



John Kyrle High School & Sixth Form Centre

**CANDIDATE INFORMATION PACK
COVER SUPERVISOR**

Headteacher's Welcome

Thank you for the interest in our school and the advertised post of Cover Supervisor. I hope you find the information you require, but please contact us if not.

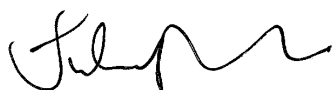
All roles in our school are important and I pledge personal support for each and every member of our fantastic community. I am privileged to lead this school and we all work hard to ensure that we succeed as a team. "Together we are mighty".

Our key priorities as a school are simple and we all work towards our "TEACH" goals:

- T** Teaching and Learning
- E** Engagement
- A** Academic Outcomes
- C** Community
- H** High Quality Leadership

I look forward to receiving your application.


Kind regards



JULIAN MORGAN
Headteacher



Welcome



The school is fortunate to have hugely-committed staff who give their all, take Public Service seriously and are keen to provide extra-curricular activities in a multitude of areas. John Kyrle aims to provide all students with a life-enhancing secondary school experience where students feel happy and secure yet challenged.

John Kyrle is a popular and oversubscribed high school with over 1400 students who are drawn from the town of Ross and the surrounding rural areas. The school is located on the Ledbury Road about half a mile from the Market house and adjoining the dual carriageway. John Kyrle High School is organised on a year basis with form tutors and a head of year responsible for the pastoral care and monitoring of students. We also have a team of highly experienced Pastoral Support Assistants. Form tutors stay with their tutor groups from Years 7 to 11. A head of sixth form oversees Years 12 and 13.

The sixth form is accommodated in a purpose-built block which contains a common room, kitchen, study rooms and superb ICT facilities. Admission to the sixth form courses is open but preference is given to those students who achieve two grade 5s in subjects including English and maths. Those who achieve grade 4s may still be admitted but this will be in consultation with staff. Sixth form courses include a wide range of A levels. Students show good progress and attainment at KS4. Progress in the sixth form places us in the top 2% of schools nationally for A level.

John Kyrle High School encourages students to participate in the many societies. Out-of-school activities and clubs exist to suit a wide variety of students' interests. Overseas study visits to Europe, Africa and North America and a large number of sports teams which represents the school at rugby, soccer, hockey, netball, athletics, cricket, tennis and rounders, are just some of the activities offered.

The school has excellent facilities, including sports fields, an all-weather sports surface, tennis courts, a specialist drama studio, a purpose-built art and ceramics facility, and a modern library. There are also technology workshops, a music-technology suite and practice rooms, computer and business rooms, language lab, a gymnasium and an on-site sports hall which are used extensively. Our tennis and netball courts have just been refurbished and are a fantastic addition.

There is a strong tradition of music, drama and art at the school. An increase in student numbers has led to the installation of additional teaching spaces. A Maths Centre of Excellence was opened with 10 specialist maths classrooms and a shared facility for A-level students and staff. Our latest development, a new science block with six large specialist laboratories, was opened in September 2022.

Partnerships with parents and the wider community are high on our list of priorities in order to help every student achieve his or her potential.

Our school motto is '**Carpe Diem**' - **seize the day!**
We try to live up this motto.



The Role

From 1st January 2024, we are looking to appoint a suitably qualified individual to cover the absence of teachers by supervising and supporting classes of students whilst they carry out pre-set activities.

The role is for 31 hours 15 minutes per week, 8.30am to 3.30pm Monday to Friday (with 45 minutes for lunch). This is for 39 weeks per year (term time plus TED days).

**Salary - pro rata for 39 weeks £15,962 - £17,478
(£21,968 - £24054 per annum)**

Candidates should complete the application form in full (black or typewritten please).

Your letter of application should include the following points:

- ▶ Why you are interested in the post
- ▶ How your experience to date fits you for the post
- ▶ What personal qualities you believe would be desirable in the post holder

Open testimonials are not required and should not be submitted.

The closing date for receipt of application is **Monday, 6th November 2023 (12.00pm)**

Shortlisted candidates will be invited to attend interview week commencing 13th November.

John Kyrle High School & Sixth Form Centre proud to be part of the Heart of Mercia MAT

Registered office: Hereford Sixth Form College, Folly Lane, Hereford, HR1 1LU.
Company Number: 10499174

All employees of JKHS are employed by the trust.



Job Description

Responsible to: Assistant headteacher

Main Purpose of the role:

- ▶ To work under the instruction and guidance of the class teacher(s) for whom you are providing cover.
- ▶ To cover the absence of teachers by supervising and supporting classes of students whilst they carry out pre-set activities. These classes may be in any subject area and/or age range.
- ▶ To manage the behaviour of students, in accordance with the school's Behaviour Policy, whilst they carry out the task.
- ▶ To ensure the safety of the students you are supervising.

