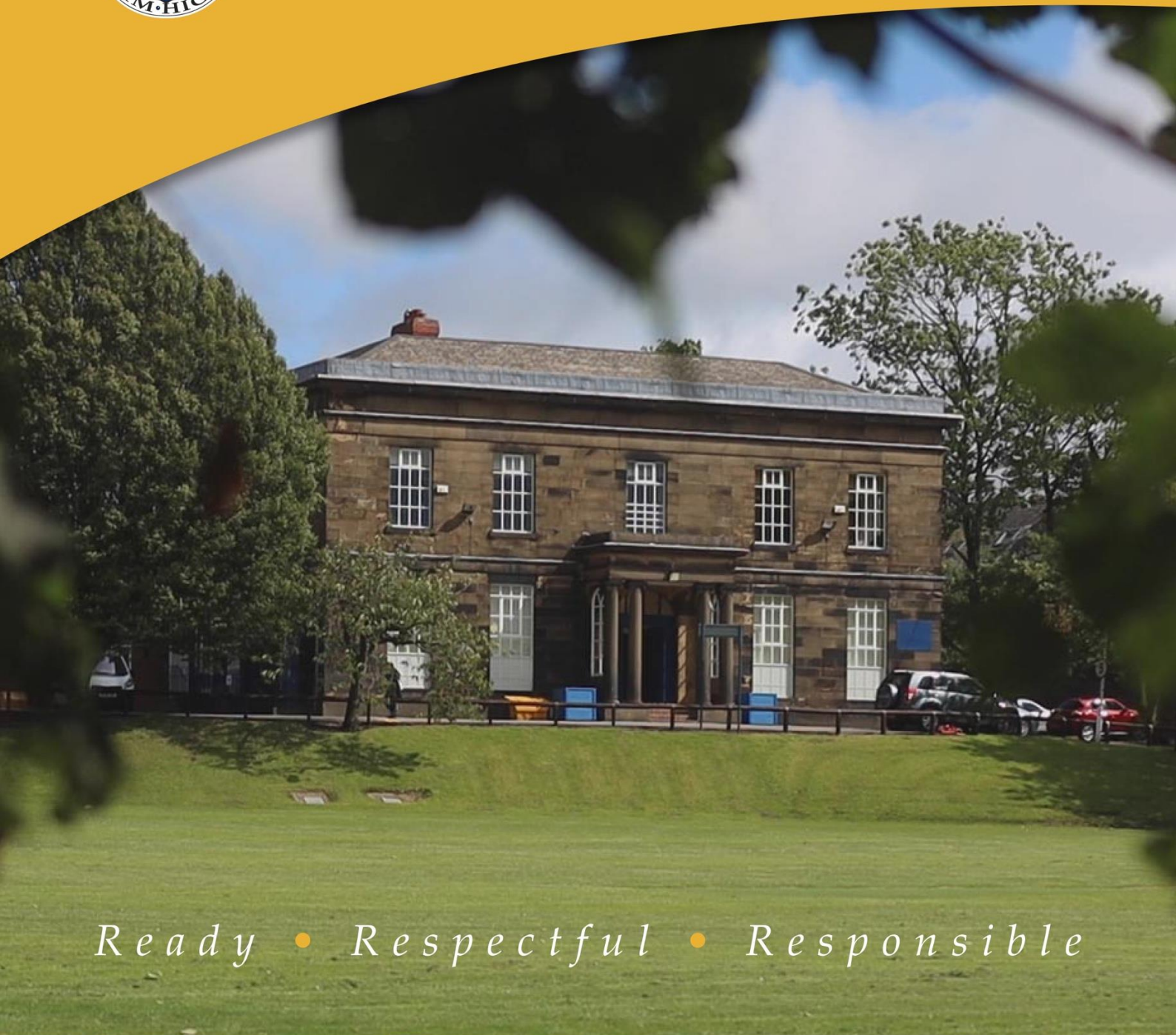




# West Hill School

*Aiming High Since 1927*



*Ready • Respectful • Responsible*





**Cover Supervisor: September 2025 start,  
or as soon as contractually able  
32 Hours Per Week, Term-time Only  
Grade E: Points 11-16: (£27,269-£29,572 FTE)  
Actual Salary: (£20596-£22339)**

***Would you like to work in a school that has a strong ethos of respect, responsibility and readiness to learn? Where students have a thirst for knowledge and a love of challenge?***

At West Hill School, we are looking to grow our team of Cover Supervisors in order to ensure that we offer quality-first cover in supporting staff absence. As a school, we are committed to the school ethos of Aiming High and delivering a curriculum experience that is ambitious and empowers both our staff and learners.

We are seeking to appoint a committed, reflective and ambitious Cover Supervisor to continue to enrich and grow the experience for our learners. We seek a passionate practitioner who can bring their personality, experience and guidance to our students. As a school, we are increasing the CPD offer to our staff, our trips and visits outside of school and our internal quality assurance, and therefore are seeking an additional member to our team in order to bring consistency to our learners, in the absence that these opportunities create.

