



## **Temporary Cover Supervisor**

### **Information for Applicants**

**June 2022**

## **The Support Staff**

The support staff at Farlingaye High School consists of hard working and friendly individuals who support the work of the school. We work well together as a team, supporting each other through our job roles.

Farlingaye is a thriving school of over 1900 students, we are part of East Anglian Schools Trust (EAST) alongside Kesgrave High School, Bungay High School and Castle East School. We are passionate about learning and student achievement and our support staff play an integral role in the process of improving standards. Our most recent Ofsted report graded us Good with Outstanding areas and we have "Teaching School" status which allows us to improve teaching and learning. We are committed to providing excellent staff opportunities through developing and promoting our staff and offering an excellent CPD and support programme for new staff. We are also extremely pleased to have launched our own teacher training provider: EAST SCITT. This allows us to award QTS and also QTS + PGCE Programmes within both Primary and Secondary schools. We welcomed our first group of trainees in September 2021.

Colleagues work together well at faculty and school level and enjoy a high level of personal and professional support. Visitors often comment on the positive and friendly atmosphere in the school and on the hard work of staff. We strive to help students to maximise their full potential and take pride in the progress the school continues to make.

If you feel that Farlingaye is a school where you could make a contribution, we will be delighted to receive your on-line application. If you would like to discuss the job role further, please contact either Peter Smith, Deputy Headteacher via email: [psmith@farlingaye.suffolk.sch.uk](mailto:psmith@farlingaye.suffolk.sch.uk) or me: [lmarsch@farlingaye.suffolk.sch.uk](mailto:lmarsch@farlingaye.suffolk.sch.uk)

Linda Marsh  
HR Manager

## **Cover Supervision at Farlingaye High School**

Farlingaye High School has a very high standard of teaching and our cover supervision team is a very important element of our staff base. We have a team of professional and dedicated Cover Supervisors who deliver work, when the student's normal teacher is absent and provide lesson/student feedback to the teaching staff. As a Cover Supervisor, you actively teach the lessons based on the cover information provided by the normal teacher and the primary focus is to keep students on task and focussed on their learning.

Cover work is allocated on a daily basis as a result of planned and unplanned absences, where possible we typically use our internal Cover Supervisors for short term absences. For long-term absences, we would endeavour to use qualified supply teachers. The Cover Supervisor teaches a class using work left by the normal teacher or, if this is not available (which is very unusual), some of the banked work. The cover supervision team therefore get their timetable each morning, but may also be required to cover tutorial registration time when needed. They need to develop skills and strategies to manage and support students and enable the successful delivery of cover work. Occasionally, cover is not needed and the Cover Supervisors are required to allocate time to help in faculty areas with things like displays, support for small groups of students, filing, producing resources, exam invigilation etc. They may often be used to support teachers in lessons and contribute to a bank of cover work that can be used in classes.

The term 'cover' refers to any occasion where the teacher normally responsible for teaching a particular class is absent from the classroom during the time they have been timetabled to teach.

We develop and strengthen our cover team, when we have diverse skills and experiences within the team, therefore although the successful candidate will have experience of working with children in a high school environment, it is not essential to have prior teaching or teaching assistant experience.

The post is being offered on a Fixed Term Temporary basis until 31<sup>st</sup> August 2023.

# Cover Supervisor

*Farlingaye High School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share and adhere to this commitment. DBS checks required for all posts.*

**SALARY:** Grade 4, SCP 9 - £15,857.92 equivalent to £21,269 FTE

**HOURS:** 32.5 hours per week, 39 weeks per year.  
39 weeks allows for Term Time plus PD Days

**CONTRACT STATUS:** Temporary Fixed Term until 31<sup>st</sup> August 2023

**ACCOUNTABLE TO:** Cover Coordinator

**PURPOSE OF THE POST:** To deliver a cover lesson in accordance with the resources provided by the normal teacher, to supervise and keep students on task and focussed on their learning. When cover work is not required, to assist with support in faculty areas.

## GENERAL COMMENT

The Cover Supervisor plays a key role in delivering teaching support to our students where teaching staff are absent, thereby minimising any disruption to our students learning. Although duties involve the interpretation of recognised procedures and guidelines, you will be expected to use initiative and respond independently to unexpected problems and situations.

Ideally, the successful candidate will have experience of working with children in a high school environment, but it is not essential to have prior teaching or teaching assistant experience.

