

Applicant Pack

To be read in conjunction with our 'Join our staff' brochure



Outstanding Achievement for All

Job Advert



Westfield School has a strong local reputation and has been oversubscribed for the past 2 years. We are an ambitious and improving secondary school, with expanding 11-16 provision. We currently have over 1300 students and seek to provide outstanding achievement for all.

We are really proud of our school and our students. Our expanding curriculum is ambitious and enriched with our exam results improving year on year.

The environment in which we work is modern and vibrant with great facilities including generous grounds, bright classrooms with modern IT, fabulous sports facilities including astroturf and swimming pool.

As part of our values, we are committed to supporting inclusion and diversity at Chorus. We actively celebrate colleagues' different abilities, sexual orientation, ethnicity, faith, and gender. Everyone is welcome and supported in their development at all stages in their journey with us.

You can view the school website at: www.westfield-chorustrust.org

Lesson Supervisor

Salary: Grade 5 SCP 15 to 20 (£27,803 - £30,296 pro rata)

1 x Permanent (37 hours/39 weeks)

1 x Permanent (15 hours/39 weeks) – Thursday and Friday

To start: ASAP

About this vacancy

We are looking to appoint highly motivated, skilled and creative Lesson Supervisors who will share our vision and ambitions for our young people.

The successful applicants will need to have very good numeracy and literacy skills as well as excellent communication and inter-personal skills. Experience of working with young people in a school setting is desirable.

This post offers an outstanding opportunity to join our school, and is ideal for an ambitious person who is looking to develop professionally. The role may suit anyone who may be considering a career as a teacher.

Our team of lesson supervisors work across the whole curriculum and also provide support to students as needed. You will supervise the work that has been set by the teacher and manage the behaviour of pupils in the classroom to ensure a positive learning environment.

We are looking for:

- Someone who is an excellent role model, creative and motivational

- Someone who is able to inspire and challenge young people
- Someone who has experience of working with young people preferably in a classroom environment
- Someone with exciting ideas who can build on existing good practice
- Be engaged in all aspects of a thriving school

When not required to cover lessons for absent teachers, Cover Supervisors act as in-class support and/or supporting other areas within school.

Benefits include:

- CPD support from one of the largest Teaching Schools, the Sheffield Teaching School Alliance, throughout your career Free access to leisure facilities including swimming pool and gym on site
- Access to discounted Westfield Health Scheme and Westfield Rewards scheme
- Opportunities to develop skills and experience as part of a growing, local Trust
- Great and easy transport links - ample free staff parking or if using the tram stop, we have a stop outside the school
- Opportunity to be part of Duke of Edinburgh Team and many other extra curricular programmes
- Staff Well Being Programme in conjunction with Sheffield United
- Huge support and progression opportunities
- Excellent support from Chorus Education central team colleagues
- Highly visible and supportive senior leaders
- Excellent ongoing CPD, career development and promotion opportunities.

Chorus Education Trust is proud to support flexible working arrangements.

To apply

The full application pack is available from www.chorustrust.org/vacancies and completed Chorus Trust application forms are to be sent to Trish Hughes (HR Administrator) at: recruitment@westfield.chorustrust.org

Please note that CVs and Sheffield City Council/Derbyshire County Council application forms will not be accepted.

Applicants are welcome to discuss any aspect of the role with Sarah Newton Business Support Services Manager or email snewton@chorustrust.org

Deadline for applications: 11.59pm on Sunday 9 June 2024

Applicants may visit the school in advance of application. This can be arranged by contacting Julie Wilson, PA to the Head of School on 0114 248 5221 or email: jwilson@chorustrust.org

The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

The Trust will also conduct an online search of the successful candidate in line with Keeping Children Safe in Education advice.

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our Safeguarding & Child Protection policy www.chorustrust.org/policies.

Job Description: summary

Post title:	Lesson Supervisor
Profile:	
Grade:	5
Grade spinal point range:	15-20
Accountable SLT post:	SLT Lead responsible for Cover Management
Line Manager of post holder (if different):	
Staff to be supervised or line managed by post holder:	n/a
Post holder will work with:	SLT Lead for Cover, Cover Manager Other teaching and support staff
Holiday and sickness relief by/for:	By and for other Education Support staff
Purpose of job:	Working within an agreed framework of supervision to complement the professional work of teachers by taking responsibility for agreed learning activities, specifically delivery of pre-planned whole class cover for absent teachers. These activities can be for individuals/groups or whole classes and can include monitoring and assessment, recording and reporting on pupil achievement, progress and development.
Version revised:	March 2024

Job Description: duties

The post holder must at all times carry out their responsibilities within the spirit of school and trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School(s).

Specific duties and responsibilities

To be responsible for covering lessons for short term absent teaching staff to the standards required by the school/Trust and appropriate external bodies. The postholder may also be required to provide support to students to help them overcome barriers to learning. Duties will include, but not be limited to:

Support for the Curriculum

- Delivery of pre-planned whole class lesson cover for absent teachers
- Deliver learning activities to pupils adjusting activities according to pupil responses/needs.
- Under direction of the teacher, when required implement local and national learning strategies e.g. literacy, numeracy, and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select relevant resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.

Support for Students

- Use detailed knowledge and specialist (curricular/learning) skills to support pupils' learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Assist with the development and implementation Personal Learning Plans.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

Support for the Teacher

- Organise and manage appropriate learning environment and resources.
- Within an agreed system of supervision, when required, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Where appropriate supporting the role of parents in pupils' learning and contribute to meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Where appropriate administer and assess/mark tests and invigilate exams/tests.
- Production of lesson plans, worksheet, plans etc

Support for the Trust / School (applies to all roles)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Take an active part in all key school events such as open evenings etc
- From time to time, to meet the needs of the school, you may be asked but not automatically expected to work hours additional to your normal working hours. The school will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Assist with the clerical duties of the administration team as required from time to time and as appropriate to your role
- Contribute to the overall ethos/work/aims of the Trust/school
- Participate in relevant training, other learning activities and performance management as required
- Ensure display boards and leaflet displays, etc are kept up to date and in good order as appropriate and required
- To undertake any other duties and responsibilities, commensurate with the level of the post, as may be determined after negotiation between management, the postholder and appropriate trade unions

- Team responsibilities - All education support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

Further Statement

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Head of School/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

Person Specification

Job title: Lesson Supervisor

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Experience of working with students in an educational environment	✓		A
Experience of working in a secondary school		✓	A
Excellent Communication skills	✓		A/I
Understanding of the educational environment	✓		A
Understanding of student's progress and achievement	✓		A
Ability to effectively manage pupil behaviour in accordance with school/college policy and procedure	✓		I/R
Qualifications			
Grade 4 or above at GCSE in English and Maths (or equivalent)	✓		A
Other skills			
Ability and willingness to undertake professional development.	✓		A/I
Ability to use own initiative to work flexibly and respond positively to a range of situations	✓		A/R
Ability to work effectively as part of a team.	✓		I/R
Maintain strict confidentiality of information	✓		A/I
Ability to foster good relations with a range of colleagues at all levels		✓	A/I
Child protection			
Understanding and awareness of Safeguarding procedures and practices, along with a commitment to promote the safety and wellbeing of young people	✓		I/R