



***'Learning For Life'***

## **Recruitment Pack**



## **Cover Supervisor**

**Part-Time/Full-Time considered  
Temporary Contract (initially for one year)**

**Required for September 2022**

**Deadline for applications: Friday 20 May 2022 at 09:00hrs**

**Headteacher: David Pover**

**The Burgate School and Sixth Form, Salisbury Road, Fordingbridge, Hampshire, SP6 1EZ**

**Tel: 01425 652039**

**Email: [burgate@burgate.hants.sch.uk](mailto:burgate@burgate.hants.sch.uk)**

**Website: [www.theburgate.com](http://www.theburgate.com)**



Dear Prospective Applicant

I am delighted that you are interested in applying for the post of Cover Supervisor at The Burgate School and Sixth Form. We believe our school is an exceptional place to work, where students and staff share collective values in a happy and successful environment. Every member of our staff team matters, and creativity and innovation are embraced and developed. Our students are a pleasure to work with and we encourage you to come and see this for yourself. 'Learning for Life', our school and college motto, underpins our culture and applies to every member of our school and sixth form community, whatever stage they are at.

The Burgate School and Sixth Form wants every student to enjoy their learning and feel valued for who they are. The school and college provide high quality comprehensive education for children aged between 11 and 18 and we enjoy an excellent reputation within the local community for our high standards. Consequently, many students attend the school through parental choice. We provide a broad curriculum and a creative approach to learning that inspires curiosity, builds collaboration, helps develop resilience and encourages flexibility of thought.

The school was inspected by Ofsted in May 2019 in which we were awarded 'Good' overall with three of our inspection judgements being 'Outstanding'. The inspectors praised the high expectations of everyone at the school and remarked how the school's trustees and staff work closely together to create a team spirit that provides a consistent and positive learning environment, where teaching is inspirational and student behaviour is superb. We also benefit from the excellent support of parents whom we encourage to maintain close contact with the school and to get in touch whenever they have queries or concerns regarding their child's education.

I hope this application pack will give you a better understanding of The Burgate School and Sixth Form and encourages you to apply.

Yours sincerely

### **The Post**

We are looking to appoint an enthusiastic, confident person to join our fantastic team of Cover Supervisors. This post would be ideal for an ECT or an aspiring teacher. In this key position, the successful candidate will supervise a group of students during the short-term absence of a teacher to ensure that students carry out a pre-prepared lesson whilst maintaining the good behaviour of the students, keeping students on task, responding to questions, and generally assisting students to undertake and engage in the set learning activities to support their learning. The successful candidate will be required to work as part of a team or on their own under the direction of our Cover Supervisor Manager. The role will also involve supporting the Cover Supervisor Manager with administration tasks. Please also refer to the detailed job description.

**Required for:** September 2022

**Hours per week:** 35 hours.

**The post is for:** 44.07 weeks per year.

**Salary:** £17,842 - £19,713 (FTE) dependent on experience

**Contract:** Temporary (initially for one year). Part-Time and Full-Time will be considered.

**Closing date for applications:** Friday 20 May 2022 at 09:00hrs.

### **How to Apply**

The following guidelines are designed to help you submit an application in line with our requirements. Please ensure that you comply with the instructions below otherwise the panel will not shortlist you. If you require clarification or have any questions regarding the application process, please contact Sarah Hewett, Headteacher's PA at [shewett@burgate.hants.sch.uk](mailto:shewett@burgate.hants.sch.uk)

### **Application Form**

To apply for the role, please either complete an application via the TES website, an application via the Government's Teaching Vacancies website, or our Support Staff application form which can be downloaded from the vacancies page on the school's website. If you apply using the school's Support Staff application form, completed forms should be emailed to Miss Sarah Hewett, Headteacher's PA, at: [shewett@burgate.hants.sch.uk](mailto:shewett@burgate.hants.sch.uk). All applications should be received by the deadline, 09:00 hrs on Friday 20 May 2022. Only applications submitted on a TES, Government Teaching Vacancies, or school application form will be considered. CVs will not be accepted.

### **Disclaimer**

You are advised to submit your applications as soon as possible as, on occasion, we reserve the right to close a vacancy earlier than the advertised date, if we have received sufficient applications that meet the criteria, or a suitable candidate is found. We advise you to submit your application as early as possible to prevent disappointment.

**Shortlisting**

Shortlisted candidates will be contacted by telephone or email. We will endeavour to contact non-shortlisted applicants however, if you have not heard from us within three weeks of the closing date you should assume that you have not been shortlisted for interview.

**Interviews**

Interviews will be held at The Burgate School and Sixth Form. In addition to a tour of the school and informal discussions with key members of staff, candidates may be required to complete a test or exercise relating to point(s) of the job description and criterion/criteria of the person specification. The selection process will culminate in a formal interview. Full details of the interview process will be sent to candidates with the invitation to interview. Candidates invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will also be required to bring photo ID with them on the interview day e.g. valid passport or driving licence to provide proof of identity and, if relevant to the role, evidence of all academic and professional qualifications disclosed on your application form. Full details will be sent to candidates alongside their formal invite to interview.

