



# QUEEN'S PARK HIGH SCHOOL



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**Secondary School of the Year  
WINNER  
Queen's Park High School**

## Post of: Cover Supervisor Application Pack

Temporary, for at least 12 months required for immediate start  
32.5 hours per week; 38 weeks per year (Term Time only)

Salary: Grade 5 SCP 6 - SCP 11

£23,893 - £25,979 (pro-rata £17,566.29 - £19,099.93)

Closing Date: Thursday 26th September 2024



*Inspiring Individuals • Empowering Minds • Defining Futures*



# Contents



Our Vision.....	03
Headteacher's Welcome.....	04
About Us.....	05-10
Job Description.....	11
Person Specification.....	12
Application Process.....	13
Additional Information.....	14
Safeguarding.....	15
Our Senior Leadership Team.....	16
The Learning Trust.....	17-18



# Our Vision



As a school, Queen's Park High has ambitious outcomes for all its students and we aim to provide the very best learning and personal development opportunities for every young person that we serve. Our vision is founded upon the following principles:

- *Inspiring Individuals*
- *Empowering Minds*
- *Defining Futures*

## Inspiring Individuals

We value the uniqueness of everyone in our school, and we have committed to make excellence in teaching the core value of our school, so that all members of our community are inspired to learn and achieve.

## Empowering Minds

We believe that everyone has ideas to share, aspirations to realise, and opinions that matter. It is our mission to liberate young people to think freely, without constraint and beyond limits.

## Defining Futures

In all that we do, we are guided by the knowledge that the foundations of every young person's tomorrow are laid today. By achieving excellence in all that we do, we aim to make today's young people tomorrow's era defining leaders, thinkers and pioneers.



“ Leaders and staff have high expectations of all pupils. ”  
Ofsted 2020





# Headteacher's Welcome

## POST

### Cover Supervisor

Thank you for your interest in this post. I would like to wish you a warm welcome to Queen's Park High School, an academy within The Learning Trust, beautifully located to the south of the River Dee in the heart of Chester. We work in partnership with Christleton High School, Chester International School (CIS) and Belgrave Primary School to serve young people, to educate, enlighten and give them the expertise and confidence to succeed. More information about The Learning Trust can be found at <https://www.tltrust.co.uk>

An exciting opportunity is available for the right candidate to join our busy support team at Queen's Park High School. The post holder will assist in providing a first-class service to all students and staff by providing cover. To succeed, you will be student-focused, able to communicate with a diverse range of people, act with pace and passion and thrive on working as part of a highly-successful team. Training and mentoring will be provided as part of the induction process.

Our expectations in terms of achievement and behaviour are very high. If our students are to reach their full potential as responsible citizens, we believe there has to be a culture of mutual respect, honesty and understanding; a culture which is at the heart of our school community.

We have hard-working, committed and dedicated staff, who regularly go above and beyond to ensure that all our students enjoy their learning, feel safe and are able to achieve to their full potential.

In January 2020 we received our first full inspection as a new academy since our conversion back in 2017. We are extremely proud that we are now officially rated as a 'GOOD' school. Whilst we felt very strongly that this was the case, this judgement brings welcome recognition and validation of all the hard work which has taken place across the school over recent years.

Our school is brimming with the potential for future excellence. This is an exciting time to join Queen's Park High School as our journey of success includes a large growth in student numbers and our school was awarded 'Secondary School of the Year' at the Standard Education Awards 2024. The school has grown by 42% over the past 3 years, therefore I am looking for staff who want to join us during this exciting period of growth as we strive to become an 'outstanding' school.

I hope that this application pack gives you a flavour of the many qualities and strengths of our school. As a prospective member of staff, I hope you are interested in applying for this post. Please complete an application form, available to download from the vacancies page of our website, together with a supporting letter of no more than two sides of A4, explaining why you believe you are the right person for the job.

