



Farmor's School

The Park

Fairford

GL7 4JQ

Information Pack

for the vacancy of

Cover Supervisor

Start Date – As soon as possible



September 2021

Thank you for your interest in the post of **Cover Supervisor** at Farmor's School - a permanent, part or full time, term time only position starting as soon as possible.

I hope that you find the information contained in this pack informs you about our school, but I would encourage you to come and visit us to see for yourself.

The application process is outlined later in the pack. Should you decide to make an application, you can either post it, for my attention, to Farmor's School, The Park, Fairford, Gloucestershire, GL7 4JQ or email it to recruitment@farmors.gloucs.sch.uk. **All applications must be received by 12 noon on Thursday 30th September 2021.**

Please note that Farmor's School is committed to safeguarding and the post will be subject to satisfactory completion of enhanced checks through the Disclosure and Barring Service.

I fully appreciate the amount of time and effort it takes to prepare an application for a post such as this and I thank you in advance. In return I undertake that we will read every application very carefully, and to ensure that short-listed candidates have every opportunity to see the school in action, to meet as many colleagues as possible and to ask whatever they wish.

Please do not hesitate to contact us should you wish to discuss the post further, or would like to arrange a visit.

I look forward to receiving your application.

With best wishes,

Matthew Evans

Headteacher

Farmor's School

Cover Supervisor

Start Date – As soon as possible



Introduction

We are looking to appoint a permanent (term time only) Cover Supervisor to join an experienced and successful team as soon as possible.

The Role

- Providing supervision of pre-prepared tasks in classes where the normal teacher is absent
- Ensuring appropriate pupil behaviour conducive to the completion of set tasks
- Ensuring a purposeful and constructive working environment
- Dealing with immediate unforeseen problems or emergencies according to school policies and procedures
- Reporting back to the class teacher, subject leader or inclusion unit on issues arising from the lesson
- Supervision of pre-set work as responsible adult in sole-charge of a class or group of students aged between 11 and 16, in order that these students may continue with their learning
- Responding to questions from students relating to process and procedure
- Collecting completed work and returning it to the appropriate class teacher or subject leader
- Covering tutors and dealing with the day to day administration tasks associated with that role
- Differentiating work set when necessary to ensure work is accessible for all students in the group
- Invigilating in exams as required
- During times not needed for cover, working with departments on a rota basis on a range of tasks, including research and administrative support
- Carry out any other duties which may reasonably be expected given the nature of the role or any other reasonable request from the Headteacher to undertake work of a similar level that is not specified in the job description.

The Person

The candidate should have –

- The skills necessary to manage classroom activities safely
- The ability to understand and use a range of strategies to deal with classroom behaviour both at whole class and also at an individual level
- A calm and purposeful manner
- The ability to be proactive and take the initiative as required

The School

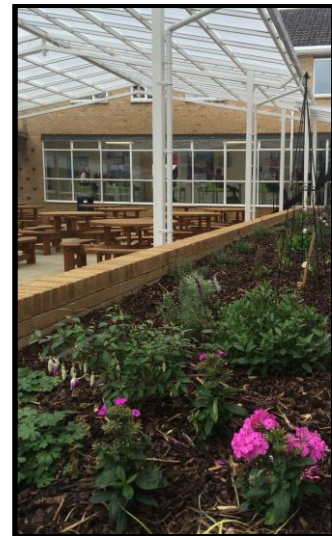
Farmor's School is an 11-18 school in Fairford, a small town in the Cotswolds which is in easy commuting distance from Cirencester, Stroud, Swindon and Cheltenham. Most staff who work at the school live in the Cirencester area, Swindon and Cheltenham. Students who attend the school come mainly from eight feeder primary schools in Gloucestershire. We are also the school of choice for many parents in Cricklade and North Swindon.

Farmor's School was founded in 1738 with money left by Miss Elizabeth Farmor and Miss Mary Barker to educate fifty boys in Fairford. In 1815 girls were admitted into the school but they were kept separate from the boys. In 1922 the school became co-educational. The school moved to its present site in 1961 and became an 11-18 comprehensive school in 1966.

Farmor's school converted to an Academy in August 2011.

Farmor's School serves a predominantly rural area which includes some of the prettiest villages in the Cotswolds. We have close links with our Primary Schools in Bibury, Down Ampney, Fairford, Hatherop, Kempsford, Meysey Hampton, Southrop and St Lawrence, Lechlade. We also have a significant intake from St Sampson's, Ampney Crucis, Wiltshire and from the Independent sector.

The school is situated in beautiful parkland, within walking distance of the centre of Fairford. The eighteen acre grounds are well maintained by our site staff and include a modern and well-equipped Sports Centre. The school has a mix of modern and 1960's build accommodation. We have been working hard over the last few years to improve the teaching and learning environment through a combination of grounds and building works. Since 2013, we have built a new Sixth Form Learning Resource Centre (opened 2014), refurbished all toilets, replaced roofing and windows, redecorated many parts of the school, created a covered outside dining area and increased outdoor seating around the site.



The Curriculum and Academic Success



The school maintains a broad and balanced curriculum which enables students to achieve academic success.

The Sixth Form is attended by over 200 students, some of whom come from other 11-16 schools nearby. We offer a wide range of A Level courses, alongside a rich programme of study and enrichment including the EPQ and Duke of Edinburgh Gold Award. The ethos in the Sixth Form is that students are treated as young adults and guided to make good choices, both academically and personally. This ethos, alongside excellent teaching and small class sizes, means that students from all backgrounds achieve success.

At GCSE, the school achieves consistently strong outcomes. In 2019, 83% of grades were achieved at grade 4 or above, and 28% at grades 7-9. We maintain a broad open-choice curriculum at KS4, choosing not to force students to take certain combination of subjects, such as the EBacc.