The candidate will enjoy working with young people, enjoy working as part of a team and will receive training and support from our experienced team. Our boys are warm, respectful and welcoming, as are our staff, and in return for working with us, we offer:

- A supportive, inclusive and encouraging Senior Leadership Team
- An experienced and stable staff body, committed to our community
- On-going investment into your career development through appropriate CPD
- Smart working practices to help support work-life balance.

Applications are warmly invited for this exciting opportunity.

To find out more about us please visit the school website [www.westhillschool.co.uk](http://www.westhillschool.co.uk)  
Informal visits beforehand are welcome and should be arranged by contacting the school Reception Office on 0161-338-2193 or e-mail: [admin@westhillschool.co.uk](mailto:admin@westhillschool.co.uk).

Applications should be emailed to [recruitment@westhillschool.co.uk](mailto:recruitment@westhillschool.co.uk).

Please ensure that applications are clearly marked for the post you are applying for.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. Shortlisted candidates may be subject to online searches as part of pre recruitment checks.

**Closing Date for applications: Monday 2<sup>nd</sup> June 2025**  
**Interviews to be held on Monday 9<sup>th</sup> June 2025**





## **A message from the Headteacher**

Firstly, thank you for your expression of interest in our school. I hope, like my first visit to the school, you are struck by its heritage, its calm and warm welcome and the sense that our students live our values of Respect, Responsibility and Readiness. As the Headteacher from September 2023, I am impressed with the welcome that the staff, students and community have afforded me, one we hope you get to experience too.

As a school, we serve the needs of our local community and wish to remain integral in supporting the future planning of Stalybridge. We have a beautiful school site and our grounds could be mistaken for a grammar school, but as a Single Academy Trust we serve the needs of our students from Ashton, Dukinfield, Mossley and Stalybridge alongside smaller schools within the Peak District. We have maintained our strong connection with our past and the heritage of our site, alongside our looking and growing to the future. We are a homely community with many staff investing their lengthy teaching careers with us due to the respectful climate we maintain, alongside many staff living locally, invested in making our community the best it can be. We believe it is our duty to ensure teachers can teach in a calm and purposeful learning environment and our behaviour, and the student responsibility over their behaviour, is a strength. Not only this, but we heavily value our student leadership opportunities to bring learning to life. We believe in developing the character and resilience of our learners and remain passionate about our curriculum offer inside and outside the classroom.

Why West Hill? As a school community the needs of our students and bettering their life opportunities remain at the heart of what we do. We value our staff voice and staff opportunities to learn and grow in the same way we want to nurture our students. We trust our staff to 'do what makes sense' and our staff rise to this trust and respect. Our site has easy commutable links to the Peak District but also to other districts in Greater Manchester and the city centre itself (accessible via train or tram in around 20minutes). We are a community of staff that enjoy working together and welcome new members to our team and social events. We value an opportunity-based curriculum and wish to work to better our community and show our boys how they can too. We have supportive parents who send their boys here due to our strong reputation of excellence. As an 11-16 school with 170 students per year group, we are an ideal size to really get to know our boys and help them on their journey through school. Our passionate pastoral and teaching teams do this incredibly well and that is why we are consistently over-subscribed and forecast the same in September.

Even if you have not worked in a single-sex school before, come and see us, walk our building and get a sense for the greatness that exists here. This is a special place and I am incredibly proud to lead us forward in our next ventures together as a school and local community, I hope you join us in this. Kind regards,

Claire Cronin  
Headteacher





At West Hill, our ethos runs through all that we do, teach and offer. Our core values of Respect, Responsibility and Readiness; our three Rs underpin our biggest asset, relationships.

### **Our vision**

At West Hill, we have an uncompromised, aspirational vision that:

- Everybody will experience a rich curriculum that expands beyond the classroom, empowering them to feel successful and make ambitious future choices.
- Every lesson enables individual success through quality adaptive teaching and shared expectations.
- Everybody matters and has a right to be safe, valued and treated with kindness.
- Everybody will be supported to develop a healthy understanding of themselves and respect for others.
- Everybody will be ready and take responsibility for their own learning, choosing thoughtful behaviours that show empathy for others.
- Everybody in our West Hill family will collaborate and support each other to realise their aspirations and celebrate success.

**This forms our West Hill Way.**



## Job Description: Cover Supervisor

<b>Purpose:</b>	<p>Under the reasonable direction of the Headteacher, carry out the professional duties in-line with our code of conduct.</p> <p>Take responsibility for the learning, behaviour and progress of classes during the absence of teaching staff.</p> <p>The main focus of the role is to create the conditions for effective student learning through positive classroom management, effective relationships with students and staff and the purposeful delivery of planned lessons and activities. The safety and wellbeing of the students in your care is paramount. Cover Supervisors will facilitate and encourage a learning environment in which all pupils have the opportunity to achieve their individual potential and 'Aim High'.</p>
<b>Responsible to:</b>	Deputy Headteacher for Curriculum and Cover Manager
<b>Responsible for:</b>	No line management responsibility

