



FRED LONGWORTH
HIGH SCHOOL



Belonging, Engaging, Succeeding Together

Information for Candidates



Cover Supervisor

Salary: Grade 4 - £23,500 to £24,702 pro-rata (pay award pending)

Actual pro rata salary £19,658 - £20,664 pay award pending

Start date: Required for as soon as possible

Closing date for Applications: Monday, 15th April 2024

POSTAL ADDRESS

Printshop Lane, Tyldesley,
Manchester, M29 8JN

CONTACT US

enquiries@flhs.wigan.sch.uk
<https://flhs.org.uk>

About our School

“There is a calm and orderly atmosphere in lessons and around the school. Pupils reported that staff will deal with any rare incidents of poor behaviour quickly and effectively.”
OFSTED 2022

Welcome to Fred Longworth High School

Established in 1964, Fred Longworth High School is a large 11-16, mixed comprehensive school with 1300 students on roll. It is a wonderful school, renowned for its family atmosphere and excellent reputation for innovative teaching and learning. Our reputation locally means that we are always over-subscribed and we pride ourselves on the strength of our relationships with students and parents. The school was graded ‘good’ in its last inspection (October 2022).

As a former Arts College, we maintain rich provision in the Arts, which are generously funded. The school regularly hosts an array of performance events including music concerts, dance shows, school productions and student films. We are nationally renowned for our provision in the Arts and have numerous links with a variety of external Arts organisations, including the National Theatre, who perform productions in school. Our provision in the Arts makes the school unique and a vibrant place to work and study.



2020/21

Demolition of our old Mathematics and Humanities blocks, replaced by a new £3.3 million three floor building.



2022/23

Work commences on a brand new building on our school field to replace our existing school. Work was completed by October 2023 and opened the same month..

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Welcome from our Headteacher



Dear Applicant,

Thank you for your interest in the position of **Cover Supervisor** at Fred Longworth High School.

To help you decide if the position would suit you, we offer some details and thoughts, which we hope will give you a flavour of our school.

We are seeking to appoint a Cover Supervisor to join our team in providing classroom supervision of students in the short-term absence of a teacher. The successful candidate will need to have experience of working with or caring for children and must have good Numeracy and Literacy skills.

This is an exciting time to be joining our school. In July 2021 the Maths and Humanities Faculties relocated to brand-new, state of the art facilities in a purpose-built block. This work was the first phase in the complete rebuild of the school.

During October 2023, the rebuild was completed ensuring that Fred Longworth High School has state-of-the-art facilities for all subjects.

You'll be joining a school team that offers:

- Pupils whose behaviour is excellent and who enjoy learning.
- An exciting and caring environment in which to work and teach.
- A friendly and supportive staff who have high expectations of what can be achieved.
- An ambitious and supportive leadership team with a clear vision for the school.
- High quality support and professional opportunities.
- A Board of Trustees who are extremely supportive of the sole purpose to attain the highest standards in all areas.
- A genuine opportunity to make a difference.

For further information about Fred Longworth High School please visit our website at <https://flhs.org.uk/>



The closing date for applications is Monday, 15th April and interviews will be held shortly afterwards. We look forward to receiving your application.

Yours sincerely,

Mr Paul Davies
Headteacher

Our Values

‘By working together, we enable everyone to experience success, and fulfil their potential within a caring and effective learning environment’

Belonging, Engaging, Succeeding Together (BEST)

At Fred Longworth High School, our aim is for every student to achieve at the very best levels possible. High expectations, together with excellent relationships between staff and students based on mutual respect, lead to an atmosphere in which students enjoy their learning. Our BEST values are at the core of the school's work and ethos.

Our relentless focus on delivering a high-quality curriculum, through expert teaching, ensures that students have the best possible learning experiences in the classroom.

Our emphasis on homework also helps them to extend their learning beyond the school day and to develop important independent learning skills.

“Pupils appreciate the range of help that they receive to support their mental health and well-being. They have positive relationships with each other and their teachers. Pupils are polite and behave well. They work hard in lessons.”

OFSTED 2022

Our students are encouraged to work hard so that they take full advantage of the excellent learning opportunities open to them. We make sure that they are rewarded for their hard work through praise and also through a comprehensive system of rewards and merits.

Fred Longworth High School also has an excellent reputation for its extra-curricular provision, particularly in the Arts. We actively develop our students as confident and imaginative young people.

We believe in giving our students the best possible experiences of working with professionals within the Arts. The Art, Drama, Music and Dance departments have forged important links with Arts organisations including the Royal Shakespeare Company and the Halle Orchestra. We also commission artists and performers who work across the curriculum to develop students' talents in visual and performing arts.

Working at FLHS

Become part of the Freddie's Family.

We want all staff at Fred Longworth to experience a sense of belonging as a valued member of the Freddie's community.

We want our staff to take pride in their work and feel supported to be able to do their job to the best of their ability. We expect all staff to engage with our Freddie's BEST standards to ensure effective provision in the classroom, across the wider Faculty and ultimately across school.

We are an equal opportunities employer and actively seek applications from candidates of all genders and all backgrounds. We employ around 100 staff, and the majority live within 30-45 minutes of the school.

During the academic year the school closes at 2pm every Monday week B to allow staff to fully engage in professional development opportunities that will enhance the teaching and learning across school. All teaching staff have created their own Action Research Projects which are used to drive the focus of their own professional development.

Weekly Management Board meetings with Heads of Faculty take place in order to provide an opportunity for Heads of Faculty and Senior Leadership Team to discuss key priorities. Heads of Faculty play a key role in the strategic



development of pedagogy.

