

# Ysgol Penglais School



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Waunfawr  
Aberystwyth  
Ceredigion  
SY23 3AW

September 2024

Dear Applicant,

Thank you for expressing an interest in the post of Cover Supervisor at Ysgol Penglais School. You will be joining the school at a very exciting time as we live our vision for Penglais.

*'Ysgol Penglais School is a happy, ambitious and high-achieving school where everyone is respected and valued'*. We work hard with staff, students, parents and the governing body to ensure that Ysgol Penglais School is the excellent school that our students and community deserve. We are continually working to achieve the highest standards of student achievement, behaviour and teaching and learning.

We have an experienced body of staff who work hard and maintain a supportive and friendly ethos. Our students want to achieve more than they thought possible and want to be challenged and supported to do so. There are many different needs within the school and the ALN department work hard across the school to support students when needed. The 6th form is very strong with over 230 students, achieving excellent results again this year.

By joining Ysgol Penglais School, you will be supported professionally to achieve excellence in your role. I can promise you a demanding but ultimately rewarding experience as we move forward to becoming an excellent school.

The enclosed information gives you a snapshot of the school. If you would like further information, please contact Helena Clements by email at [hcl@penglAIS.org.uk](mailto:hcl@penglAIS.org.uk) or on 01970 624811. I look forward to receiving your application.

Yours sincerely

Mair Hughes  
Headteacher



Pennaeth / Headteacher:- Ms Mair Hughes



# PENGLAIS SCHOOL'S VISION: Striving for Excellence

Ysgol Penglais is a happy, ambitious, diverse and high-achieving school where everyone is respected and valued. We are a strong, actively inclusive community, where everyone cares for each other. By developing our independent skills and working with staff, families and others in our community we will achieve and become our very best. The school is vibrant with students and staff co-operating, learning, thinking and working hard. We empower students to take on challenges and recognise that this is key to their individual growth. By developing confidence, resilience, bravery, independence and acceptance, our students will become responsible citizens of their communities, Wales and the world.



# PENGLAIS SCHOOL VALUES

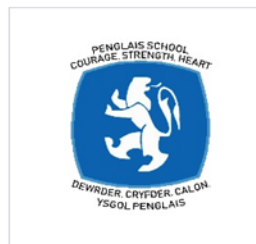
**Being respectful and kind**

**Being ambitious and resilient**

**Developing independence,  
confidence and responsibility**

**Embracing diversity and  
celebrating success**

**Being proud and active citizens in  
our communities**





## **Cover Supervisor - Level 3 Grade 6: scp 7 - 10; 32.5 hrs per week, term time; £24,294 - £25,545 pro rata**

We seek to appoint a Cover Supervisor who will be responsible for providing high quality supervision for students during lessons when a member of staff is absent. In addition, you will provide administrative support to Faculty Leaders.

The right candidate will enjoy working in a dynamic and very busy environment, when 'thinking on your feet' is often required using their own initiative whilst working alongside staff and students to ensure that all lessons are of a high standard. This is a role that would suit a flexible individual who enjoys a very hands-on and multi-tasking approach to the working day.

This is an ideal opportunity for an ambitious candidate to play a key role in increasing the aspirations and success of our students, thereby contributing to the journey of Ysgol Penglais School in becoming an excellent school.

Ysgol Penglais School has much to offer:

- a research-based school with good relationships between staff and students
- a commitment to the professional development of all its staff to become outstanding teachers and leaders
- access to the bustling university town of Aberystwyth
- located on the beautiful Ceredigion coast, an area of natural beauty

For further details please contact Helena Clements (PA to the Headteacher) on 01970 624811 or email [hcl@penglais.org.uk](mailto:hcl@penglais.org.uk)

Ysgol Penglais School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful candidates must be willing to undergo Enhanced DBS and other checks appropriate to the post.

Ysgol Penglais School is an equal opportunities employer.

