



Cover Supervisor Application Pack



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THE
COTSWOLD
SCHOOL

Creating Brilliant Futures

Welcome from Will Morgan, Headteacher

Thank you for your interest in this post.

Based in the stunning village of Bourton-on-the-Water, Gloucestershire, The Cotswold School has earned an 'Outstanding' reputation as a popular and successful 11-18 comprehensive academy.

Please watch our video, Welcome to The Cotswold School, to find out more from teachers and students about what makes our school an inclusive, ambitious and happy place to learn.

I am proud to lead an incredible team of staff, who go the extra mile to provide our students with an inspiring



education, fully equipping them for their future lives. The values of friendship and knowledge, symbolised on our badge, underpin all our learning and development activities and ensure that the wellbeing of our students and staff is also cared for.

At the heart of our school ethos is a commitment to excellent teaching and aspiration, which drives progress and attainment. Our students thrive academically and also personally, with opportunities to take part in musical performances and a huge range of extra-curricular clubs; writing competitions and debates; community fundraising; student leadership; and careers events.

We have an inspiring and caring school community, which includes families, local businesses, our staff, PTA and, of course, our students. Why not have a look at our website News pages, to see how we have found ways to support ourselves and others and develop our learning and talents?

Successful candidates who are shortlisted for an interview will be contacted by email or phone.

I look forward to hearing from you.

Will Morgan
Headteacher

Job advert

Reports to: Governors, Headteacher, Assistant Head (Cover)

Contract: Permanent, Full Time & Part Time hours available, Term Time Only

Hours: 32.50 hours per week, 8:30am to 3:30pm Monday to Friday (3 or 4 days also considered)

Pay: Grade 6, Point 15 of the NJC Local Government Pay Scale (£27,803 FTE)

Closing Date: Friday 26th April 2024 at 9am

With immediate effect, we are seeking to recruit a reliable and confident Cover Supervisor, with a flexible attitude, to supervise lessons when teachers are absent. The position will be working in the classroom to deliver pre-prepared lessons for the short term planned or unplanned absence of a teacher, taking registration and actively supervising lessons. Cover work will have been set by the absent teacher or the appropriate Head of Department. This would be invaluable experience for anyone wishing to go on and study for a PGCE.

WE ARE LOOKING FOR THE FOLLOWING SKILLS AND QUALITIES:

- Active supervision of work, giving students clear instructions to remain on task and responding to any queries
- The ability to communicate effectively with students to keep them engaged in cover lessons and to manage behaviour in line with school policies, promoting positive behaviour
- Effective organisational and time management skills and the ability to be highly flexible in a busy school environment
- Good Literacy, Numeracy and communication skills to support and include all students

WE CAN OFFER YOU:

- Support from other Cover Supervisors and an Assistant Headteacher
- Opportunities to develop your career
- Option to join a pension scheme with generous employee contribution
- Employee benefits including an Employee Assistance Programme & Cycle to Work scheme
- A commitment to staff wellbeing
- Free onsite parking including electric car charging points

The candidate will contribute to the safeguarding and promotion of the welfare and personal care of the children and young people with regard to the Keeping Children safe in Education (KCSIE) guidelines and Area Child Protection Procedures. The Cotswold School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, Governors, visitors and volunteers, to share the same commitment.

Notes to applicants

- Please do not use the TES or Gloucestershire County Council application form. Please use The Cotswold School Application Form which can be downloaded via our website
- Please complete the application form in full to ensure that full consideration can be given to all candidates and to comply with legal requirements relating to recruitment in schools
- Please do not include a CV or write 'see CV' in any sections on the form
- Please ensure that you include the title of the post that you are applying for (Section 1)
- Please provide an explanation for any gaps in chronological dates relating to education and employment history (Sections 4,5 & 6)
- If you are not writing a covering letter to submit with your application, then please complete Section 10, in full
- Please provide full details of two referees (Section 11)
- Both declarations (Sections 15 & 16) must be signed and dated
- Once completed, please return your application form by email to Mrs H Price, HR & Admin Manager, personnel@thecotswoldschool.co.uk
- If returning by post, please send to Mrs H Price, HR & Admin Manager, The Cotswold School, The Avenue, Bourton on the Water, Cheltenham, Gloucestershire GL54 2BD
- The closing date and time must be strictly adhered to
- All information given will be treated as confidential

The Cotswold School is committed to being an Equal Opportunities Employer and welcomes applications from people with disabilities. If you require additional help with our recruitment process, please contact Mrs H Price, HR & Admin Manager (contact details above).