Pastoral Care

The school has a strong pastoral ethos where individuals are nurtured. The staffing structure is traditional, with five Heads of Year and teams of tutors. We have an excellent Student Services support team, counselling service and a range of support services for students.

Extra-curricular Activities

We enjoy a strong reputation for sporting success, competing at regional and national level with different age ranges and sports. Music, drama and the arts also flourish at the school. We provide an extensive programme of educational visits and take part in many competitive activities across schools, such as photography, languages and mathematics. Outdoor pursuit's activities, including Duke of Edinburgh Gold and Bronze Awards, are increasingly popular.

Classes



There are 24 one hour lessons a week and one half-hour PSHCE session. On Mondays we finish early at 2.20pm to allow meetings and professional development to take place within a reasonable working day.

KS3 students are mainly taught in mixed ability tutor groups. Setting takes place in Maths (from Y7), Languages (from Y8) and Science (from Y9). English is taught in mixed ability groups throughout the school, although a small group is identified in KS4 which studies English Language only.

The Senior Leadership Team

The senior leadership team are:

- Matthew Evans (Headteacher)
- Steve Shaw (Deputy Headteacher)
- Sarah Hughes (Business Manager)
- Roger Eckersley (Assistant Head – Pastoral)
- Noelle Sturla (Assistant Head – Inclusion)
- Emma White (Assistant Head – Sixth Form)

The Governing Body

We have an effective governing body who work closely with the senior team. Our Chair of Governors, Suzie Paton, has recently taken on the role. The governing body committees have been structured to ensure that their work reflects the strategic priorities of the school, with a greater emphasis on the quality of teaching and student welfare.

Staff

We are fortunate to have hard working, experienced and friendly staff. Being a rural, community focussed school our staff are loyal and committed. Around a third of our staff have had children attend the school, many live locally and are themselves previous Farmor's students. Some teachers have committed a substantial part of their careers to the school and we value their experience. We also maintain a healthy turnover of staff, particularly as teachers seek promotion, so that there is a regular influx of fresh thinking and ideas. Our strength lies in the balance of continuity and change in our staffing profile.



Our staff like working at the school. Our annual staff survey indicates that staff feel the school is well led and managed and that they are listened to and supported in their work. Staff absence levels are very low and we have a generous 'family friendly' policy regarding compassionate leave. Our staff work hard and sometimes feel the stresses of the job, as in all schools. However, we strive to avoid making people's jobs more difficult than they need to be through excessive initiatives, directives and unreasonable accountability measures. As the enclosed information explains ("10 reasons to teach at Farmor's School"), we respect teachers' expertise and professional autonomy whilst expecting them to deliver excellent outcomes for our students.

Students

Students at Farmor's School achieve well academically. Staff and visitors comment upon the students' good manners, friendliness and positive attitudes. We are a comprehensive school and attract students from a range of academic and social backgrounds; however our strong ethos means that students understand that a calm, respectful approach is best. Where students do step over the line we have a clear system in place to ensure they get back on track.



There are many opportunities for students to take responsibility and participate in democratic processes, including Year 11 prefects, Head Boy and Girl, School Council, the Charities Committee and Student Ambassadors. Older students often mentor the younger children at the school. Our House System promotes participation in the wider life of the school and healthy competition.

Application Process

Applications should be in the form of a letter of application (maximum two sides of A4) and an application form.

In your letter, please address the following;

- Why do you want this post?
- What aspects of the school indicate that it is somewhere you would like to work?
- What relevant experiences have you had which prepare you for this post?
- What personal qualities will you draw upon to be successful in this post, and why?

Please be concise and include the most pertinent information in your letter. There will be an opportunity for candidates selected at interview to outline further their suitability for the post. You are advised to read the information carefully prior to writing your letter of application, including the job description and information about the school.



Visits

You are welcome to make a visit to the school - please contact reception to organise. This is not part of the selection process and those unable to attend will not be adversely affected.

Selection Process

The closing date for applications is **12 noon on Thursday**

30th September 2021.

The categories of information that we collect, process, hold and share for recruitment purposes are:

- personal information (such as name, DOB, contact details)
- special categories of data including characteristics information such as gender, age, ethnic group, criminal record information if relevant
- previous employment information (such as post, roles and salary information and referees)
- relevant qualifications (and, where relevant, subjects taught)
- documents submitted as proof of identity on interview day

Why we collect and use this information:

We use candidate data to:

- shortlist applicants
- to verify candidate identity under safeguarding regulations
- to monitor equality of opportunity in recruitment
- inform the development of recruitment and retention policies

The lawful basis on which we process this information:

- By law we have to process your data to make sure we meet the requirements of [The Education Act 1996](#)
- We need to process your data to ensure that we comply with [Keeping Children Safe in Education Guidance](#)

We use your data:

- to meet the requirements of the law regarding data sharing and safeguarding

Collecting this information:

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing this information:

Successful applicants: we hold school workforce data until your employment ends +6 years as detailed in our Retention Guidelines, a copy of which is available on our school website.

Unsuccessful applicants: we retain application data for 6 months after the completion of the process after which it is disposed of securely, either by in-house shredding or by using an accredited confidential waste disposal company, depending on volume.

All personal data held on applicants and employees is kept securely with access restricted to relevant personnel only.

Who we share this information with

We do not share information about applicants prior to appointment to a role at Farmor's School. If an applicant is successful and commences employment with us they become subject to the **Farmor's School Data Privacy**

Notice – How we use School workforce Information.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Mrs Sue Dorey, Business Lead.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

If you would like to discuss anything in this privacy notice, please contact Sarah Hughes, Business Manager.