The deadline for receipt of applications is **9.00am on Thursday 26th September 2024**

Please email your completed application to: [recruitment@qphs.co.uk](mailto:recruitment@qphs.co.uk)

**Interviews will take place w/c 30th September 2024.**

We look forward to welcoming you to Queen's Park High School.

**Tom Kearns**  
Headteacher





Queen's Park High School is an inclusive school, where students are nurtured and supported to grow into active and responsible citizens. We have 3 basic principles on which we build our expectations and the pastoral team work alongside curriculum staff to ensure that all students focus on these principles which are:

**Prepared • Engaged • Respectful**

All members of teaching staff are allocated a role as a form tutor, which we believe is a fundamental key role within our school. Tutors are key members of staff who, by interacting with their tutees every day will be key in setting and maintaining high standards and expectations with their tutees. Tutors move with their groups through the school and are able to know students and families well. This means that they can recognise the strengths of each child, support and intervene where needed and celebrate success, both in and outside of school.

We believe that building and developing positive relationships are key to our core values and to building the community that is Queen's Park High School.



*“ The atmosphere in the school is calm and welcoming. ”*  
Ofsted 2020

## **Our Curriculum**

Our curriculum is the beating heart of our school and central to our provision. We aim to provide our students with a world class academic and personal development curriculum.

We want all of our students to be able to experience an innovative and dynamic curriculum that prepares them to take their place in the world of work, as articulate, literate and confident adults. At every level, and in every subject, our mission is clear: we want every child to discover their aptitudes and talents; to be supported to maximise their potential; and to achieve their very best.

Full details about our curriculum can be found on our website: [www.qphs.co.uk](http://www.qphs.co.uk)



# About Us

*“ Pupils enjoy coming to school. ”*  
Ofsted 2020

## Key Stage 3

In years 7 to 9 students are taught in ability sets in the core subjects of English and Maths, and in mixed ability groups in Science. They follow a broad and balanced curriculum including subjects such as: Art, Drama, Geography, History, ICT, Music, PE, RE, Spanish and Technology. These foundation subjects are taught in mixed ability sets to foster a sense of co-operation and collaboration between students. Cycles of learning and assessment points are carefully planned to ensure KS3 prepares students in the best way possible for the start of their GCSE courses. There is a well-developed and comprehensive guidance programme around option choices in Year 9. Students and parents are well informed, supported and consulted to ensure the right choices are made by each individual student to enable them to be successful in their GCSEs.

## Key Stage 4

In years 10 and 11 students have carefully completed their option choices. We offer a wide range of GCSE qualifications well suited to students’ interests and aspirations. We offer all the EBacc subjects of: Geography, History, Computer Science, Creative i-Media, French and Spanish. This is in addition to the prescribed core curriculum of: English, English Literature, Maths, PE, RE and Science (including the option of separate GCSEs in Biology, Chemistry and Physics). Additionally students can choose from a wide range of other options, including: Art, 3D Design, Drama, Food Technology, Music, Photography, RE, Sports Studies and Triple Science. Students are taught in ability groups in core subjects.

## Key Stage 5

In years 12 and 13 the majority of our students choose to continue their studies here in the Sixth Form once they have completed Year 11. Alternatively we support students to move on to full time college places or to take up an apprenticeship within the local and surrounding area. We have a strong track record in preparing students for Higher Education and our Key Stage 5 curriculum offers a wide range of courses at Level 3 including traditional A Levels, alongside vocational BTEC courses in a variety of subjects. For further information about Queen’s Park High School’s Sixth Form, please visit our website or request a copy of our Sixth Form prospectus.

*“ Leaders want pupils to become well-rounded individuals who understand the wider world. ”*  
Ofsted 2020





# About Us

“ We learn a lot about working together in teams and challenging ourselves to do things we didn't always think we could. ”  
Ben, Year 8 Student

## Creative Curriculum

As a former Specialist Visual Arts College we benefit from an exceptional range of teaching resources, facilities and opportunities to deliver art education at an extremely high level.

