

Dyson Perrins

CHURCH OF ENGLAND ACADEMY

LIFE IN ALL ITS FULLNESS

BRIEF FOR THE POSITION OF COVER SUPERVISOR



DYSON PERRINS CHURCH OF ENGLAND ACADEMY

Our Mission:

A Christian school which enables all students, regardless of beliefs, abilities or background, to reach their potential and flourish. 'Life in all its fullness' John 10:10.

Our Vision:

- To deliver academic excellence every day.
- To enable character development and personal growth.
- To provide extra-ordinary experiences that create life-long memories.
- To create a supportive and happy learning community with a sense of togetherness
- To work in effective partnerships to have a positive influence across our community.

Our School values:

Belief

Trust

Resilience

Challenge

Dear Applicant,

Thank you for showing an interest in joining Dyson Perrins.

This is an exciting opportunity and your contribution will help improve the life chances of our young people. Our students are wonderful and deserve the very best. You will join a supportive, committed and highly talented staff team who share high ambitions for our students. You will need to bring a sense of energy, a desire to continually improve and share our commitment to raising the achievement of every student. In return we will invest in your professional development and offer opportunities for further career development in the future.

"You have created a strikingly positive school culture. Staff and pupils have excellent relationships. Staff show pupils that they care about their well-being and progress. In response, pupils treat staff with respect, are kind to one another, feel very safe and are able to do their best." Ofsted, March 2018.

Equality and diversity are important to us and we welcome applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race. Dyson Perrins is a Church of England Academy so applicants should be in sympathy with the aims and philosophy of a Church School and willing to lead through our Christian values of belief, trust, challenge and resilience.

I hope you have been inspired to apply and I look forward to reading your application. We are happy to offer informal visits to the school so please do get in contact with any questions, for a conversation about the post or to arrange a visit.

Best wishes with your application.

Mike Gunston
Headteacher



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Permanent Cover Supervisor – Required as soon as possible

30 hours per week, term time only (including TE Days)

Salary: £15,513- £18,617

Grade: TA grade 3 (Negotiable for Qualified teacher)

We are seeking an enthusiastic and motivated person to be responsible for the supervision of classes in the absence of the usual class teacher, to enable purposeful learning to take place within our supportive and caring community.

This is an excellent opportunity for a recently qualified teacher or a colleague with experience of the school environment and a willingness to learn. Full training and support will be provided.

“A strikingly positive school culture. Staff and pupils have excellent relationships.” Ofsted March 2018

Dyson Perrins is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful for this position you will be expected to apply for an enhanced disclosure from the Disclosure and Barring Service before appointment is confirmed. References will be sought on shortlisted candidates before interview.

We strive to be an Employer of Choice and are committed to the wellbeing and development of our colleagues. You will join a supportive, warm and friendly community. We reserve the right to close this vacancy early if we receive suitable strong applications. If you are interested in working with us, please apply without delay.

For a confidential discussion about this post, more information or to arrange a visit, please contact our HR team.

Email: HR@dysonperrins.co.uk

Telephone: 01684 564751

Application forms can be found using the following link to our website

https://www.dysonperrins.worcs.sch.uk/uploads/Vacancies/Application%20Form-Non%20Teaching_Sept22.doc

Please email completed application forms to the Office Manager HR@dysonperrins.co.uk.

Alternatively our address can be found on the back cover.

Thank you for your interest in Dyson Perrins Church of England Academy, We look forward to receiving your application form

Closing date: Tuesday 28 February 2023 – 9am



JOB DESCRIPTION

Main Purposes of Role

To supervise whole classes during the short term absence of teachers. The primary focus is on engaging students in learning activities and maintaining good classroom management. The supervisor needs to respond to questions and generally assist students to undertake set activities and will have high expectations of all students and respect for their social, cultural, linguistic, religious and ethnic backgrounds.

Outline responsibilities and tasks

Under the direction of a teacher:

- Take sole charge of a group or class of students in the absence of their usual teacher, delivering work that has been set in accordance with the school policy.
- Manage the behaviour of students whilst they are undertaking this work to ensure a constructive environment using the school referral procedures, if necessary to report back on issues which might arise
- Respond to any questions from students about process and procedures
- Deal with any immediate problems or emergencies according to the school policies and procedures
- Collect any completed work after the lesson and return it to the appropriate teacher
- To assist students with their learning and work, whilst recognising that you may not have specific subject knowledge.

