



PONTARDDULAIS

COMPREHENSIVE SCHOOL

Cover Supervisor

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Headteacher's Welcome

Dear Candidate,

It is my privilege to welcome you to Pontarddulais Comprehensive School. I hope you find this pack a useful guide to giving you a thorough understanding of our close-knit school community.

Pontarddulais is focused on maximising our pupils' potential. We believe that striving towards excellence can only be achieved when pupils, parents and staff work in harmony. I am convinced that we all share the same aspirations for our young people – to be happy, safe and successful. The exceptional pupil results illustrate the school's determination to constantly improve standards of attainment for every child.

Outstanding pupil performance is achieved through providing a high-quality range of teaching and learning opportunities. Those learning opportunities also impact directly on pupils' achievements, which are celebrated through charity work, school productions, sport, drama and musical events.

The school is justifiably proud of its reputation for the care we provide, both in terms of welfare and educational provision. We work on the premise that each pupil is entitled to the highest quality educational experience that we can provide.

Please do not hesitate to contact us should you require further information or wish to visit the school.

Yours faithfully,



Headteacher – Mr. G. Rees

School Context

Pontarddulais Comprehensive School is an English medium 11-16 mixed school in the City and County of Swansea. There are currently 867 pupils on roll. The School was opened in 1982, with a Specialist Teaching Facility added in 2007 for up to 10 pupils with profound and multiple learning disabilities. It serves a large catchment area that includes Llangyfelach, Pengelli, Pontarddulais, Pontlliw and Penllergaer primary schools. Our pupils are drawn from a widely dispersed catchment area including urban areas, small villages and hill farms. A significant demand for places outside the designated catchment confirms the popularity of the school.

Our School has sustained a record of excellent performance in pupil outcomes over several years. The School received a hugely positive Estyn inspection in February 2024. It was noted that "Pontarddulais Comprehensive School is a dynamic and inclusive school where pupils, regardless of background or ability, thrive academically, socially, and emotionally.

To ensure the absolute best provision we carefully plan high-level professional learning for all staff. This continues to allow staff to progress successfully in their careers, as well as contribute to outstanding pupil outcomes.

We place great value on our partnerships with parents and carers. We believe that pupils' success is founded on forging positive relationships through mutual respect, and excellent teaching and learning experiences.

Vacancy and method of application

Role: Cover Supervisor

Required: September 2024 or earlier if available

Grade: Salary: £24,294 to £25,119 (pro rata)
(Actual salary £15,566 - £16,095 subject to term time adjustment)

Part Time: 39 weeks

Hours: 27½ (part time)

Salary: Grade 5 SCP 7-9 (£24,294 to £25,119)

We have an opportunity to appoint a Cover Supervisor to commence in September, or earlier if available. This will be temporary appointment with a possibility of permanency.

As a Cover Supervisor you will be required to supervise classes to cover the short-term absence of members of teaching staff. The primary focus will be to maintain good order and to keep pupils on task to ensure the highest quality learning experience for pupils in the class. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities.

The successful applicant will need to cover a range of subjects and manage pupil behaviour in accordance with the school behaviour policy whilst embracing the ethos of Pontarddulais Comprehensive School.

This role would be suited to anybody considering a career in teaching.

Further particulars, including a job description/person specification and application form, are available from the school or directly from the school website (www.pontcomp.co.uk)

The post is subject to an Enhanced Disclosure from the Disclosure and Barring Service.

Within Swansea Council there is a "Safeguarding is Everybody's Business" principle, and this applies to all Swansea Council employees, elected members, volunteers and contractors. Further details can be found at <https://www.swansea.gov.uk/corporatesafeguarding>

Closing Date: 19 April 2024 at 2.00 pm

Shortlisting: W/C 22 April 2024

Interviews: W/C 22 April 2024

**PONTARDDULAI COMPREHENSIVE SCHOOL
JOB DESCRIPTION**

PONTARDDULAI COMPREHENSIVE SCHOOL

POST TITLE: Cover Supervisor
Teaching Assistant Level 3

POST NUMBER: ED.72277

SALARY/GRADE: Grade 5 SCP 7-9

JOB PURPOSE:

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities.

SUPPORT FOR PUPILS:

- Use specialist (curricular/learning) skills/training/experience to support pupils.
- Assist with the development and implementation of IEPs.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- 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 TEACHER:

- Work with the teacher to establish an appropriate learning environment.
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.

- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- Undertake marking of pupils' work and accurately record achievement/progress.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
- Administer and assess routine tests and invigilate exams/tests and routine marking of papers.
- Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.

SUPPORT FOR CURRICULUM:

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupil to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

SUPPORT FOR SCHOOL:

- 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 differences and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.

- Undertake planned supervision of pupils' out of school hours learning activities.
- Supervise pupils on visits, trips and out of school activities as required.

GENERAL DUTIES:

- To ensure that all activities are carried out in accordance with Equal Opportunities legislation and the City and County of Swansea Equal Opportunity Policy.
- To undertake the Personal Health and Safety responsibilities within the HASAWA 1974.
- To undertake any other duties as may reasonably be required commensurate with the level of the post.
- The Authority retains the right to implement changes in job descriptions to reflect changes in the demands of the post and this will be done in consultation with you.

**PONTARDDULAI COMPREHENSIVE SCHOOL
PERSON SPECIFICATION**

POST TITLE: Cover Supervisor
Teaching Assistant Level 3

POST NUMBER: ED.72277. Cover Supervisor

SALARY/GRADE: Grade 5 SCP 7-9

EXPERIENCE:

- Experience working with children of relevant age.

QUALIFICATIONS:

- Very good numeracy/literacy skills.
- NVQ 3 for Teaching Assistants or equivalent qualification or experience.
- Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, Sign Language, Dyslexia, ICT, Maths, English, CACHE etc.
- Appropriate first aid training.

KNOWLEDGE/SKILLS:

- Can use ICT effectively to support learning.
- Use of other equipment technology - video, photocopier.
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.
- Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies.
- Understanding of principles of child development and learning processes.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to relate well to children and adults.
- Work constructively and flexibly as part of a team, understanding classroom roles and responsibilities and your own position within these.

Special Requirement

The School in line with the Local Authority Corporate Safeguarding Policy is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. The Authority expects all staff to undertake and keep up to date with mandatory safeguarding training for the both the protection of children and adults.

This post requires an Enhanced Level of DBS. The successful candidate will need to complete a satisfactory DBS check. Further information about the Disclosure Scheme is available at <https://ccos-powyscountycouncil.employmentcheck.org.uk/> or from the Personnel/HR section from Civic Centre, Swansea.



OUR VISION

Through inclusion, respect and resilience we will become better people and successful lifelong learners.

MISSION STATEMENT

In partnership with our wider community, we strive to provide the environment and opportunities to maximise the progress of all our pupils.

MOTTO

Learn to live... live to learn.