Facilities include: two art studios, a ceramic studio, sculpture garden and art gallery. Our highly experienced staff deliver well-established and popular courses in the visual arts which represent the enthusiasm and diverse interests of our students. Results in the visual arts overall are frequently exceptional and the work of our students is regularly exhibited in our art gallery.

Perhaps the highlight of our performing arts calendar is the annual school production. With over 20% of the school population involved, it is clear to see how this popular extra-curricular opportunity is as successful as it is.

With students auditioning for roles from September, the six-month process challenges everyone involved to work incredibly hard as a member of a highly motivated and successful team which involves students from Year 7 right the way through to Year 13.



Students who are interested in the technical and backstage aspects of the production begin their work in October, with a range of opportunities available making use of our professional theatre equipment. Previous productions include: Les Misérables, Disco Inferno, Little Shop of Horrors, Rock of Ages, School of Rock, Grease, We Will Rock You, Billy Elliot and Popstars, The 90's Musical.

In addition, students from all years have the opportunity to experience the arts internationally with recent trips to Colombia, West Coast America and New York enriching our curriculum.





# About Us

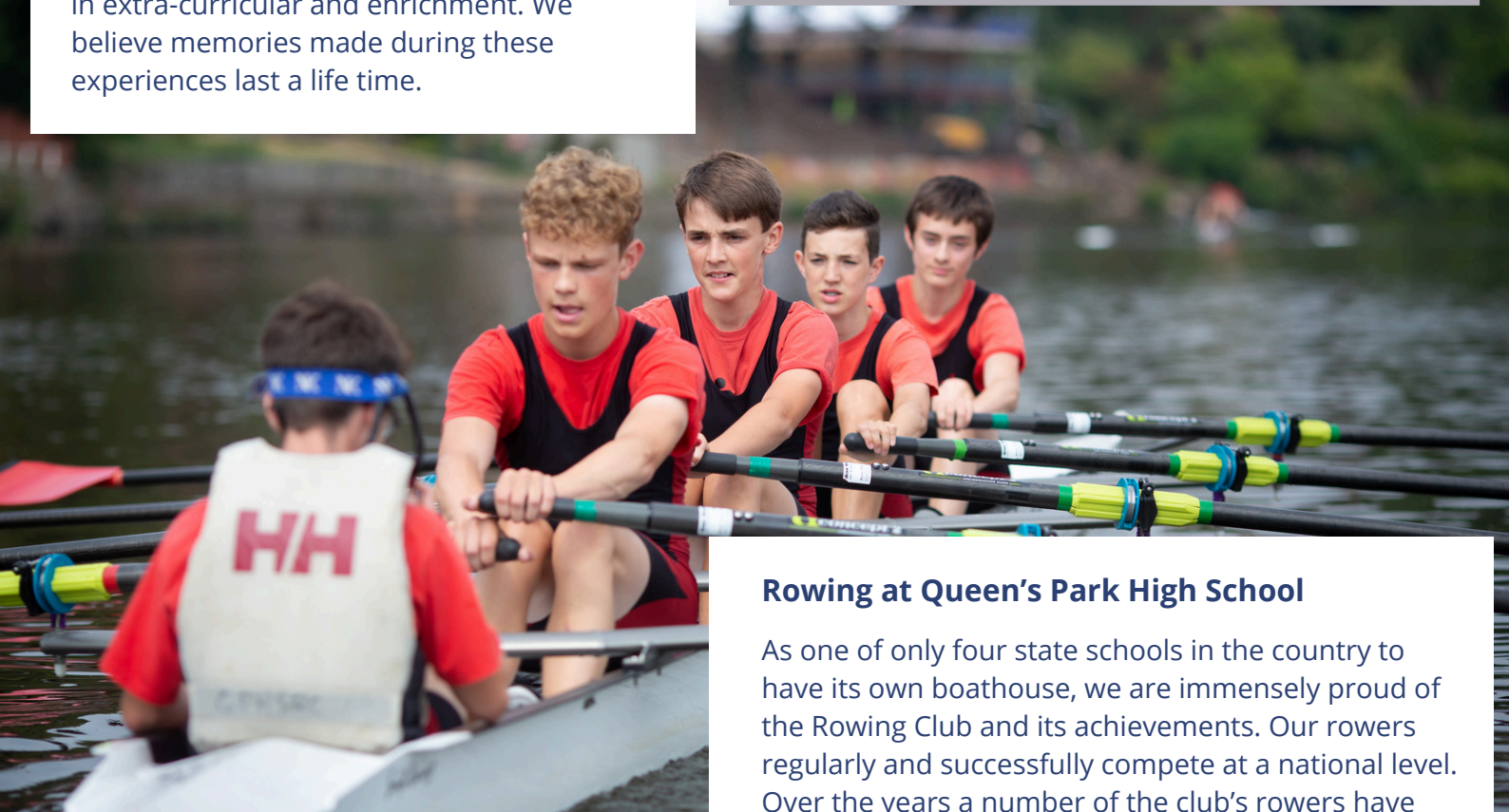
## Extra-Curricular

Personal Development and extra-curricular is central to our culture of strong relationships between staff and students.

At Queen's Park High School, we offer an extensive extra-curricular programme designed to enrich students' experience by providing the opportunity for them to make new friends, find new interests and develop new and existing skills.

We offer a wide range of activities many of which take place at lunchtimes throughout the week or after school. These are reviewed and updated each term to make our provision as diverse and inclusive as possible.

We encourage all our staff to actively engage in extra-curricular and enrichment. We believe memories made during these experiences last a life time.



## Rowing at Queen's Park High School

As one of only four state schools in the country to have its own boathouse, we are immensely proud of the Rowing Club and its achievements. Our rowers regularly and successfully compete at a national level. Over the years a number of the club's rowers have been invited to join the Olympic GB training camp.