The main duties and responsibilities above may be the basis of a job in its own right or be the core of a wider role within the school. On occasions when you are not needed for cover, you may undertake a variety of different duties.

Examples include:

- Clerical or administrative support e.g. filing, photocopying,
- Administering routine tests, invigilating examinations, and assisting the Examinations Officer
- Assisting with the supervision of students outside lesson times, including before and after school and at lunch times
- Providing support to teachers in developing the curriculum
- Assisting with the display of students' work in classrooms and common areas
- Accompanying students on visits, trips and out of school activities, taking responsibility for a group under the direction and supervision of a teacher
- Assisting teachers with activities in the classroom



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General Duties:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.

Additional Information

- The post holder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the school's policies and procedures
- The post holder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.

Notes

- The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder will have regard to the needs and priorities of the school.
- The job description is not a comprehensive definition of the post and you may be required to undertake such other tasks appropriate to the level of appointment as the line manager may reasonably require. It may be reviewed annually or earlier if necessary. You may discuss your job description with your line manager or the Headteacher at any arranged time.



Person Specification for a Cover Supervisor

	Essential	Desirable
Knowledge & Experience		
Have GCSE x 5 at grade C or above including English and Maths (or equivalent)	✓	
Level 3 Qualifications	✓	
Graduate or QTS qualifications		✓
Experience of working in a school environment	✓	
The ability to use ICT effectively to support learning		✓
Experience of working with children of relevant age	✓	
Knowledge of relevant policies and codes of practice		✓
Knowledge of educational initiatives		✓
Clear understanding of safeguarding procedures	✓	
Have the knowledge to manage safely the classroom activities, physical learning space and resources, with due regard to school Health and Safety	✓	
Skills & Abilities		
Ability to understand and apply the full range of school policies including learning and teaching, equalities, special needs and behaviour management	✓	
Ability to use own initiative as well as working within a team environment	✓	
Excellent communication and interpersonal skills	✓	
Ability to earn the confidence of staff, students and parents	✓	
Ability to work constructively, understanding classroom roles and responsibilities and your own position within these	✓	
Ability to identify with the needs of students	✓	
Ability to work flexibly as the need arises	✓	
Ability to liaise with other professionals	✓	
Ability to engage with young people in a positive way	✓	
Ability to be sensitive to students' needs and concerns so as to identify welfare problems/student issues and report them as necessary	✓	
Ability to use a range of strategies to deal with classroom behaviour as a whole, as well as individual behavioural needs	✓	
Ability to display a measured response to classroom situations	✓	
Personal Qualities		
Enthusiasm and a positive outlook	✓	
Excellent attendance and punctuality	✓	
Enjoy being with young people	✓	
Calm under pressure	✓	
A sensitive and caring manner	✓	
Reliability and integrity	✓	
Good personal organisation	✓	
A sense of humour	✓	



Staff Benefits:

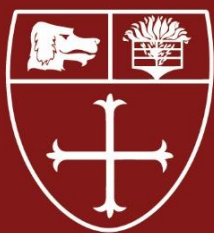
- A supportive and caring community
- Excellent CPD opportunities and career progression/ Professional development of support staff
- Weekly one to one coaching for teaching staff
- Centralised behaviour systems
- Employer Contributions to Teachers Pension Scheme or Local Government Pension Scheme
- Discounted gym membership scheme
- Employee Assistance Programme for free and confidential advice
- Family friendly working arrangements and policies
- Eye Care Voucher scheme / Annual Flu Vaccination
- Free parking
- Member of Dyson Perrins Staff Association
- Laptop available for staff for business use
- Mental health and well-being support

Our Commitment to Safeguarding:

Dyson Perrins Church of England Academy is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

An offer of employment will be conditional until an Enhanced DBS and medical clearance have been received. References will include your most recent employer and may be sought prior to interview. Any offer of employment will be conditional on the receipt of at least two satisfactory references.





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