## JOB DESCRIPTION

- Supervising classes of students in the absence of teaching colleagues.
- Taking registers of tutor groups and teaching classes.
- Distributing set work within a classroom situation.
- Supervising the students, ensuring they complete the work and behave in accordance with our behaviour policy.
- Collecting and returning set work to an agreed place. Providing objective and accurate feedback to the teacher on the conduct of the lesson.
- Keep appropriate records as agreed with the teacher.
- Liaising with the lead teacher/support staff for cover to see which classes have to be supervised and when;
- Using the school's systems to deal with and report concerns;
- To lead a class through the expected work;
- To support individual students in completing the set work;
- Managing the behaviour of students to ensure a constructive environment;
- Responding to any questions from students about process and procedures;
- To ensure safeguarding and pastoral teams are kept informed of issues or concerns as required.
- Support teaching staff and students on school trips.
- Where no cover work is needed, to support individual subject areas or classes through designated jobs such as filing, copying resources, display work, exam invigilation etc;
- Support new colleagues and possibly contribute to their training;
- Dealing with any immediate problems or emergencies according to the school's policies and procedures.
- Act as a role model and set high expectations of conduct and behaviour.
- Promote the inclusion and acceptance of all students within the classroom.

## **Support for the curriculum**

- Support the use of ICT where appropriate.
- Undertake tasks to support the curriculum and assist with events organised as part of the curriculum.
- Support implementation of Government initiatives under the direction of the teacher.

## **Support for the Academy**

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities as required.
- Attend relevant academy meetings.
- To respect confidentiality at all times.

*This job description sets out the main duties associated with the stated purpose of the post. The duties listed above are representative but not exhaustive and other duties appropriate to the post may be undertaken and should not be excluded simply because they are not itemised. The duties and responsibilities of this post may change from time to time and the post holder may be expected to undertake other duties of a similar level/nature, which are considered appropriate to the level of this post but not explicitly mentioned above, at the request of the Headteacher.*

*Similarly, the duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. When necessary, appropriate training will be given to enable the post holder to undertake new/varied work.*

## PERSON SPECIFICATION

	Essential	Desirable
<b>Education/ Qualifications</b>	Educated to GCSE Grade C in English and Maths, or equivalent NVQ3 or equivalent in related area	
<b>Proven Experience and Knowledge</b>	Previous experience of working with students in a high school environment  Ability to encourage students to learn using provided resources  Ability to maintain a learning ethos through classroom discipline  Ability to undertake a varied range of duties	Experience and understanding of the use of a range of strategies to deal with classroom behaviour as a whole and also individual behaviour needs  Knowledge of school policies and procedures
<b>Skills and Abilities</b>	Good working knowledge of Microsoft packages, e.g. Word, Excel, PowerPoint, Outlook etc.  Excellent written and oral communication skills  Strong interpersonal skills – ability to build rapport and trust  Excellent time management and organisational skills  Ability to work under pressure in a rapidly changing environment  Works on own initiative.  Flexibility and resourcefulness – willing to undertake a range of tasks	Experience of SIMS and MyConcern  Experience of providing information, advice and guidance to colleagues
<b>Personal Qualities</b>	Sensitive to student's needs  Able to be a positive role model  Able to actively support, promote and encourage Farlingaye's ethos and values  Ability to remain calm in stressful situations	Compassion and empathy
<b>Additional Requirements</b>	Willingness to learn relevant procedures and systems.	

## APPLICATION PROCESS

If you are interested in this post, please apply using our on-line application process which can be found on the school's website [www.farlingaye.suffolk.sch.uk](http://www.farlingaye.suffolk.sch.uk) under 'Join FHS'. Applications should be submitted as soon as possible but by **12 noon on Monday, 4<sup>th</sup> July 2022** at the latest.

As part of the on-line application process you will need to confirm your email address and then complete a series of standard application form questions. In addition, you are required to submit a supporting statement/cover letter. Please be aware that the information in your supporting statement along with your application form will be used to shortlist applicants for the role and therefore it is **very important** that you provide enough detail to give a full picture of your skills and experience and how they meet the specific needs of the role.

Our on-line process allows you to save and return to your application if you are unable to complete all the questions at one time.

If you require any further information regarding the job role or application process, please contact Linda Marsh, HR Manager at the school on 01394 385720 or via email [lmash@farlingaye.suffolk.sch.uk](mailto:lmash@farlingaye.suffolk.sch.uk). Any specific questions about the role can be sent to Peter Smith, Deputy Headteacher: [psmith@farlingaye.suffolk.sch.uk](mailto:psmith@farlingaye.suffolk.sch.uk)

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. This Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share and adhere to this commitment. Enhanced DBS checks are required for all posts.

## CHILD PROTECTION POLICY

At all times the Headteacher and governing body will ensure that safe recruitment practices are followed. At Farlingaye High School we require evidence of identity and original academic certificates. We do not accept testimonials and insist on taking up references prior to interview. We will question the content of the on-line application form during the interview if we are unclear about them, we will undertake enhanced Disclosure & Barring Checks (DBS) and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children.

## INTERVIEW PROCESS

The purpose of the interview is to assess your suitability for the above post and give both the panel and yourself an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information that you have provided via the on-line application form and accompanying information. The interview will assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

As part of the interview process you will be required to deliver a 40 minute cover lesson. Details of this will be provided, if you are successful at being invited to attend interview.

**Please note that current or previous employers will be contacted as part of the verification process. We require two work-related referees to be listed on your on-line application form and we will contact those referees before interviewing.**