Cover Supervisor Application Pack



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COURT FIELDS SCHOOL

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'By prioritising staff well-being and providing useful professional development, staff feel more empowered'

'Determined and consultative leadership'

'You have created greater pride in the school amongst staff and the wider community'

'Trust leaders share your high expectations for pupils' education and welfare'

Ofsted 2021

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Information Regarding the Role

Court Fields School employment opportunity:

Cover Supervisor
33.75 hours per week

Monday to Friday, 8.15am-3.30pm, with half hour unpaid break per day.

Term Time plus three Inset days (38 weeks)

Grade 13 (£21,968—£24,054 FTE)

Actual starting salary £16,647 (£11.39 per hour)

Closing date for applications:
Midday Friday 3rd February 2023

We are seeking to appoint an enthusiastic Cover Supervisor to work with classes across the curriculum during the short-term absence of teaching staff.

The successful candidate will deliver pre-planned lessons, whilst supervising the learning, engagement and progress of the class working within the school's policies and protocols.

The post does not require qualified teacher status, although applicants with this status are most welcome to apply and often people use this as a stepping stone into teaching as a career.

An enthusiasm for education and learning, and a commitment to supporting and working with young people are vital personal qualities for this role. Previous experience in a similar role is desirable but not essential as training will be provided.

Appointment is as soon as possible.

CVs are not accepted, please complete the application form in full.

Closing date: Midday Friday 3rd February 2023

Interviews may be carried out before the closing date so early application is advised.

Job Description

The Trust's aims and values are fundamental and each member of staff will be expected to promote and develop these in all aspects of her/his work. All duties should be exercised in the context of these aims and values and in line with the Trust's policies.

Job Title: Cover Supervisor

Reports to: Assistant Head

Grade: 13 Point 6 £16,647 (£11.39 per hour)

Hours: 33 hours 45 minutes per week, term time plus three Inset days (38 weeks per year)

Main Purpose of Job:

To supervise the learning of students when teaching colleagues are absent for short-term periods, together with supporting teaching and learning across the school.
To support within other areas of the school at times when there are no cover requirements.
To supervise students during lunchtime, either inside or outside of the school building, as directed.

Role:

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Job Description (Continued)

Supporting the assigned teacher of a class by;

1. Supervising whole classes during pre-planned learning activities, which have been set in accordance with the school policy, i.e. relevant to the age group and point reached in the curriculum to assist with continuity
2. Collecting finished work as necessary and returning it to the appropriate teacher
3. Promoting positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy, and encouraging students to take responsibility for their own behaviour
4. Reporting, as appropriate, using the school's agreed referral procedures on the behaviour of students during the class, and any issues arising

Supporting students by;

1. Responding to students and providing general guidance or advice about process and procedures
2. Establishing productive working relationships with students, acting as a role model and setting high expectations for behaviour
3. Promoting the inclusion and acceptance of all students within the classroom
4. Working consistently whilst recognising and responding to individual student needs
5. Encouraging students to interact and work co-operatively with others
6. Promoting independence and employing strategies to recognise and reward achievement of self-reliance

Supporting the curriculum by;

1. Helping students to access pre-planned learning activities
2. Ensuring that any pre-determined equipment and resources are available to students

Job Description (Continued)

Supporting the school by;

1. Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
2. Being aware of and supporting difference and ensuring all students have equal access to opportunities to learn and develop
3. Contributing to the overall ethos/work/aims of the school
4. To undertake the role of teaching assistant when there are no cover requirements
5. To supervise students during lunchtime in accordance with the School Behaviour Policy, being especially vigilant as to the health, safety and security of students
6. To undertake other non-teaching duties to support learning and the curriculum. This could include providing additional support for individual students, exam invigilation, accompanying educational visits or support to administrative departments and pastoral teams

Standards and Quality Assurance;

1. Support the aims and ethos of the school
2. Set a good example in terms of dress, punctuality and attendance
3. Attend team and staff meetings
4. Be proactive in matters relating to health and safety across the school

This job description is current at the date shown but in consultation may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be required to attend regular training and update sessions. This post is subject to a satisfactory Disclosure Barring Service (DBS) Enhanced Disclosure Certificate

Application Process

Applications should be emailed to tmorcom@courtfields.net or posted to:

Mrs Tracey Morcom
Cover Manager & HR Assistant
Court Fields School
Mantle Street
Wellington
Somerset
TA21 8SW

The closing date for applications is Midday Friday 3rd February 2023

Interviews may be carried out before the closing date so early application is advised.

The Castle Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all who work here to share this commitment. The successful candidate will be subject to employment checks,

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