### Cover Supervision

- Have high expectations of all students regarding behaviour for learning and progress
- Establish productive working relationships with students, modelling the behaviours we expect to see in them
- Ensure boys feel challenged to complete the activities/work set
- Promote the inclusion and acceptance of all students within the classroom
- Manage behaviour effectively to ensure a good and safe learning environment
- Ensure lessons start promptly and that good pace and purpose is maintained
- Ensure that your classroom environment has clear routines and insist that pupils follow them
- Liaise with colleagues as appropriate, adjusting lessons/resources where needed and providing feedback to staff
- Deliver lesson plans and content as specified by departments
- Give verbal feedback to pupils during the lesson to encourage, correct and clarify
- Ensure that standards of presentation and literacy are maintained
- Demonstrate and encourage high standards of oracy, through the correct use of standard and formal English
- Follow West Hill's Behaviour, reward, referral and sanction policies, for instance ensuring you challenge and then follow up cases of poor behaviour in the lessons and praise is issued for 3Rs
- Supervise students during break and lunch times as and when required
- Contribution to the co-curricular clubs and offers to students
- Support extra-curricular trips and visits.



## Pastoral System

- Cover form periods as/when required, acting as a form tutor
- Promote the general progress and wellbeing of individual students and of the Form Tutor group as a whole
- Liaise with the Head of Year to ensure the implementation of the school's pastoral system
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- Communicate as appropriate, with the parents of students, after consultation with the appropriate staff.

## School Ethos

- Play a full part in the life of the school community, supporting its distinctive ethos and encouraging staff and students to follow this example
- Contribute to the wellbeing and safety of all staff and students
- Model the high standards as determined by school protocols
- Be familiar, with and follow all school policies
- Fulfil wider professional responsibilities.

**Note:** this job description will be subject of a review as part of the appraisal scheme on a regular basis, and any part of it may be amended as a result of such a review, or at any time, after consultation with the post holder.



## Person Specification

### For information:

**Category (E)** – ESSENTIAL - without which the candidate would be unable to carry out the duties of the post

**Category (D)** – DESIRABLE FEATURES which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience etc.

Post: Cover Supervisor			
	Essential	Desirable	Method of Assessment
<b>Qualifications/Training</b>			
<ul style="list-style-type: none"> <li>Minimum of 5 GCSEs (or equivalent) at grade C/4 or above, including English</li> </ul>	✓		Application form
<ul style="list-style-type: none"> <li>A record of good academic achievement</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Evidence of further professional development.</li> </ul>		✓	
<ul style="list-style-type: none"> <li>First degree or equivalent</li> </ul>		✓	
<b>Experience</b>			
<ul style="list-style-type: none"> <li>A minimum of 12 months experience of working with secondary-age students</li> </ul>		✓	Letter of application/ Application form
<ul style="list-style-type: none"> <li>Undertaken Child Protection/Behaviour Management training</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Experience of carrying out LSA/TA or teaching duties within a secondary school</li> </ul>		✓	
<b>Philosophy</b>			
<ul style="list-style-type: none"> <li>Commitment to the aims of the school</li> </ul>	✓		Letter of application/ interview
<ul style="list-style-type: none"> <li>Commitment to continuous self-improvement and willingness to attend appropriate training and development opportunities</li> </ul>	✓		
<b>Key Skills and Attributes</b>			
<ul style="list-style-type: none"> <li>Good administrative, organisational, time management and computer skills</li> </ul>	✓		Application
<ul style="list-style-type: none"> <li>Communicate effectively and have good interpersonal skills with children and adults</li> </ul>	✓		Interview



Post: Cover Supervisor			
<ul style="list-style-type: none"> <li>Demonstrate personal and professional integrity, including modelling values and vision</li> </ul>	✓		Reference
<ul style="list-style-type: none"> <li>Work collaboratively and effectively as a member of teams</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Ability to use initiative to work flexibly and respond positively to a range of situations</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Able to form and maintain appropriate professional relationships and boundaries with staff and students</li> </ul>	✓		
<ul style="list-style-type: none"> <li>A commitment to inclusive learning and adaptive practice</li> </ul>	✓		
<ul style="list-style-type: none"> <li>The ability to motivate and inspire students</li> </ul>	✓		
<ul style="list-style-type: none"> <li>An understanding of, and commitment to, safeguarding and child protection</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Ability to effectively manage student behaviour in accordance with the school's behaviour management policy and procedure</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Preparing and assembling lesson resources as requested by the staff within the curriculum area that work is covering for and returning those items</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Understand monitoring and evaluating systems in a secondary school setting</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Assisting with the preparation and making of teaching aids for demonstration, for use in the teaching areas</li> </ul>		✓	
<ul style="list-style-type: none"> <li>Willingness to support curriculum areas/leaders in short-term cover for temporary staff absence</li> </ul>	✓		
<ul style="list-style-type: none"> <li>Contribution to extra-curricular activities</li> </ul>		✓	
Professional Knowledge/Understanding	Essential	Desirable	
<ul style="list-style-type: none"> <li>Knowledge of the characteristics of effective learning and teaching</li> </ul>	✓		Application
<ul style="list-style-type: none"> <li>The ability to implement clear, consistent and effective approaches to learning, securing excellent relationships and behaviour in line with the school's behaviour policy</li> </ul>	✓		Interview
			Reference