**Closing date: 23<sup>rd</sup> September 2024**

**Interviews: W/c 30<sup>th</sup> September 2024**

## Job Description – Cover Supervisor

**Job title:** Cover Supervisor  
**Salary grade:** Level 3: Grade 6 scp 7 - 10  
**Hours and weeks:** 32.5 hrs per week, term time  
**Accountable to:** Cover Manager

### Core Purpose:

- To provide high quality supervision for students during lessons when a member of staff is absent
- To support the school through utilising all policies and procedures effectively and suitably
- To provide administrative support for the curriculum

Key accountabilities	Key tasks
To provide high quality supervision for students during lessons when a member of staff is absent	<ul style="list-style-type: none"> <li>• Provide supervision for classes in Key Stages 3 and 4</li> <li>• Create and maintain a purposeful, orderly and productive working environment</li> <li>• Use the resources and guidance as instructed by the member of staff who is absent</li> <li>• Provide feedback to students in relation to progress and achievement during the lesson</li> <li>• Promote and ensure the health and safety and good behaviour of pupils at all times</li> <li>• Liaise with Faculty and Subject Leaders if work is not provided by the absent member of staff</li> </ul>
To support the school through utilising all policies and procedures effectively and suitably	<ul style="list-style-type: none"> <li>• Arrive at all designated sessions promptly</li> <li>• Take registers and report any pupils missing as soon as possible after the start of the lesson</li> <li>• Use Behaviour for Learning policies consistently with all year groups</li> <li>• Report any issues promptly to Student Services Team</li> <li>• Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person</li> <li>• Ensure a positive and constructive working relationship with all students</li> </ul>
To provide administrative support for the curriculum	<ul style="list-style-type: none"> <li>• Assist in the development of lesson / work plans, administration of course work, work sheets as directed by the cover manager</li> <li>• Assist in the design, preparation and use of equipment/ resources/materials</li> <li>• Contribute to planning, development and organisation of systems / procedures / policies</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person</li> <li>• Ensure that the school's Equal Opportunities Policy is implemented within the pupil services team and contribute to its regular review</li> <li>• Attend and participate in regular meetings</li> <li>• Attend training where appropriate and exploit other opportunities for continuing professional development</li> </ul>

	<ul style="list-style-type: none"> <li>• Recognise own strengths and areas of expertise and use these to advise and support others</li> <li>• Assist in the supervision, training and development of staff</li> <li>• Participate fully in the school's performance management programme</li> <li>• Implement supervision programmes for students outside of lessons e.g. clubs/extra-curricular activities</li> <li>• Contribute to the First Aid programme as needed</li> <li>• Undertake other duties commensurate with the status of the post as may from time to time be determined by the Headteacher</li> </ul>
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This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year, but may be subject to modification or amendment at any time after consultation with the holder of the post

## Person Specification

Qualifications	<ul style="list-style-type: none"> <li>• GCSE Grade C or above in English and Maths (or equivalent)</li> <li>• NVQ 3 or equivalent qualification or experience in relevant discipline</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of development, management and operation of administrative systems</li> <li>• Experience in using Outlook and Microsoft Word and Excel</li> <li>• Experience of working with children or young people</li> <li>• Experience of working in school and of working with SIMS (Desirable)</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Ability to use ICT effectively</li> <li>• Accuracy and an eye for detail</li> <li>• Good analytical and problem-solving skills</li> <li>• Good time management skills, an ability to prioritise, be flexible and remain calm under pressure</li> <li>• Good organisational and administrative skills</li> <li>• Good communication with children and adults</li> </ul>
Abilities	<ul style="list-style-type: none"> <li>• Be willing to work supportively with students with a variety of educational needs</li> <li>• Ability to work collaboratively with colleagues in school</li> <li>• Good management of own workload, including the ability to prioritise tasks sensibly</li> <li>• Ability to work on own initiative within school structures</li> <li>• Ability to work constructively and flexibly as part of a team, understanding school roles and responsibilities and your own position within these and support students from a range of year groups</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> </ul>
Qualities	<ul style="list-style-type: none"> <li>• A willingness to develop your own professional skills and knowledge by attending appropriate courses / training</li> <li>• A flexible, patient and hardworking approach to working as part of a team</li> <li>• Self-motivated, focused and driven</li> <li>• A demonstrable commitment to the safeguarding of students and child protection</li> </ul>

	<ul style="list-style-type: none"><li>• A demonstrable commitment to equal opportunities</li><li>• Excellent attendance and punctuality</li></ul>
Other	<ul style="list-style-type: none"><li>• Commitment to the school's ethos, aims and its whole community</li><li>• Be a consistent and approachable support to all students in the school</li></ul>

September 2024