Job description

Overall Responsibility

To supervise cover lessons when teachers are absent. This does not imply active teaching but rather class supervision.
To fulfil other designated duties when not covering lessons.

Contribute to the safeguarding and promotion of the welfare and personal care of the children and young people with regard to the Keeping Children Safe in Education (KCSIE) guidelines and Area Child Protection Procedures.

Cover

In the context of this job description the term 'cover' refers to those occasions when the normal classroom teacher is absent leaving a teaching group without a teacher. Absence can be planned, i.e. where a teacher's absence is known in advance, or unplanned, i.e. where the teacher's absence is for unexpected medical or personal reasons.

- Cover for short term planned or unplanned absence of a teacher by taking registration and supervising lessons. In all cases work must have been set, either by the 'absent' member of staff or the appropriate Head of Department.
 - Manage the pupils behaviour in line with school policies, thus ensuring learning continues to take place.
 - Report, as appropriate and in line with school policies and procedures, any problems such as incidents of disruptive or unacceptable behaviour during the lesson, using Behaviour Support if behaviour warrants this.
 - Report any problems with the set work to Assistant Head (Operations) – especially if it is inappropriate or below an agreed standard.
 - Help pupils during a lesson to complete tasks set either through supporting self-directed study, or assisting pupils by responding to their questions.
 - Collect all work done during the lesson retaining it until it can be passed on to the class teacher, via the agreed route, upon their return.
 - Work with teachers and curriculum co-ordinators to plan cover work for an absence known in advance, and prepare a bank of materials available for unexpected absence.
 - Work with teachers in the development of educational initiatives by supporting those initiatives in the classroom.
 - Assist in the supervision of examinations, both public and internal, if required.
 - Provide administration support for teachers and other management tasks as directed.
 - During periods when cover is not needed, work as a Teaching Assistant under the direction of the SENDCo.
- Set a good example in terms of personal presentation, attendance and punctuality.

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Manage the pupils Health and Safety, taking appropriate action related to any problems or emergencies that occur during the lesson.

Continuing Professional Development

- Participate in an induction programme that includes lesson observations of experienced teachers and application and use of school policies and procedures.
- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the School.
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available – particularly those run by GCC for cover supervisors, e.g. those concerned with behaviour and pupil management.
- Undergo appropriate training to support the delivery of 'specified work' in order to develop skills for the post.
- Maintain a professional portfolio of evidence via SchooliP to support the Performance Management process - evaluating and improving own practice.

The Cotswold School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, Governors, visitors and volunteers, to share the same commitment.

This position is subject to an enhanced DBS check, satisfactory references and checks regarding suitability to work with children. This post is in regulated activity and is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, amended 2013 & 2020).

The successful applicant will be subject to all necessary checks and be required to provide evidence of identity, right to work in the UK and professional qualifications (where relevant). In line with Keeping Children Safe in Education guidance, we will conduct an online search for all shortlisted candidates. Any relevant information will be discussed further with the applicant during the recruitment process.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.

We are an equal opportunities employer and value and respect diversity across our whole school community. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Person specification

Qualifications and Experience		
Essential	Desirable	Evidence
<p>At least 5 GCSEs or equivalent Level 2 qualifications at Grade C or equivalent including Maths and English</p> <p>A Levels or equivalent Level 3 qualifications</p>	<ul style="list-style-type: none"> · Degree qualified · NVQ in Supporting Teaching and Learning · Qualified Teacher Status · Teaching Assistant Qualification · First Aid Qualification 	<p>Application form</p> <p>Letter of Application</p> <p>References</p> <p>Interview</p> <p>Certificate/s (to be available at interview)</p>
Knowledge and Skills		
Essential	Desirable	Evidence
<ul style="list-style-type: none"> · Good literacy, numeracy and communication skills · Excellent interpersonal skills · Ability to communicate effectively with students and colleagues · Good organisation and time management skills · Evidence of good general knowledge 	<ul style="list-style-type: none"> · Previous experience of working as a cover supervisor, teacher or teaching assistant · Experience of working in a school or working with children and young people · Experience of managing pupil behaviour in line with school policies · An understanding of health and safety issues and the ability to identify and alert teaching staff to unsafe practices and conditions in teaching areas in line with school policies 	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interview</p>

Knowledge and Skills		
Essential	Desirable	Evidence
Self-motivated, ability to work with minimum supervision and within context of supporting teaching staff		Application form Letter of application References Interview





The Cotswold School
The Avenue
Bourton-on-the-Water
Gloucestershire
GL54 2BD

www.cotswold.gloucs.sch.uk

01451 820554

email: admin@thecotswoldschool.co.uk

