**Todmorden High School**

Come join us! We champion our whole school values which are

**AMBITION, RESPECT, CARE AND HONESTY**

*We are a recently inspected GOOD school engaged in a period of significant growth. We are located in the beautiful Todmorden valley. We’re a thriving comprehensive school for 11 to 16-year-olds, with 900 pupils and one hundred and fifteen staff.*

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| *Ofsted 2020 - Todmorden High School is a welcoming and friendly school. Pupils enjoy coming to school because they feel safe and they learn a lot. Pupils get on well with their teachers and enjoy good relationships. Pupils know that there is always someone who will help them if they have any concerns.* |

***Workload and Wellbeing*** *is at the forefront of all we do.*

*We are looking for a colleague who may be fulltime, part time, or come to us with a flexible request.*

*We encourage working in every formation possible, we know one size does not fit all. We endlessly support working families and champion worklife balance, we’re so much more than ‘just another school’…*



# Cover Manager

#  To add capacity across the school, we would love to hear from creative teachers of all levels (NQTs welcome to apply) with the skills, expertise, and passion to enthuse our young people to achieve across KS3 and KS4.

**Contract type: Permanent, fulltime/part time**

**Please set out what arrangement is attractive to you**

**Salary**: **Scale 2 - 4, SCP 12-20 £18,933.00-£21,748 pro rata TTO + 5 days (dependent on experience)**

**Responsible To: School Business Manager**

**Closing date: Monday 18th October 2021 at 9am**

Todmorden High School is a popular and oversubscribed school. The core value of our school is to appoint colleagues who will inspire our young people in an environment that is supportive and aspirational. The successful candidate will work alongside an ambitious and talented leaders and teachers in a successful school, providing the vision and strategy within a forward looking environment, where wellbeing is championed and staff voice is strong. We are a good school, an oversubscribed school, set in the beautiful Calderdale valley, financially we are strong and we are embracing a period of significant change and growth. This is an excellent time to join our community.

As an outstanding practitioner within the classroom, you will be an applicant who champions our values of Ambition, Respect, Care and Honesty, a colleague who is loyal and is looking to come with us as we progress. There has never been a more exciting time to join a school which is open, innovative with high expectations for all.  You can have a real impact on the lives of the young people as well as developing your skills to be the best that you can be. Together, we unlock potential.

***October 2021***

Dear Applicant

Many thanks for your interest in working at Todmorden High School. This covering letter conveys everything we are.

We remain passionate and ensure our students have access to the very best educational experiences possible. In order to achieve this, it is vital that we attract and retain the right calibre of professional to work alongside our dedicated team. We are seeking colleagues who share the vision that our students are at the very heart of everything we do. A colleague who is able to enjoy positive, professional relationships with young people, and more importantly, a colleague who can demonstrate high levels of emotional intelligence and resilience when dealing with complex and sensitive situations. A colleague who models our core values of ambition, respect, care and honesty.

We aim not only to foster a thriving climate for learning, but to provide the very best career opportunities for everyone in an environment where wellbeing for all is respected. It is an environment where aspirations can be met and opportunities for personal development and growth remain a constant priority. We are committed to creating a culture where all staff, at all levels, can feel proud of who we are, of our achievements and feel a sense of pride when they reflect on their individual contribution to our School development. All this in an environment where generosity and kindness can thrive. In keeping with our values of ***Ambition, Respect, Care and Honesty,*** we strive to create a workplace that celebrates difference. Somewhere we all feel responsible, valued, empowered and trusted to do the right thing for each other, our students and our community.

We offer a variety of great benefits (in a stunning countryside location) including the benefits you would expect to see such as a Teacher’s Pension, we add to this with childcare vouchers, a Cycle to Work Scheme, discounted gym membership, Wellbeing Support, a Wellbeing Committee and a Wellbeing Day (in November, a day when you do not come in to work), complimentary toast and juice for all staff and students, every day.

We are incredibly family friendly and flexible, we trust in our team, we have an open culture, share as much news as possible in a weekly newsletter and believe in open communication – Staff Voice is strong. We control the amount of email we send and receive and fully understand the impact ‘the always on, culture’ has on our working life, we are working to reverse this. We close early every Friday, we have removed staff email addresses from parental material, we advise all who contact us that we will respond within three working days, we believe work starts and work ends, and that we should not be permanently tethered to the workplace. As such, our staff retention rates are high – colleagues want to stay and develop, right here. There are opportunities for everyone who works hard.

We consider the small things, the big things. We have an On-Site Honesty Shop stocked with every edible you may fancy, we offer a birthday card and present store, tea, coffee and milk for all and filtered water. We offer toast and juice for all students and staff every day (our own version of the magic breakfast) we champion ‘Buttie Friday’ where folk pay for a breakfast sandwich by way of donation, and we encourage bespoke CPD and developmental opportunities at every level and in every team in school - we believe in ‘growing our own’.

Financially we are strong and we are growing, investing and developing. We are a popular school in our locality. Our financial position will strengthen further and this will support our continued growth as we move in to 2020 and beyond.

I do hope you will consider coming with us.

