



# **Claverham Community College**

## **Cover Supervisor**

Information for Applicants

Principal: Mr P Swatton

North Trade Road,  
Battle,  
East Sussex  
TN33 0HT  
Tel: (01424) 772155  
Fax: (01424) 774106  
e-mail: [recruitment@claverham.org](mailto:recruitment@claverham.org)  
Website: [www.claverham.org](http://www.claverham.org)

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Dear Applicant,

**Re: Cover Supervisor**

Thank you for your enquiry regarding the vacancy for the above-named position. The post is 31.25 hours per week term time only 8.30am – 3.30pm Monday – Friday and will be paid on Single Status Grade 4-5 point 9-13 £23,114 – £24,293 per annum (actual £16,866 - £17,726 p.a. pro rata) per annum. Part time position(s) are available (hours to be discussed at interview).

You will have good interpersonal skills and experience of providing support to children. You will need the ability to remain calm under pressure and be able to work both independently and as part of a team.

You will possess pastoral skills that enable you to deal with young people in a consistent manner whilst seeking to remove barriers to learning.

The role contains administrative elements; therefore, the successful candidate will need to be organised and methodical whilst maintaining confidentiality at all times.

In return we offer access to Battle Sports Centre and a competitive employee pension scheme.

Please find enclosed a pack, which has been prepared to help you with your application. It includes:

- Information about the College.
- The job description.
- The person specification.

Your completed application form should be returned either by post to Personnel, Claverham Community College, North Trade Road, Battle, East Sussex, TN33 0HT or via e-mail to [recruitment@claverham.org](mailto:recruitment@claverham.org) by the closing date of Friday 4<sup>th</sup> October 2024. Please be advised that we do not accept curriculum vitae. Receipt of applications can only be acknowledged if a stamped addressed envelope is enclosed with your application. If you have not heard from the college within three weeks of the closing date, your application has not been successful this time.

Claverham is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This Post is subject to an enhanced DBS disclosure.

If you require any further information, please call 01424 772155.

Yours sincerely,



Mr P Swatton  
**Principal**

## **About Claverham Community College**

Claverham Community College is situated on the outskirts of the historic town of Battle in East Sussex. The College grounds incorporate land which belonged formerly to the Battle Abbey Estate and are immediately adjacent to the site of the Battle of Hastings.

The College aims to provide an outstanding education to the young people it serves through its stated objectives which are:

1. to develop fully their individual academic, emotional, physical and social potential;
2. to develop self-respect, self-discipline, adaptability, concern for others and the ability to live as independent adults while at the same time making a positive contribution to the community;
3. to acquire conceptual insight, knowledge, skills and practical abilities and the will to use them in the following areas of experience: scientific, technological, mathematical, linguistic, aesthetic, creative, commercial, moral, spiritual, economic, political and recreational;
4. to appreciate human activities of every kind;
5. to acquire understanding of the social economic and political order and a reasoned set of values, attitudes and beliefs;
6. to prepare for their adult lives at home, work, leisure and to make a full contribution to our society.

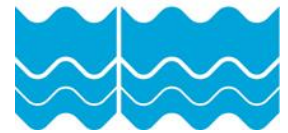
The Community College was established in 1973 and was developed from the former Battle County Secondary School built in 1955. In school terms the College became fully comprehensive in 1976 and now serves the educational needs of all children between the ages of 11 and 16 in Battle and the neighbouring villages of Ashburnham, Catsfield, Crowhurst, Netherfield, Ninfield, Penhurst, Sedlescombe, Whatlington and Westfield. The College is oversubscribed in all year groups. Children come from as far afield as Rye to the East and Eastbourne to the West, as well as the more immediate areas of Bexhill and Hastings. In addition to its purely 'school' function the College provides a wide range of cultural, educational and social amenities for the local population of the area as a whole. There is a thriving Community Education Centre, an excellent Sports Centre, and a large number of local organisations and sports clubs are affiliated to the College.

We opened a Day Nursery at the College in May 1993. The aim of the Nursery is to provide day care of the highest quality for babies and toddlers. The Nursery has a capacity of 40 places, up to 5 of which can be for children under the age of 2 years. A number of our staff make use of the Nursery for their own children.