In 2022 a former student became World GB Silver Medallist and in 2023 two students were selected to represent Wales in the Under 19 Welsh rowing squad. Dry activities take place in our specialist fitness suite with water-based activities taking place throughout the week all year round.

*“Pupils take part in many activities, which help to develop their confidence and resilience.”*  
Ofsted 2020



# About Us

## Our Staff

Our culture of continuous learning and development applies to our staff as well as our students. We have a highly effective CPD programme which includes a whole range of CPD workshops and sessions focusing on: pedagogy and practice, safeguarding, leadership development and time ring-fenced for independent study and professional growth. It also facilitates regular meeting time for departments to share best practice and focus on the development of teaching and learning in subject areas.

## Early Career Teachers

We offer an enhanced package of support for all of our Early Career Teachers (ECTs) which follows the Early Career Framework. Our delivery partner, Best Practice Network, facilitate a whole range of supportive modules to enhance the growth of professional skill sets including approaches to behaviour management, assessment and curriculum development.

“*There are many opportunities for professional development that are led by supportive leaders. There is an overwhelming sense of community spirit which runs through staff and students and this has helped me to settle in quickly and easily.*”

Emily, Teacher of Geography

We believe, that our ECTs learn best from each other and as such, offer two additional opportunities for sharing best practice and the development of professional skill sets:

- Weekly meetings with the Assistant Head for Teaching and Learning to share best practice and talk through the latest developments in pedagogy.
- Half termly meetings for ECTs and RQTs together to reflect on innovative practice and develop bespoke CPD sessions for the rest of the teaching staff.



“*I have had incredible support at Queen's Park High School as an ECT. Everyone is ready to help out and nothing is too big of an ask. The CPD and constant support have helped me to develop my teaching practice this year and I feel that working at Queen's Park for my ECT years will help me to form a strong foundation for my entire teaching career.*”

Heather, MFL ECT

# About Us

## Partnership with Parents

Our highest priority is to ensure that students are happy, safe and supported in school and we can only achieve this through a close partnership with parents and carers.

We recognise the importance of excellent communication between home and school to encourage closer links and better understanding. This is facilitated through Parents' Evenings, the school website, newsletters, e-mails, text messages and social media.

