

# RECRUITMENT PACK

# IVANHOE SCHOOL

## Cover Supervisor



## Message from Headteacher

Thank you for expressing an interest in this post at Ivanhoe School.

At Ivanhoe School, our students come first. We recognise their different needs and work hard with them to develop their abilities and talents. We value the unique contribution of each student and want them to achieve their full potential.

On our journey we commit to:

- Providing a rich and creative teaching and learning community
- Providing a safe and caring environment
- Investing in ourselves to ensure everyone achieves success
- Respecting and valuing everyone and embracing diversity
- Building strong partnerships within our local community
- Continually preparing to meet future challenges



Our students are highly successful across a broad range of activities – personal and social development, sporting, artistic, musical and cultural. We work in close partnership with schools within LIFE Mat to build expertise across our teaching community.

We enjoy learning together – not only in lessons but also through the wide range of extra-curricular activities we have on offer, and we encourage all students to get involved. We are committed to working closely with parents and a high value is placed on student voice in all aspects of school life.



Highly qualified teachers and support staff provide an excellent, caring environment in which students can learn and flourish safely. Our aspirations, expectations and commitment are relentlessly high for all members of the school community.



Ivanhoe School became Members of the LiFE Multi Academy Trust in July 2021. Ivanhoe School works closely with local LIFE MAT schools: Ashby School and Ibstock Community College as part of the 'National Forest Hub.'

The LiFE MAT visions and values are as follows:

### **Vision**

We have a compelling desire to provide high quality, personalised and rounded education for everyone, right in the heart of our local community. We believe that no school can be deemed successful unless all those around it are also successful, popular and flourishing. Hence, we believe that dynamic, mutually accountable collaboration and challenge between local schools as members of the LiFE MAT is the cornerstone of our future success.

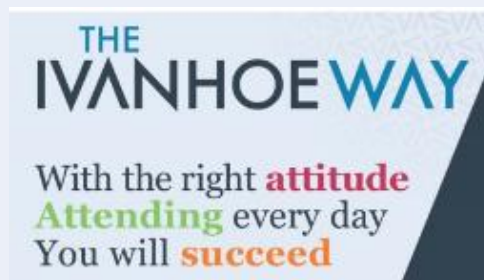
Each of our schools needs to be seen as a leader of, and vital to, its local community; each school is regarded as fundamental to the identity of its surrounding community. In this capacity we will relentlessly promote the values of inclusion and the celebration of diversity, alongside personal responsibility and respect.

## Values

- Ensuring that every student achieves positive, life changing outcomes
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond the school gate
- **The relentless pursuit of excellence by;** expecting this of every person, every day; recognising and celebrating behaviours that lead to great progress and promoting and celebrating elite performance inside school and in the wider world
- Valuing and promoting the celebration and understanding of diversity and qualities of our staff and students
- Ensuring that all students and staff feel known, appreciated and supported
- Committing whole-heartedly to collaboration within, between and beyond our academies
- Ensuring our curricula are agents for the promotion of our values

We look forward to your application

Alison Allford  
Headteacher



## **Cover Supervisor**

**Grade 7, Points 11 – 14,**

**Permanent**

**FTE: £25,998.00 - £27,273.00**

**Actual Salary: £18,041.30 - £18,926.09 per annum**

**30 hours per week, 39 weeks per annum**

We are looking for a highly motivated and dedicated Cover Supervisor to join our talented and supportive team to supervise prepared lessons in the absence of a class teacher, ensuring that students' learning and development is continued and maintained.

This role is suitable if you enjoy working with young people and thrive on every day being different and/or if you are someone who has always wondered whether you would be suited to a career in education this is a fantastic opportunity for you to find out and gain valuable experience. This role may be particularly suitable for a graduate looking for classroom experience prior to undertaking teaching training or equally someone with existing experience within education. We provide a high level of continuing professional development regardless of experience.

Classroom experience is desirable but not essential, the confidence to supervise a class is equally important.

During cover lessons your role will be to ensure all students understand the task which has been set and are engaged with learning. You will also be expected to manage the behaviour of the class when covering in accordance with the school's behaviour policy. It will be essential to work with the students to ensure they are getting the most out of the lesson and to facilitate their learning as much as possible.

Our ideal candidate is a conscientious and dedicated team player, who is happy to work flexibly in a busy school. You will have excellent communication skills and a good command of written and spoken English.

Our vision statement clearly describes our 'Journey to Excellence' and we are aiming to move from 'good to outstanding' in all aspects of our work at the School, particularly in teaching and learning. If Ivanhoe School and this role sound like the ideal next step in your career, I hope you will feel encouraged to apply.

Please contact [headspa@ivanhoe.co.uk](mailto:headspa@ivanhoe.co.uk) if you require any further information about the school or the role.

Closing date for applications is **12.00 noon, Wednesday 11<sup>th</sup> December 2024**

*Please Note - We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible*

### **Application Process**

Application forms can be found at Careers at Ivanhoe School | eteach: [Careers at Ivanhoe School - Ashby-de-la-Zouch, United Kingdom, LE65 1HX | eteach](#)



## ***Safeguarding***

*LiFE Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to a DBS check and an online search.*

*We are committed to the safety of our students and the protection of staff. Our recruitment process is in full accordance with recent guidance from the government for safer recruitment. Appointment to this post will be subject to satisfactory pre-employment checks.*

## ***Equal Opportunities***

*Ivanhoe is committed to equal opportunities in our recruitment and selection procedures. We welcome applications from all who meet the essential requirements within the person specification.*

## **Job Description**

Grade:	7, Points 11-14 £25,998.00 - £27,273.00- FTE £18,041.30 - £18,926.09 - Actual
Hours:	8.15 – 15.05 30 hours per week, 39 weeks per annum (Part time hours will be considered)
Responsible to:	Cover Manager
Job Purpose:	To ensure high quality learning in lessons by providing cover for absent teachers.