With very best wishes



**Gill Shirt**

**Headteacher**

**TODMORDEN HIGH SCHOOL**

**JOB DESCRIPTION**

**Job Title: Cover Supervisor**

**Grade: Scale 2 - 4, SCP 12-20 £18,933.00-£21,748 pro rata TTO + 5 days (dependent on experience)**

**Responsible To: School Business Manager**

***Purpose of the job***

To supervise whole classes of students and ensure that set work is completed in the absence of the teacher.

To provide cover for the short-term absence of teaching staff so that an effective and tailored approach to cover is delivered.

To meet the specific needs of individual students, or a small group of students, as directed by teaching staff and in line with their statement of Special Educational Needs.

To liaise with all relevant staff to support students’ progress and overall development.

***Responsibilities***

The appointment is subject to the appropriate conditions of employment of teachers contained in the School Teachers’ Pay and Conditions Document and other current employment and educational legislation.

Responsible to: School Business Manager.

Responsible for: The learning of all students across the ability and age range.

***Main duties***

To teach good lessons.

To ensure that students make good progress as reflected in value added data and in examination results.

To assess and record student progress.

To report to parents as required.

To ensure that lessons offer a wide range of learning opportunities to meet individual student needs.

To evaluate lessons in relation to student learning and plan future lessons accordingly.

To take responsibility for personal professional development through:

* classroom observation
* shared lesson planning
* promoting classroom learning
* taking part in regular professional development discussion
* attending INSET as required
* keeping abreast of relevant national, local and school based initiatives that will positively impact on learning

To promote pedagogical dialogue throughout the school.

To be a good role model.

To develop and maintain good professional relationships with colleagues.

To undertake school supervision duties as required.

To carry out any other reasonable task at the request of a member of the Leadership Team.

To work flexibly and undertake additional responsibilities when requested to do so in supporting the day to day running of the faculty.

To uphold teachers’ standards and uphold and adhere to school and local authority policies and procedures.

This is not an exhaustive list of duties and is indicative of the type of work required by this post holder. The post holder will be expected to work closely with the SLT and deliver the operation provision required to work with groups of young people in learning environments. The Headteacher may also require the post holder to fulfil other duties, as required.

**Job Description**

**Form Tutor**

***Purpose of the job***

To ensure the effective learning of all students within the tutor group through effective support and challenge.

To structure the learning of students during tutor periods.

To monitor the academic and social progress of each student within the tutor group and effectively intervene where necessary.

To ensure that students are ready to learn on a daily basis and that barriers to learning are removed.

***Responsibilities***

Responsible to: Learning Manager

Responsible for: The social and academic progress of each student within the tutor group.

***Main duties***

To manage daily routines within school relating to uniform, equipment, time-keeping and readiness to learn.

To ensure that students hit target grades as reflected in interim and annual reports by:

* using data to assess students’ academic progress
* challenging students and make e-mail or telephone contact with parents where forecast grades are significantly below target grades
* intervening directly with students where forecast grades are significantly below target grade in more than three subjects

To oversee the behaviour of each member of the tutor group.

To monitor and promote the good lesson attendance of each member of the tutor group.

To monitor the social, emotional and physical well-being (including social integration) of each member of the tutor group.

To listen to and develop student voice within the tutor group.

To be a good role model to students.

**Person Specification**

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| **Characteristics** |
| **Professionalism – a core of strongly held and enacted values** |
| Respect for others – The underlying belief that individuals matter and deserve respect |
| Challenge and support – A commitment to do everything possible for each student and enable all students to be successful |
| Confidence – The belief in one’s ability to be effective and take on challenges |
| Self-Learning – A commitment to developing understanding and learning new skills to become a better teacher |
| Creating trust – Being consistent and fair. Keeping one’s word |
| **Thinking – the drive to ask ‘why?’ and see patterns** |
| Analytical thinking – The ability to think logically, break things down and recognise cause and effect |
| Conceptual thinking – The ability to see patterns and links, even when there is a lot of detail |
| **Planning and setting expectations – targeting energy and effort where it will make the most difference to students** |
| Drive for improvement – relentless energy for setting and achieving challenges |
| Information seeking – a drive to find out more and get the full story. Intellectual curiosity |
| Initiative – the drive to act now to anticipate and pre-empt events |
| **Leading – directing, inspiring and motivating others** |
| Flexibility – The ability and willingness to adapt to the needs of a situation and change tactics |
| Holding people accountable – The drive and ability to set clear expectations and parameters and to hold others accountable for performance |
| Managing students – The drive and ability to provide a clear direction to students and to enthuse and motivate them |
| Passion for learning – The drive and ability to support students in their learning and to help them become more confident, independent learners |
| **Relating to others – managing one’s interactions and relationships effectively** |
| Impact and influence – The ability and drive to produce positive outcomes by impressing and influencing others |
| Empathy – The drive and ability to understand others and why they behave as they do |
| Team working – The ability to work with others to achieve shared goals |
| **General** |
| Qualified teacher status |
| Capacity to be a good role model for all members of the school community |
|  Willingness to accept both support and challenge leading to improved practice |
|  Ability to teach good lessons |

We an aware employer, is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. **This post is subject to and enhanced DBS disclosure.**