All parents can access real time student data online through School Synergy, including: registers, homework assignments and assessment information. We encourage our parents to access this information and to regularly discuss how things are progressing in school with their child. Parents also receive information about their child's assessment grades each term and a summative report annually.

The school also has a very committed Parent Teacher Association (PTA) which actively supports both the school and our students.



“ I’m so happy I picked Queen’s Park High School for my daughter who is going into Year 8 . . . Queen’s Park High School is just the best in every way. ”  
Year 7 Parent



## Further information

To find out more about school life at Queen’s Park High School and keep up to date with all our news and events, please visit our school website and read our termly newsletters:

<https://www.qphs.co.uk/newsletters>  
or follow us on social media:



[www.qphs.co.uk](http://www.qphs.co.uk)



@qphschester



@qphschester



QPHS Chester



# Job Description



**Role:** Cover Supervisor  
**Responsible to:** Cover Coordinator

## CLOSING DATE

9.00am

Thursday 26th September 2024

## Key Tasks

- Supervise students who are undertaking work that has been set in accordance with the school policy so that teaching and learning continues.
- Manage the behaviour of students whilst they are undertaking their work to ensure a constructive environment.
- Respond to any questions from students about process and procedures so they can continue with their set work.
- Deal with any immediate problems or emergencies in accordance with the school's policies and procedures to ensure that student/employee safety is assured.
- Collect any completed work after lessons and ensure it is returned to the relevant member of teaching staff.
- Report back, using the school's agreed referral procedures, on the behaviour of students during class and any issues arising so that the relevant member of the teaching staff is fully aware of the situation.
- Cover for registration periods as required when Group Tutors are absent, or assist in other areas.

## Additional duties

- To play a full part in life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

## Other specific duties

- To continue personal development as agreed.
- To engage actively in the performance review process.
- To undertake any other duty as specified by STPCB not mentioned in the above.
- To undertake other reasonable duties as designated by the Headteacher.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this Job Description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Demonstrate knowledge, understanding and positively promote equality of opportunity.
- Support a positive culture throughout the organisation and adopts behaviours that exemplify the school and Trust's culture.
- Encourage the development of productive and collaborative working relationships across the Trust.
- The post holder will be required to undertake other duties and any reasonable instructions given by the line manager or the Trust.



# Person Specification

Criteria	Qualities
Qualifications	<ul style="list-style-type: none"> <li>• Good general education</li> <li>• Good numeracy / literacy and ICT.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of working with children.</li> <li>• Previous experience of working in a school environment is desirable</li> </ul>
Skills & Knowledge	<ul style="list-style-type: none"> <li>• Good understanding of the national curriculum</li> <li>• Awareness of child protection and health &amp; safety.</li> <li>• Good interpersonal skills.</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Ability to relate well with children</li> <li>• Ability to work as part of a team</li> <li>• Flexible approach to working.</li> <li>• Good organisational skills</li> <li>• Excellent time management</li> <li>• Patience and flexibility</li> <li>• Good sense of humour</li> </ul>
Additional Requirements	<ul style="list-style-type: none"> <li>• Excellent attendance</li> <li>• Excellent punctuality</li> </ul>





# Application Process

## Timetable for the Appointment

The selection committee will consider applications and candidates selected will be notified as soon as possible thereafter and provided with more detailed information including the necessary paperwork to bring to the interview.

## The Interview

During the interview process the applicants will be assessed to determine how they fulfil the requirements of the post and this will include a consideration of the applicant's suitability to work with children.

If the applicant is shortlisted, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.

## How to Apply

In order to promote fairness and consistency amongst applicants, only application forms fully completed will be accepted (please refrain from using "*please see attached CV*" when completing sections of the form). You may wish to provide further information on a separate sheet where space is limited on the form. However, should you have a disability that prevents you from completing an application form, please contact the school for advice.

Incomplete forms or a form containing gaps in the information provided may be returned for completion before it can be considered.