Job Activities:

- ▶ To liaise with the class teacher in order to understand what the learning activity is to be and what resources are required (e.g., worksheets, textbooks etc.)
- ▶ To ask questions of the teacher to ensure that you have a good understanding of what is required.
- ▶ To ensure that the necessary resources are available for the lesson (N.B., it is the teacher's responsibility to produce the resources, but you may be asked to assist with their production or to ensure there are sufficient copies available).
- ▶ To take the register.
- ▶ To clearly explain to students the task they are required to carry out, what is expected of them and what equipment they will need.
- ▶ To explain the timescale and what they should have completed by the end of the session and issue resources and explain who these will be used.
- ▶ To refer to a nominated class teacher if the guidance of a teacher is required during the lesson.
- ▶ To answer any general questions that the students may have about the tasks, giving any assistance that is within the Cover Supervisor's capacity.
- ▶ To manage the behaviour of the students, in accordance with the school's Behaviour Policy, whilst they carry out the task.
- ▶ To maintain the students' self-esteem through encouragement and praise.
- ▶ To ensure the learning environment is a positive one.
- ▶ To work effectively with any other Teaching Assistants present.
- ▶ To collect the completed work and any issued resources from students and return them to class teacher.
- ▶ To supervise students whilst they enter and leave the classroom, in accordance with school policy and procedure.
- ▶ To communicate effectively with the class teacher.
- ▶ To ensure that you have a good knowledge of the school's safety policies e.g., what to do in the event of a fire etc.
- ▶ To use initiative, with school guidelines/practice in dealing with incidents.
- ▶ To keep straightforward records, where required.
- ▶ To attend staff meetings/training, where required.
- ▶ To raise any concerns at an early stage with a class teacher and/or line manager.
- ▶ To provide student support in other areas of the school when not covering lessons.
- ▶ To demonstrate a commitment to ongoing personal and professional development by attending relevant courses and sharing good practice with others.

General information

The post holder will be required to comply with the school's policies and procedures. The school has a no-smoking or vaping policy. Staff are not permitted to smoke or vape on any of the school's premises nor in any vehicle used on school business. The post holder will promote the school's health and safety at work policies and ensure that they are implemented efficiently within their areas of responsibility.

Employees have a duty to safeguard and promote the welfare of the children, young people and vulnerable adults. It is an essential requirement that staff are aware of the school's safeguarding procedures for sharing information about the welfare of any person whom they have safeguarding concerns. Staff have a duty to ensure that they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This job description covers the main duties and responsibilities of the job and will be subject to review and amendment in consultation with the post holder, to meet the changing needs of the school and the multi-academy trust. Other activities commensurate with this job description may, at any time, be undertaken by the post holder.

Person Specification

Post Title: Cover Supervisor	
	Evidence
<p>Experience</p> <p>Experience of working with children, either in a paid or voluntary capacity, within in a school</p> <p>Experience of managing behaviour</p>	<p>Application</p> <p>Interview</p>
<p>Qualifications</p> <p>Certificate in learning support (or equivalent)</p> <p>GCSE (or equivalent) English and maths grade C or above (9-4)</p> <p>Have attended relevant training (e.g., behaviour management)</p> <p>Willingness to undertake further training as required</p>	<p>Application</p>
<p>Skills & abilities</p> <p>Ability and willingness to work flexibly within the school</p> <p>Able to work as a member of a team</p> <p>Organisational skills</p> <p>Interpersonal skills</p> <p>Communication skills</p> <p>Administration skills</p> <p>A calm but authoritative manner with students</p> <p>ICT literate</p> <p>Ability to work methodically</p> <p>Confidence and competence in managing the learning and behaviour of the whole class</p> <p>Ability to relate well to students and staff</p> <p>A calm but authoritative manner with students</p> <p>Ability to follow and apply the teacher’s instructions and clearly explain these to students</p>	<p>Application</p> <p>Reference</p> <p>Interview</p>
<p>Other</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p> <p>Willingness to learn and work in support of the school’s guidelines, policies and inclusive ethos of the school</p> <p>Knowledge of wider educational issues</p> <p>Clear understanding of equal opportunities</p> <p>A strong belief in the value of diversity and inclusion</p> <p>Enhanced DBS clearance</p>	

Recruitment of ex-offenders statement

John Kyrle High School is required to publish a copy of its policy on the recruitment of ex-offenders which outlines the following:

The trustees fully comply with the 'DBS Code of Practice' and will not discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.

All applicants are subject to an enhanced DBS check before the job appointment is confirmed; this includes details of convictions, cautions and reprimands, as well as spent and unspent convictions. A positive disclosure will not necessarily prohibit a candidate from being offered a position.

The school is committed to the fair treatment of all applicants, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical or mental disability or offending background.

The school promotes equal opportunity and welcomes applicants from a wide range of backgrounds, including those with criminal records.

Candidates are selected for interview based on their skills, qualifications and expertise.

All application forms and recruitment notices contain a statement that disclosure will be requested if a position is offered.

All applicants are encouraged to provide details of their criminal record at the earliest stage possible. This may be sent under a separate and confidential cover letter.

All applicants will be made aware of the 'DBS Code of Practice' and will be provided with a copy on request.

The school is committed to ensuring all disclosure information will only be seen by those who require access as part of their duties.

The assistant headteacher (personnel) will discuss any matters revealed on a DBS certificate with the applicant before withdrawing a conditional offer of employment.

At the interview, or in subsequent discussion, opened and measured discussion will take place on the subject of the offences.

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of any offer made.

Where the role involves engaging in regulated activity with children, it is a criminal offence for an individual:

- ▶ to seek to engage in regulated activity from which he/she is barred;
- ▶ to offer to engage in regulated activity from which he/she is barred; and
- ▶ to engage in regulated activity from which he/she is barred.