### **Journey to Excellence. On our journey we commit to:**

- Providing a rich and creative teaching and learning community
- Providing a safe and caring environment
- Investing in ourselves to ensure everyone achieves success
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### **Key Responsibilities:**

- In the absence of a teacher, provide learning opportunities for classes across the curriculum
- Liaise with teachers and/or pastoral care staff with regard to the work set for a class
- Communicate the work set by the class teacher to the students
- Respond to any questions from students about process and procedures
- Motivate students to complete their tasks
- Deal with any immediate problems or emergencies according to the school's policies and procedures
- Manage the class in accordance with the college's Behaviour Policy
- Provide support as necessary to students
- Ensure the health, safety and welfare of students in your care
- Collect any completed work after the lesson and return it to the appropriate teacher, with brief feedback
- Accompany teaching staff and students on educational visits
- Register tutor groups as required
- Cover the morning break duty or bus duty of an absent teacher as required

## **General Responsibilities**

- To promote the college vision and contribute to meeting the key priorities in the College Improvement Plan
- Comply with Ivanhoe College policies and procedures relating to child protection, security, confidentiality and data protection, and code of conduct - reporting all concerns to the appropriate person
- All staff and volunteers to commit to the safeguarding and promoting the welfare of children and young people
- Adhere to the Ivanhoe College Equalities, Health and Safety policies and procedures
- Engage fully in the college's Appraisal process
- Undertake professional development activities to enhance personal and job performance
- Attend relevant team and college meetings
- Any other reasonable duties as required by the School Leadership team

## Job Specification

	Essential		Desirable	
<b>Qualifications:</b>	GCSE or equivalent in Maths/ numeracy and English/literacy	A	Degree or other Higher/Further Education qualification.	A
	A level or equivalent in one or more subjects	A/R	Interest in progressing within the education profession.	A
	Evidence of recent personal and/or professional development training	A/R		
<b>Experience:</b>	Experience of working with children in a school environment	A	Experience of working with students aged 11-14	A
<b>Knowledge and skills:</b>	Good communication skills, written and spoken Clear handwriting	A/R	Knowledge of SEN issues	A
	Good ICT skills and willingness to learn more	A	Experience of using presentation software, e.g. MS Powerpoint	A
	Good organisational skills	A/R	Experience of using Smartboard or other interactive whiteboards	A
	Knowledge of a range of strategies to promote good behaviour	A/R		
	Good time management skills and an ability to work under pressure	I/R		
<b>Motivation:</b>	Enthusiasm for learning, for working with young people in a school environment, and participating in the wider life of the school	A/I		
<b>Appearance and health:</b>	Appearance to inspire the confidence of staff, students and the community	I		
	A good punctuality and attendance record	R		
<b>Application:</b>	A well written and well-presented application written specifically for this post	A		

A Letter of application and application form

I Interview process

R Reference



## **Safer Recruitment Applicant Information**

The information contained within this document is aimed at helping applicants understand what is required should they be asked to attend for interview.

### **SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

Ivanhoe School has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce.

The post you are applying for involves working with children and/or young people and you will be subject to Ivanhoe School's safer recruitment process.

### **PRE- EMPLOYMENT VETTING**

As part of its safer recruitment and selection process, Ivanhoe School operates a strict preemployment vetting procedure. All applicants will be required to undergo the checks outlined below.

### **Declaration of Previous Convictions**

The amendments to the Rehabilitation of Offenders Act 1974, Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions is available on the Ministry of Justice website.

Should you be shortlisted for the position, you will be required to complete a criminal records self-declaration form in order to provide any information about any unspent and unprotected criminal records that you may have.

### **Disclosure and Barring Service (DBS)**

Successful applicants seeking to work with children and/or young people will be required to undergo an Enhanced DBS Disclosure; this will include a check against the Barred List.

A Barred List check is the minimum check required for staff working in organisations. Successful applicants will be checked against the List prior to an offer of appointment being made.

We will also retain, with the permission of the applicant, the DBS Disclosure documents of any 'hold' candidates. These documents will be destroyed once a decision (offer and acceptance) has been reached.

Where an applicant is not normally resident in the United Kingdom or has been resident outside the United Kingdom for more than six months, a certificate of good conduct will be required from the previous country of residence.

### **Qualifications**

If the post applied for requires a specific qualification, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

**Registration with a Professional Body** If the post applied for requires registration with a professional body, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment. Ivanhoe School will verify registration/membership with the relevant professional body.

## **References**

Applicants are required to provide a minimum of two referees, one of which must be your most recent employer. One reference must be from a referee where the employment involved working with children and/or young people wherever possible.

If you have worked in a school, the referee must be the Headteacher/Business Manager of that school.

If you have undertaken voluntary work with children and/or young people, you should use the leadership of such voluntary provision as a referee.

In addition, Ivanhoe School will seek references from educational establishments for those applicants with no previous employment history.

**Under no circumstances will Open References (i.e. addressed “to whom it may concern”) be accepted.**

In all cases, Ivanhoe School will contact the referee prior to the interview, except if you have specifically indicated that you would prefer us to contact them only if you are made an offer of appointment.

## **Eligibility to Work in the UK**

Ivanhoe School has a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK.

## **Medical Assessment**

All offers of appointment will be subject to the satisfactory outcome of a medical assessment procedure.

## **IMPORTANT NOTICE TO ALL APPLICANTS**

As stated previously, all offers of appointment are made subject to the satisfactory outcome of the pre-employment checks for the post