Our preferred method of receipt is by email to:

**[recruitment@qphs.co.uk](mailto:recruitment@qphs.co.uk)** or  
**[a.nancollas@qphs.co.uk](mailto:a.nancollas@qphs.co.uk)**

Alternatively, applications can be posted  
FAO:

Mrs A Nancollas  
HR Administrator  
Queen's Park High School  
Queens Park  
Chester CH4 7AE

Please endorse the envelope:

**'Cover Supervisor'**

Interviews will take place:  
**w/c 26th September 2024**

**CLOSING DATE for applications:** 9.00am on Thursday 26th September 2024

# Additional Information



## Referees

References will only be sought for those candidates who are invited to attend for interview. Applicants should provide details of two referees on the Application form, one of whom must be your current or previous employer. These referees will be contacted prior to interview as part of the pre-appointment checks.

## Evidence of Eligibility to Work in the UK

In accordance with the requirements of the Immigration Act 2016, if you are invited to interview you will be required to produce evidence of your eligibility to work in the UK and you must bring original documents with you to the interview in the form of:

- A passport/national identity card confirming either British Citizenship or European Economic Area Nationality /or a valid work-permit to cover the role applied for or;
- A document from the Home Office confirming that you are allowed to work in the UK.

If you do not have any of the documents listed above you will need to discuss with the HR Administrator who will facilitate an alternative approach.

## Short-Listed Candidates

An online search will also be carried out as part of due diligence on all short-listed candidates.

## Verification of Educational/ Professional Qualifications

You will be required to provide evidence of any educational or professional qualifications necessary or relevant to the post you have applied for.

Originals or certified copies must be produced. When these are not available, written confirmation of the relevant qualifications should be obtained from the awarding body.

## Pre-Employment Health Declaration

All successful applicants upon offer of employment will be required to complete a pre-employment Health Declaration to ensure that they are both physically and mentally fit to carry out the role applied for. Health conditions should be declared to enable the consideration of reasonable adjustments.

## Feedback

We welcome feedback on the quality and scope of our recruitment process.





# Safeguarding

## The Rehabilitation of Offenders Act

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2.5 years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.

This job is one of those to which the provisions of the above Act in relation to spent convictions, do not apply. Applicants must therefore disclose whether they have any previous convictions, whether or not they are spent.

Should an applicant have a criminal conviction, this will be discussed in confidence at interview.

However only convictions that are relevant to the job in question will be taken into account. Failure to disclose any conviction could lead to an application being rejected, or, if appointed, may lead later to dismissal.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job, all applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.



## Disclosure and Barring Service (DBS)

Successful applicants will be asked to apply for a Criminal Record Check (Disclosure) from the Disclosure and Barring Service.

This job is subject to an Enhanced Disclosure which provides details of all convictions held on the Police National Computer Database, including current and spent convictions as well as details of any cautions, reprimands or final warnings. If a job involves working with children, the disclosure will indicate whether information is held on government department lists. There is an additional level of check which also includes a check on local police records.

A copy of the Disclosure and Barring Service Code of Practice is available on request. Further information about the Disclosure scheme can be found at <https://www.gov.uk/disclosure-barring-service>

A copy of the school's Safeguarding Policy can be downloaded here:  
<https://www.qphs.co.uk/attachments/download.asp?file=1603&type=pdf>

# Our Senior Leadership Team



Tom Kearns  
Headteacher



Tom Gregory  
Deputy Headteacher IC  
Quality of Education



Matt Yeoman  
Assistant Headteacher  
IC Character & Culture



Dave Helsby  
Director of IT (TLT)



Zoe Williams  
Safeguarding Lead



Lisa Phillips  
Assistant Headteacher  
IC T&L/ Literacy



Ashley Jones  
Assistant Headteacher  
IC Data & Assessment



Jill Cutler  
SLT secondment  
Behaviour & Attendance

We look forward to welcoming you to Queen's Park High School



**Queen's Park High School** is a part of **The Learning Trust (TLT)**. Our Trust exists to serve young people, to educate, enlighten and give them the expertise and confidence to succeed. Our values are displayed on this page. We believe that through them and through honest and open collaboration, higher standards will be achieved across the Trust.

