



# West Kirby Grammar School

## Casual Cover Supervisor

December 2023

£13.16 per hour (£94.75 per day) Term Time only

Graham Road, West Kirby, Wirral. CH48 5DP

[www.wkgs.org](http://www.wkgs.org)

## **Contents**

Advertisement	3
Job Description	4
Person Specification	5
Staff Wellbeing	6

# Advertisement

## Casual Cover Supervisor

December 2023



### Casual Cover Supervisor

7.2 hours per day, term-time only – £13.16 per hour (£94.75 per day)

West Kirby Grammar School are looking to appoint highly motivated and enthusiastic Cover Supervisors to provide classroom supervision in the event of absent teachers and generally support the smooth operation of the academy staff at other times.

This position would suit someone who is interested in gaining experience before embarking on teacher training or looking to work within a school setting.

Excellent instruction skills and the ability to communicate clearly and effectively with young people to explain ideas and support their learning is essential.

**Casual positions – As and when required on a daily or weekly basis to support the school to provide general supervision to students.**

West Kirby Grammar School is a very successful selective school. There are more than 1200 students on roll including a Sixth Form of about 350. GCSE & A Level results are outstanding.

Further information and an application form are available to download from the School's website ([www.wkgs.org](http://www.wkgs.org)) or by contacting the School on 0151 632 3449.

### How to Apply

Complete the application form online and supply a letter, of no more than two sides, explaining why you wish to join our school and what skills and experience you can bring to the school.

**Closing date:** Friday 12<sup>th</sup> January 2024 at 9am

**Interviews:** Week beginning 15<sup>th</sup> January 2024

# Job Description

## Casual Cover Supervisor

December 2023



Job title: Casual Cover Supervisor

Reporting to: Assistant Headteacher

Grade: Band E – Point 8

Salary: £13.16 per hour (£94.75 per day)

Hours: 7.2 hours per day, as required by the school, Term Time only

### Key Role/Function:

To supervise students in the absence of a teacher to enable them to continue their learning by carrying out a pre prepared activities and tasks under supervision

### Specific Duties

#### Administrative/Teacher/Student Support

- To supervise work that has been set in accordance with the school policy
- To manage the behaviour of students whilst they are undertaking the work to ensure a constructive environment in accordance with the school's Behaviour Policy.
- To respond to any questions from students about process and procedures
- To deal with any immediate problems or emergencies according to the school's policies and procedures
- To collect any completed work after the lesson and returning it to the appropriate teacher
- To report back as appropriate using the school's agreed referral procedures on the progress of students during the class and any issues arising.
- To access the school's Management Information System in accordance with the school's Behaviour Policy, including the input of data relating to behaviour of students
- To undertake registration of classes at the beginning of every session.
- To take account of information provided of individual needs and reasonable adjustments for students (e.g. SEND/vulnerable within lesson)

### Other Duties

- To work within school policies and procedures.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships.
- To attend skill training and participate in personal/performance development as required.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues

# Person Specification

## Casual Cover Supervisor

December 2023



Job title: Casual Cover Supervisor

Reporting to: Assistant Headteacher

Grade: Band E – Point 8

Salary: £13.16 per hour (£94.75 per day)

Hours: 7.2 hours per day, as required by the school, Term Time only

This person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application.

E: Essential      D: Desirable

### 1. Qualifications

NVQ level 2 or above qualification – appropriate to the post (or equivalent) (E)

### 2. Experience

Experience of working with or caring for children of relevant age (D)  
Experience of working in a relevant classroom/service environment (D)

### 3. Knowledge

Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 (E)  
Ability to relate well to children (E)  
Ability to demonstrate confidence, assertiveness and helpfulness (E)  
An ability to deal with difficult situations. (E)  
Ability to form effective and appropriate working relationships/boundaries with young people (E)  
Ability to work as part of a team (E)  
Good communication skills (E)  
Ability to problem solve (E)  
Time management skills (E)  
Organisational skills and ability to prioritise (E)  
Knowledge of the concept of confidentiality (E)  
First Aid Certificate (training provided if required) (D)  
Good numeracy and literacy skills (E)  
Ability to make effective use of ICT (E)  
Flexible attitude to work (E)

### 4. Special Requirements

Professional approach to conduct, attendance and dress (E)  
Enhanced DBS clearance and identity checks (E)  
Excellent References (E)

# Staff Wellbeing

## Casual Cover Supervisor

December 2023



### Staff Wellbeing

The wellbeing of staff is central to the approach taken by Governors, the Headteacher and the SLT at West Kirby Grammar School.

We have an excellent sense of community within our whole staff, who work very hard as a team to support one another in their endeavours. Below are examples of some of the systems we have developed to help maintain a happy and positive staff.

- In-house Wellbeing Manager available to all staff, and Staff Wellbeing Committee that monitors and responds to staff needs.
- A flexible and generous approach to family appointments and child events
- Complimentary tea and coffee
- Complimentary Christmas Dinner for all staff each year
- Staff Christmas Cake baking event
- Complimentary coffee and cake mornings or afternoons
- Opportunities for professional development always considered
- Headteacher 'Open Door' Policy at all times
- On site car valeting offered

### Life in West Kirby

WKGS is a nurturing and supportive institution with exceptional rates of staff retention. Very few staff move on each year, and these are largely due to opportunities for promotion or staff retirement.

West Kirby is a fantastic place to work and live. Found on the North West coast, it is regularly rated in The Times as one of the Top 10 places to live in the North West. Just half an hour by train from Liverpool, it is a beautiful seaside town with a high street full of independent shops, the Marine Lake, the picturesque Hilbre Island and miles of sandy beaches.



**West Kirby**  
Grammar School



[office@wks.net](mailto:office@wks.net)



[www.wks.org](http://www.wks.org)



0151 632 3449