The traditional catchment area of the College is almost entirely rural. The chief local occupations are various types of agriculture, forestry, horticulture, gypsum mining and retail services. Many professional and business people who live in the area either commute to London, a relatively fast 60 mile journey, or work in Bexhill, Hastings or Eastbourne, which are 8, 7 and 12 miles distant.

In addition to being ideally placed from the point of view of communication, Battle is very

well provided for culturally. The town itself has a strong sense of community and supports a wide range of cultural and social activities. Bexhill, Hastings and particularly Eastbourne, offer good shopping facilities, excellent sporting opportunities, outstanding provision for the Arts and a wide range of social organisations.



## EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

**JOB TITLE:** Cover Supervisor

**SCHOOL:**

**LOCATION:**

**GRADE:** Single Status 4/5

**RESPONSIBLE TO:** Headteacher

### **Purpose of the Role:**

In the absence of the class teacher, to work as a cover supervisor in the school or department under the supervisory arrangements established by the school.

### **Key tasks:**

1. To undertake whole class supervision in the absence of the class teacher, setting work previously prepared by the teacher
2. To develop curricular knowledge as required by the school
3. To apply the school's behaviour management policy and report any difficulties to the class teacher/head teacher
4. To set homework previously prepared by the teacher
5. To mark elements of class work and homework under the guidance of the class teacher
6. To undertake observations of the pupils and contribute to pupil records
7. To administer class tests at the direction of the Teacher
8. To attend school/department meetings to contribute to the discussions about individual pupils
9. To provide consistent and effective support in line with the requirements and responsibilities of your role
10. To take part in training activities offered by the school and county to further knowledge
11. To abide by and work towards all the policies within the school e.g. behaviour management, Health & Safety, Equal Opportunities
12. To carry out the above duties in accordance with the Children's Services Department's Equal Opportunities Policy.
13. Uphold the professional standards of every member of the College's staff in

all dealings with students, parents/carers, colleagues and the wider community.

14. Undertake photocopying, filing and general office duties.
15. Take part in the school Performance Management process.

## EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

**JOB TITLE:** Cover Supervisor

**GRADE:** Single Status 4/5

### Essential key skills and abilities

These criteria will be assessed at the application and interview stage

- Ability to provide classroom cover – within agreed parameters – in the absence of the class teacher
- Ability to consistently and effectively implement agreed behaviour management strategies
- Ability to use language and other communication skills that pupils can understand and relate to
- Able to converse at ease with customer and provide advice in accurate spoken English
- Ability to establish positive relationships with pupils and empathise with their needs
- Ability to demonstrate active listening skills
- Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupils to stay on task
- Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes
- Ability to assist in the recording of lessons and assessment as required by the teacher
- Ability to offer constructive feedback to pupils to reinforce self-esteem
- Ability to work effectively and supportively as a member of the school team
- Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities

### Essential education and qualifications.

These criteria will be evidenced via certificates, or at interview

- QCF level 2 in Maths and English

### Desirable education and qualifications.

These criteria will be evidenced via certificates

- NVQ Level 3 for Teaching Assistants or equivalent

### Essential knowledge

These criteria will be assessed at the application and interview stage

- Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
- Knowledge of SEN Code of Practice
- Knowledge of strategies to recognise and reward efforts and achievements towards



self-reliance that are appropriate to the age and development stage of the pupils

**Essential experience**

These criteria will be assessed at the application and interview stage

- Experience of supporting children in a classroom environment
- Experience of using Information Technology to support pupils in the classroom
- Experience of common ICT applications such as Microsoft Office or equivalent

**Other essential criteria**

These criteria will be assessed at the application and interview stage

- Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge
- Willingness to maintain confidentiality on all school matters

### Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

<b>Function</b>	<b>Applicable to role</b>
Using display screen equipment	Yes
Working with children/vulnerable adults	Yes
Moving & handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	Yes
Food handling	No
Exposure to blood /body fluids	Yes

## **The Selection Process**

The interview process will involve:

- A tour of the school;
- Meeting with the Cover Team;
- Formal interview.

We look forward to receiving your application.

**Deadline for receiving applications: Friday 4<sup>th</sup> October 2024. If there is high interest in the position and candidates meet the requirements, we reserve the right to close the position earlier.**