**References for shortlisted candidate**

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until The Burgate School and Sixth Form has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer), confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS).

## **Safeguarding and Child Protection Statement**

Safeguarding determines the actions that we take to keep children safe and protect them from harm in all aspects of their school life. As a school and sixth form we are committed to safeguarding and promoting the welfare of all our students.

The actions that we take to prevent harm, to promote wellbeing, to create safe environments, to educate on rights, respect, and responsibilities, to respond to specific issues and vulnerabilities all form part of the safeguarding responsibilities of the school and sixth form.

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, all our recruitment and selection practices reflect this commitment. Should you be successful, any offer of a post will be conditional subject to an enhanced Disclosure and Barring Check as well as other relevant pre-employment checks including the receipt of two satisfactory references and medical clearance. As this is a post in regulated activity, the DBS check will include a children's barred list check. It is an offence to seek employment in regulated activity if you are on a barred list. All positions within The Burgate School and Sixth Form are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

A copy of our child protection policy and our policy on the employment of ex-offenders are available to view on The Burgate School and Sixth Form's website at: <https://www.theburgate.com/policies>

## **Equal Opportunities Statement**

The Burgate School and Sixth Form is an equal opportunities employer and values the diversity of our workforce and welcomes applications regardless of age, gender, ethnicity, or religion.

## **JOB DESCRIPTION: COVER SUPERVISOR**

**Impact Statement:** to provide efficient and effective delivery of cover lessons so that each student is enabled to achieve his or her full potential, through lesson cover for absent

**Responsible to:** Assistant Headteacher, School Business Manager  
**Weeks per year:** 44.07  
**Hours per week:** 35  
**Daily working times:** 08:00 to 15:30 Monday to Friday

### **KEY RESPONSIBILITIES**

#### **Lesson Supervision**

- Supervise classes when teachers are unavailable ensuring that the students complete the work set to the best of their ability. This work should be directed by the Head of Department (HoD) in liaison with the Logistics Manager. Provide teachers with feedback to inform their subsequent planning.
- Follow the school's behaviour management policy, referring any students who misbehave as necessary.
- Support individuals and groups of students either within lessons or separately as directed by the teacher responsible for the class.
- Assist in the supervision of students on educational trips and visits, some of which may run outside of normal school hours.

#### **Examination Invigilation**

- Support with Exam Invigilation when necessary (training will be given).

#### **Administrative Tasks**

- Carry out administrative tasks to support the work of the department as directed by the HoD. These might include, record keeping, updating spread sheets, preparing resources and materials for lessons, mounting displays, issuing, checking and ordering stock, maintaining records, word processing and copying documents, processing orders, routine correspondence, filing etc.
- Attend and contribute to departmental meetings as required.

#### **Additional Tasks**

- Undertake First Aid Training and provide First Aid cover if required,
- Participate in training and relevant development activities to improve performance of this role.
- To play an active part in the life of the school, sharing the aims and objectives of The Burgate School and Sixth Form.

This job description is not exhaustive and the post holder will be expected to undertake any other duties as reasonably requested by the Headteacher.

## Cover Supervisor: Person Specification

Qualifications or Training	Essential	Desirable
GCSE English, Maths and Science	X	
Experience of working with children		X

Skills and Knowledge	Essential	Desirable
Good literacy and numeracy skills	X	
Good planning and organisational skills and a flexible approach to the management of work	X	
Ability to build effective working relationships with students and adults	X	
Skills and expertise in understanding the needs of all students	X	
Excellent communication skills, both written and oral, and the ability to communicate effectively with staff and students	X	
Ability to remain calm in stressful situations	X	
Understanding of roles and responsibilities within the classroom and whole school context	X	

Personal Qualities & Attributes	Essential	Desirable
Ability to work as part of a team and on own initiative and with resilience	X	
Self-motivating with the ability to multi-task	X	
Good interpersonal skills and the ability to enthuse and motivate others	X	
Ability to empathise and be positive with children and young people	X	
Willingness to undertake first aid training	X	
Have a good record of punctuality and attendance	X	
Have a positive and optimistic outlook	X	
A commitment to getting the best outcomes for all students and promoting the ethos and values of the school	X	
Commitment to safeguarding and promoting the welfare of children and young people	X	
Commitment to equal opportunity	X	

Essential Competences	Essential	Desirable
Confidentiality	X	
Ability to relate well to children	X	
Excellent IT skills including all main Microsoft applications	X	
Familiarity with SIMS		X
Well-honed interpersonal skills	X	
Smart appearance	X	
Strong team player	X	

All staff are expected to have a professional and positive approach and to actively collaborate with colleagues in providing the best possible learning experience for our students.