Professional development opportunities include:

- ECT and ITT programmes of training
- Primary transition projects
- Teaching and Learning library/'swap shop' available in the staffroom
- 'Teachers of.....' training and development sessions
- 'Market Place' activities to provide opportunity for sharing good practice
- New staff induction programme

“Staff are very proud to work at the school. They said that leaders consider their workload and well-being in the decisions that they make. Staff feel very well supported and spoke highly of the training.”
OFSTED 2022

Job Description

Salary:

Grade 4, scale points 5-8 (£23,500 - £24,702) Actual pro rata salary £19,658 - £20,664 pay award pending.

Hours:

37 hours per week - term time only.

Required for:

As soon as possible.

Closing date for applications:

Monday, 15th April 2024.

Purpose:

To provide classroom supervision of pupils during short term teacher absence. To utilise systems and equipment effectively and efficiently and maintain systems, equipment, registers, records and files in good order.

Main Duties and Responsibilities:

- Provide initial classroom supervision in the absence of a qualified teacher.
- Ensure students are managed and supervised in line with the whole school behaviour policy.
- Ensure that work set by the teacher is communicated and undertaken to the required standard by the students so that tasks can be completed effectively.
- Oversee the distribution and collection of books and equipment as appropriate.
- Ensure that work completed is returned to the teacher.
- Undertake exam invigilation as required, under the direction of the Examinations Officer.
- Working closely with a designated Head of Year, provide pastoral support to a designated Year group during form time
- Provide administrative support as required.
- Assist in the supervision of students on school

visits and trips including timetabled school sessions when required.

- Ensure observation of the school health and safety policy and regulations.
- Undertake other student supervision duties as and when required. Payment for these duties will be made separately.
- Adhere to and support the school's staff dress code.
- As a user of the school's network, comply with the school's IT Code of Practice and understand that the school may monitor your emails and internet activity.
- Comply with the schools policy on Data Protection being particularly careful with sensitive personal information about children and the school.

Staff development:

- To take part in the School's staff development programme by participating in arrangements for further training and professional development.
- To continue professional development in the relevant areas including use of new technology.
- To participate in the Staff Professional Review process.
- To work as a member of a designated team and to contribute positively to effective working relations within the School.

Quality Assurance:

- To help to implement School quality procedures and to adhere to these.
- To contribute to the process of monitoring and evaluation of administration in line with agreed school procedures, including evaluation against quality standards and performance criteria.

Job Description

- To seek/implement modification and improvement where required.

Management Information and Administration:

- To develop and maintain recording systems.
- To provide relevant management information as and when required.

Communications:

- To maintain effective links throughout the School.
- To communicate and consult with other staff and students.
- To promote a positive service to both staff and students.
- To communicate and co-operate with internal/external individuals and bodies as appropriate.
- To follow agreed policies for communications within the School.

Marketing and Liaison:

- To contribute to the development of effective relevant links with external agencies.

Management of Resources:

- To be fully aware of the school Best Value Statement.
- To contribute to the process of the ordering and allocation of equipment and materials.
- To contribute with other staff to ensure a sharing and effective use of resources to the benefit of the School and its pupils.
- To advise management of resource needs as and when appropriate.

Other Specific Duties

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. The school will endeavour to make the necessary adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All staff at Fred Longworth High School, teaching and support, have a crucial role to play in setting standards. Through a professional, caring and sensitive approach based on mutual respect, we achieve a great deal. In particular, we expect all staff to be committed to aim of Belonging, Engaging, Succeeding Together and to play an active part in our initiative.

This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher, to reflect or anticipate changes in the job commensurate with the salary and job title.

Person Specification

The Person Specification is an important part of the recruitment process. It should be read carefully as it will form the basis of short listing and ultimately, appointing the successful applicant. You must demonstrate therefore how you meet each of the following criteria in your application.

	Essential	Desirable
Experience & Qualifications		
Level 2 related qualification (Eg. cover supervision/teaching assistant)		
GCSE English and Maths (A to C) or equivalent		
At least 2 years experience of working with students		
Working within a support role within a school/educational setting		
Skills & Knowledge		
Basic knowledge and understanding of Education and child protection issues. e.g. Every Child Matters		
Can demonstrate good numeracy and literacy skills		
Ability to communicate effectively and relate well with a wide range of children and adults with varying abilities and needs		
Can demonstrate good basic I.T skills and ability to use Word and basic Management Information Systems		
Ability to work constructively as part of a team and be aware of your own and the wider team objectives and goals		
Ability to relate to and command with confidence a wide range of educational issues.		
Excellent organisation and time/resource management skills		
An appreciation of the different levels of accountability within the school, Trust Board, LA and DfE		
Personal Qualities		
Resilience and confidence to work efficiently in a busy and demanding environment		
A personal and friendly nature		
Maintain confidentiality where appropriate		
Commitment to and the ability to support the ethos of the school		
Adaptable, flexible, diplomatic, tactful and committed to success		

How to apply

Please download and complete our Support Staff application form available via this link to our website:
<https://flhs.org.uk/vacancies>

Completed applications should be submitted via email to: recruitment@flhs.wigan.sch.uk

The closing date for applications is Monday, 15th April 2024 and interviews will be held shortly afterwards. We look forward to receiving your application.

The School Board of Trustees is committed to safeguarding and promoting the welfare of children.

All posts are subject to Enhanced Disclosure Procedures.

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