact with industry professionals and teachers with strong industry experience, progressing onto world-class degree and apprenticeship opportunities. The UTC is currently ranked 10th out of 4,373 schools and colleges nationally for students entering higher and degree apprenticeships.

Our relationship with a broad range of local, national, and international business partners allows the successful candidate to link their experiences to an applied, employment-led educational environment.

As a college, we offer opportunities for a comprehensive programme of individualised, evidence-based CPD, and encourage colleagues to further their professional development through courses such as National Professional Qualifications and Masters-level degrees.

The successful candidate will join a large, supportive, and successful teaching team.

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 .

Closing date

Please complete an application form and submit a covering letter to ldevine@utcw.co.uk.

CVs will not be accepted. **The closing date for applications is Monday 11th November.** Interviews will take place on **Friday 15th November.**

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.

We are also committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, or marital or civil partnership status.

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

Facebook: www.facebook.com/UTCWarrington

Twitter: www.twitter.com/UTCWarrington

Instagram: www.instagram.com/utc_warrington



UTC Warrington – Cover Supervisor with additional responsibility Job Description

Job Title:	Cover Supervisor with additional responsibility
Salary:	NJC Pay scale 6 to SO1 SCP 19 to 23 (FTE £31,067 - £33,366) Actual Salary TTO: £26,646 - £28,618
Job Purpose:	<ul style="list-style-type: none"> • 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. • Additional responsibilities will be negotiated based on the candidate's prior experience and the needs of the college.
Accountable to:	Examinations and Data Manager
Main Duties and Responsibilities:	<p>Support for the Learners</p> <ul style="list-style-type: none"> • Establish constructive relationships with learners and interact with them according to their individual needs; • Promote the inclusion and acceptance of all learners; encourage them to interact and work cooperatively with others and engage all in activities; • Encourage learners to interact with each other and engage in activities set by the teacher; • Set challenging and demanding expectations and promote self-esteem and independence; • Discharge a timetabled teaching commitment when not required to act as cover supervisor for both whole classes and small groups of students; and • Act as a mentor to key students to improve with the eventual aim of improving their academic performance. <p>Support for the Teachers Providing cover supervision when the teacher responsible is on short term absence which includes:</p> <ul style="list-style-type: none"> • Create and maintain purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of learners' work; • Use strategies, in liaison with the teacher, to support learners to achieve their learning goals; • Monitor learners' responses to learning activities and accurately record achievement/progress as directed; • Provide detailed and regular feedback to teachers on

	<p>learners achievements/progress or barriers to learning;</p> <ul style="list-style-type: none"> • Promote good learner behaviour, dealing promptly with conflict and incidents in line with established policy and encourage learners to take responsibility for their own behaviour; • Establish de-escalation routines in line with the behaviour policy of the college. <p>Support for the Curriculum</p> <ul style="list-style-type: none"> • Support the use of ICT in learning activities and develop the learners' competence and independence in its use; • Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist learners in their use; • Liaise with employer partners where necessary, sharing learner data in an appropriate manner. • Assist with the supervision of learners out of lesson times; • 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;
<p>Responsibilities common to all staff:</p>	<p>All staff are expected to:</p> <ul style="list-style-type: none"> • Foster UTCW's vision and objectives. • 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. • Effectively discharge UTCW's responsibility for safeguarding students. • Work within the UTCW Health and Safety policy to ensure a safe working environment for staff, students and visitors. • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues • To engage actively in the performance review process • Adhere to policies and procedures as set out in the staff handbook or other documentation available to all staff. • 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. • 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. • To be responsible and accountable for carrying out the post with regard to the college's Safeguarding Policy, Equal

	<p>Opportunity Policy. Health and Safety at Work Act and any other relevant policies and procedures.</p> <ul style="list-style-type: none"> 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.
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Person Specification

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



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

October 2024