TLT currently comprises three secondary schools: Queen's Park High School, Christleton High School and Chester International School, and one primary school: Belgrave Primary School - and discussions continue with the aim of expanding our offer to partners both local and international. Our offices are based at Queen's Park High School, Chester. We believe that Chester and the North West offers a truly brilliant opportunity for education, business and quality of life, and it is our mission to further enrich this by providing an education service which is both diverse and outstanding.

To read more about The Learning Trust, please visit: <https://www.tltrust.co.uk/>



**1. Students are always first** - the prime consideration in all decisions will be the best interests and educational outcomes of current and prospective students.

**2. Mutual benefit** - the interests of the Trust will always be combined with the interests of individual schools, seeking the very best and co-operating to share resources and success.

**3. Inclusivity** - the Trust will welcome students of all backgrounds and abilities.

**4. Freedom to innovate and make decisions** - optimum delegation to local Governing Bodies and individual schools commensurate with the Trust's statutory responsibilities and efficiency.

**5. Excellence and learning** - every student will be supported and challenged to achieve their potential. All adults employed by and associated with the Trust will have and exhibit a 'learning mindset'.

**6. Partnership** - the Trust will continually seek to work in partnership to achieve better outcomes for current and prospective students, and to improve education in the area.

**7. Fairness** - all students and staff will be treated with fairness and parity whilst encouraging diversity and identity.

**8. Integrity** - all those associated with the Trust will act with kindness, courtesy and integrity, in accordance with both school and Trust ideals and values.



**Darran Jones**  
Chief Executive  
Officer



**Euan Imrie,**  
Chair of  
Trustees



## QUEEN'S PARK HIGH SCHOOL

*I would like to wish you a very warm welcome to Queen's Park High School, a smaller than average 11-18 school, beautifully located to the south of the River Dee, in the heart of Chester. Queen's Park is an ambitious, forward thinking school with a clear vision, which is to 'Inspire Individuals, Empower Minds and Define Futures'. We strive to provide the very best learning and personal development opportunities for every young person in our care, but we also strive to provide these opportunities with care too! We are very proud to announce that our school was awarded Secondary School of the Year at the Excell Standard Education Awards 2024.*

**Tom Kearns, Headteacher**



## CHRISTLETON HIGH SCHOOL

*We are a highly successful school situated in the picturesque village of Christleton, with over 1,350 students on roll. The School serves a community of small villages and housing on the east side Chester, approximately three miles from the City centre. We are a school where the desire to learn is infectious and students of all abilities flourish. Everyone works hard to create a learning environment where all are welcome and diversity is celebrated. Consequently, academic standards at the school are very high and frequently amongst the highest in the region, thanks to: highly motivated staff; children who wish to learn and parents who support them.*

**Kevin Smith, Headteacher**



## CHESTER INTERNATIONAL SCHOOL

*Chester International School is a hub of technology, innovation and academic study which is unparalleled in its commitment to global and professional engagement. We offer extended field studies and our students can choose subjects and elective activities which really interest them and there are many opportunities for travel and adventure. As you explore what makes CIS unique, I encourage you to consider how you might fit in our dynamic community.*

**Katrina Brown, Headteacher**



## BELGRAVE PRIMARY SCHOOL

*Belgrave Primary School was opened in 1968 and was originally a one form entry primary school. It became an infant school in 1974 and returned to being a primary school in September 2008. Since 2008 our admission number has been 30 and we are a one form entry school. The school is attached to Westminster Park Community Centre which serves the local area. The school is well resourced with laptops and iPads in Key Stage One and Two in addition to desktop computers in the Key Stage Two workspace. All classes have interactive whiteboards. We have large practical "workspaces" outside the classrooms which are used for a range of lessons and activities including art, design and technology, Computing and group teaching.*

**Juliette Benton, Headteacher**