



FROGMORE

COMMUNITY COLLEGE



COVER SUPERVISOR
CANDIDATE INFORMATION



WELCOME TO OUR SCHOOL

Dear Candidate

I am delighted that you have shown an interest in the role of cover supervisor at Frogmore Community College.

At Frogmore we believe that every student can flourish, given the right environment, support and challenge. As a relatively small school, with 679 students on roll, we care deeply about the achievement and wellbeing of every individual. Ofsted captured this ethos when they visited in January 2017, stating: "You have successfully established a culture in which everyone works tirelessly to improve pupils' outcomes. You are tenacious in your pursuit of excellence, while balancing your drive with the well-being of staff and pupils."

Leadership at Frogmore Community College is strong. Our Senior Leadership Team is united by a shared commitment to achieve the very best for every child. Regular and supportive line management, coupled with high levels of professional trust, mean that our exceptional team of middle leaders are proactively engaged in driving the school forward. Our small size leads to high levels of consistency and relationships in the school are incredibly positive. We are not complacent, however, and continuously seek to improve.

We are seeking a cover supervisor who will go above and beyond to support our students in lessons when their normal class teacher is absent. You will have an unwavering commitment to working with children to be able to make the most of their time at school. You will be adept at building positive and respectful relationships with young people in order to manage them well in a classroom context. You will also be an excellent communicator who recognises the importance of working as part of a team. This role can be an ideal preparation for a future career as a teacher.

You will be joining a school with a strong reputation for the care it shows to every child and family. The right candidate will find this appointment extremely rewarding and a fantastic opportunity to develop their own career and make a difference in our community.

I actively encourage you to visit us for an informal tour. You will get a much better sense of who we are and what we are about. To arrange this, please contact reception on 01252 408444.

Frogmore Community College is a happy and supportive place to work. Relationships between staff are strong. We are proud of our school and are always excited by the opportunity to welcome new staff into our 'Frogmore family'. If you are similarly excited by the prospect of joining us, then I very much look forward to receiving your completed application.

Yours faithfully

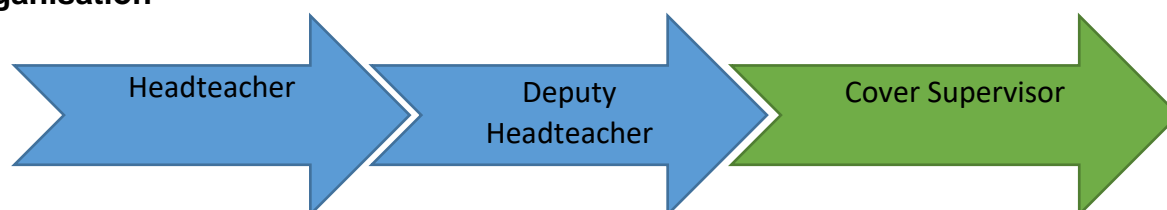
Chris Vaudin

Headteacher

Job Description for Cover Supervisor

Role Title	Cover Supervisor
Role Purpose	<ul style="list-style-type: none"> Supervise classes and groups of students and engage them in their work in the absence of the class teacher Manage the behaviour of students ensuring there is a positive learning environment for all, using the school behaviour policy Collect compiled work and texts/resources at the end of the lesson and return these to the appropriate teacher, providing objective and accurate feedback regarding the lesson Communicate with teachers about students' progress in cover lessons Provide cover in learning support in the absence of learning support assistants Provide cover in the absence of inclusion support champions Support the learning support team in the completion of administrative tasks Establish productive working relationships with students, acting as a role model Challenge and motivate students, promoting and reinforcing self-esteem Contribute to improving outcomes for all students Work collaboratively within the support staff team and across the school
Reporting To	Deputy Headteacher
Working Time	Part Time – 21-35 hours per week, 39 weeks per year
Salary/Grade	Hampshire Support Staff Grade C
Disclosure Level	Enhanced

Organisation



Accountabilities

Accountability	Expectations
Safeguarding, Student Safety and Wellbeing	<ul style="list-style-type: none"> Be fully committed to safeguarding and promoting the welfare of children Undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. To attend all Safeguarding and Child Protection statutory training, as required Adhere to Safeguarding policies and procedures and the Staff Behaviour Policy, upholding professional standards at all times Demonstrate empathy and kindness towards students and fellow staff
Operational/ Strategic Planning	<ul style="list-style-type: none"> Contribute to whole school planning activities.
Professional Development	<ul style="list-style-type: none"> Take part in the school's staff development programme by participating in arrangements for further training and professional development Continue personal development in relevant areas Engage actively in the Individual Performance Planning process
Quality Assurance	<ul style="list-style-type: none"> Contribute to the process of monitoring and evaluation in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.

Management Information	<ul style="list-style-type: none"> • Maintain appropriate records and provide relevant accurate and up-to-date information for monitoring purposes
Communications	<ul style="list-style-type: none"> • Communicate effectively with the parents of students, as appropriate • Where appropriate, communicate and co-operate with persons or bodies outside the school • Follow agreed policies for communications in the school
Management of Resources	<ul style="list-style-type: none"> • To assist in the preparation of resources and displays as directed by subject staff or senior leaders when not being utilised for cover • To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and the students
Health & Safety	<ul style="list-style-type: none"> • In accordance with the provisions of the Health and Safety at Work Act 1974, take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. Co-operate with the school to enable the school to perform or comply with its duties under statutory health and safety provisions. • All employees are required to participate in the school's accident/incident reporting systems and to comply with procedures and techniques for managing risks.

Other:

In addition to the above, we expect all staff to adhere to all school policies, attend and participate in staff meetings, as required and make their own contribution to the community life of the school. Employees are expected to be courteous to colleagues and welcoming to all, in person, on the telephone or in written correspondence.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the postholder's role within the school.

Frogmore Community College is committed to equality of opportunity. We positively welcome applications from all sections of the community.

Frogmore Community College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Cover Supervisor - Person Specification

Key:

App – Application Form

Ref – Reference

SP – Selection process. This could include a range of exercises, including an interview.

QUALIFICATIONS

Good standard of general qualifications	Essential	App/Checking at interview
Commitment to further professional development	Essential	App
Further qualification in a related area	Desirable	App

EXPERIENCE, KNOWLEDGE AND SKILLS

Relevant experience in education	Desirable	App/SP/Ref
Ability to motivate and encourage pupils	Essential	App/SP/Ref
Effective behaviour and classroom management	Essential	App/SP/Ref
Ability to use IT	Essential	App/SP/Ref
Ability to provide support to children of a developmental and empowering nature	Essential	App/SP/Ref
Work with due regard to confidentiality	Essential	App/SP/Ref

PERSONAL & PROFESSIONAL QUALITIES

Self-Awareness: Emotional self-awareness; accurate self-assessment	Essential	SP
Social Awareness: Emotional intelligence; organisational awareness; understanding of appropriate professional behaviours in self and others; excellent presentation and communication skills	Essential	SP
Self-management: Emotional self-control; transparency; adaptability; resilience; initiative; optimism	Essential	SP
Relationship Management: Leadership potential; sense of humour; conflict management; team work and collaboration; warmth	Essential	SP



SPECIAL WORKING CONDITIONS

To attend any training as deemed appropriate	Essential	SP
Agreement to the Governing Body undertaking a Disclosure & Barring Service check	Essential	SP
Experience of and commitment to effective inclusion and safeguarding strategies and practices	Essential	SP
Work in ways that promote equality of opportunity, participation, diversity and responsibility	Essential	SP



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