



PARK HOUSE SCHOOL

RECRUITMENT PACK

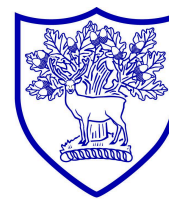


Proud to be part of the
GREENSHAW
LEARNING TRUST

Park House School,
Andover Road,
Newbury, RG14 6NQ

Telephone: 01635 573911

Email: office@parkhouseschool.org



PARK HOUSE SCHOOL

Dear candidate

Thank you for your interest in the role of **Cover Supervisor** at Park House School. We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Park House School is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Apprentice Abi May, amay@parkhouseschool.org. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

James King, Headteacher

ABOUT OUR SCHOOL

At Park House School, we have built our ethos on a strong set of core values which underpin everything that we do - Work Hard, Be Kind, Take responsibility. Our aim is to give students at Park House School a better chance of success than if they attended any other school in the country.

We are based in Newbury in Berkshire which in itself is in a beautiful area of the country and provides good access to Oxford and London. The area we serve is diverse, and therefore our catchment and students offer a range of expectations and challenges, being able to drive ambitions is key. Our ambition for our students to have the best chance of success is central to our drive and vision. This is best evidenced by our incredible results in the summer exams of 2023 and 2024. Whilst the nation's results plummeted back to pre-pandemic levels, Park House has had two years of significant improvements and in 2024 attained their best results ever at both GCSE and A-Level. Furthermore, the school has attained the highest grades at both GCSE and A-Level in West Berkshire. Progress 8 is again well above the national average this year at +0.6.

Working hard, Being Kind, and Taking responsibility underpin the standards that all staff and students work to meet every day, and run through all aspects of school life.

Work Hard

We all strive to work hard, and have a strong desire and determination to achieve success. We believe there are no limits to what can be achieved. We do what it takes for as long as it takes. In other words, we go for it every day, and ensure that every minute of every lesson counts!

Be Kind

We endeavour to remain polite and courteous to each other at all times, in all aspects of school life. Kindness is vital to ensure we create a friendly working environment for both staff and students, and to maintain a sense of togetherness and joy within the school at all times.

Take Responsibility

Taking responsibility involves understanding the obligation to fulfill duties, make good choices, and accept accountability for actions. We foster responsibility by teaching students to take ownership of their learning, be independent, and understand the impact of their choices on themselves and others.

TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

Salary calculated in line with NJC pay scale, Grade G, points 15-19, £29,093 - £31,067 per annum (£25,786.10 - £27,652.07 per annum pro-rated). Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder.

HOURS OF WORK

37 hours per week, Term time plus all INSET Days

PLACE OF WORK

Park House School, Andover Road, Newbury, RG14 6NQ.

PENSION SCHEME

Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

HOLIDAY ENTITLEMENT

The postholder will be paid an enhancement for holiday pay, which is included in the salary details above

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Cover Supervisor
Responsible to:	Assistant Headteacher

ROLE OVERVIEW

We are looking for an enthusiastic subject specialist to join our committed Teaching Support Department. The successful candidate will motivate, challenge, support and inspire our students. They must also have relevant experience in a similar role with a proven track record. The main job purpose is to provide short term cover of lessons and to provide administrative support to the School as required.

MAIN DUTIES AND RESPONSIBILITIES

- To ensure work is set for classes is communicated to students.
- To supervise and manage the behaviour of students during the lesson.
- To monitor the completion of tasks set.
- To support with/develop plans and activities for students as required.
- To support in marking students work as and when necessary.
- To update online learning packages as they relate to specific learning areas.
- To communicate with parents/carers, staff and students.
- To complete filing as and when required.
- To update displays around the School as required.
- To take part in Inset and other training provided.
- To carry out other such duties as are required and as are commensurate with the grade of the post.
- To be willing to provide cover if necessary for other administrative jobs within the School.
- To provide Reception cover if necessary.
- To work with the wider school body and provide lunch time supervision as necessary.

GENERAL

- To participate in school initiatives where every person is expected to contribute to the learner's progress.
- To participate in the school's professional learning programme as agreed.

- To play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations.
- Such other duties may be reasonably allocated by your line manager or Headteacher.

KEY CONTACTS

- Daily involvement with teaching staff, support staff and students.
- Contact with parents, visitors, suppliers and external contractors.

OTHER JOB REQUIREMENTS

Dimensions:

- There will be significant 'pressure' points at certain times of the year.
- The role involves considerable personal interaction with staff, students, and occasionally parents.
- Personal ICT capability is essential.
- Considerable accuracy and attention to detail is required.

Supervision:

- The post holder is responsible to the Headteacher and Senior Leadership Team.
- Limited supervision of day-to-day activities.

Problems and Decisions:

- Applying specialist skills and knowledge and demonstrating a high level of initiative, in seeking to resolve relevant queries/problems which may arise. Decisions will be regularly required regarding points of referral for issues which may arise.

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
At least five GCSEs or equivalent which must include at least a Grade C/Grade 4 in Maths and English.	x	
Record of Continuing Professional Development.	x	
A good standard of A Level education (or equivalent).		X
Personal, professional qualities and attributes		
Experience of working with young people.	x	
Ability to identify and resolve issues.	x	
Work in an organised way with meticulous attention to detail.	x	
Resilient, with the ability to deliver a complex and demanding workload.	x	
Effective communication and presentation skills – orally and in writing.	x	
Ability to establish positive relationships and work collaboratively as part of a team.	x	
Ability to maintain a positive and professional demeanour.	x	
Demonstrate good interpersonal skills including being able to influence, negotiate and deal with conflict.	x	
Ability to demonstrate understanding of safeguarding and equal opportunities.	x	
Ability to deal with confidential information appropriately.	x	
Additional Requirements		
Knowledge of the education sector.	x	
Experience of working with a Management Information System in a school or college.	x	
Be self-starting and able to work on your own initiative and accept accountability.	x	
The ability to remain calm.	x	
A willingness to go the extra mile.	x	
An ability to adapt quickly to changes.	x	
An ability to follow instructions and respond to management direction.	x	

Awareness of wider educational contemporary issues.		x
A First Aid certificate or willingness to train as a first aider.		x

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on 23rd June 2025. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be held on the week commencing 23rd June 2025. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post as soon as possible.



GREENSHAW LEARNING TRUST



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