



Ibstock Community College

Respect and Pride brings Success



Cover Supervisor

**32.5 hours per week / 39 weeks per year (0.7518 fte)
Permanent**

Grade 7, Point 11 – 14

Full-time salary: £24,708 - £25,983

Actual salary: £18,574.96 - £19,533.48

Commencing as soon as possible





“ *The college has created a positive environment for learning in which students’ spiritual, moral, social and cultural knowledge and skills are developed well.* ”
Ofsted

Welcome to Ibstock Community College. Thank you for taking an interest in our school.

Situated in the heart of the national forest, our aim at Ibstock Community College is deeply rooted in providing an excellent education for all our students, designed specifically to bring out the best in each of them and prepare them for success in life.

We are a caring, friendly and inclusive school, whose success is built on a wonderful staff team, a clear focus on learning and on treating students as individuals. We aim to provide our students with an exceptional foundation for further study, training and employment.

We believe our role is to challenge young people to fulfil their potential both in the classroom and in a wide range of extra-curricular activities. To help them succeed we provide comprehensive and high quality pastoral care.

We have high aspirations for all of our students; we want them to leave us with superb qualifications, great communication skills and the self-confidence, vision and understanding to be successful and happy in a fast changing world.

Sophie Williams
Headteacher





“ We are really pleased with the progress our son has made since joining Ibstock and how well he has settled into secondary school - he loves it! Thank you!
Parent

Curriculum

Our curriculum is designed to provide young people with the core knowledge they need for success in education and later life; to maximise their cognitive development; to develop the whole person and the talents of the individual; and to allow all children to become active and economically self-sufficient citizens. By drawing on the best that's been thought, said and done in each subject, we believe that our curriculum at Ibstock Community College enables young people to make connections that will help them to understand the world around them and their place in it.

Our 5 year curriculum is rooted in mastery. Students at Ibstock Community College study fewer topics in greater depth. In Year 9, our GCSE options process encourages students to study the EBACC suite of subjects English, maths, science, French, history or geography. In addition, a creative route with a small number of vocational courses is offered to ensure sufficient breadth in the curriculum for all learners is maintained. In our lessons you will typically see students grappling with the same challenging content, with teachers providing additional support for students who need it. Our higher attaining students, will study content in greater depth and will be encouraged to explore enrichment opportunities as well as being introduced to new content which will develop and strengthen their interest and skills even further.

In order to allow the mastery approach to be effective (i.e. students learn what they are expected to in the year they are expected to), early catch up is essential: we identify and support students who start secondary school without a secure grasp of reading, writing and mathematics so that they can access the full curriculum.

Our taught subject timetable, approach to spiritual, moral, social and cultural development, the tutor system and the ethos and 'hidden curriculum' of the school - are interwoven into The RESPECT standards at Ibstock Community College. These opportunities allow our students to grow in strength both academically and through our personal development curriculum. Through this we explore, discover, and celebrate our differences within the college, our community and across the globe. We are also extremely proud of our music and sport extra-curricular activities, just two branches of our co-curricular and enrichment offer.

Respect standards

Underpinning our ethos are The RESPECT Standards. These embody a mutual respect, built from trusting relationships between our staff and students, parents and carers, our governing body, our local community and partner schools. We communicate with each other calmly, politely and respectfully.

R esilience

E quity

S uccess

P ride

E ffort

C urrency

T rust

- We aim to develop strength of mind and resilience in all of our students. This is such an important life skill for all
- We believe that all students have the right to the very best learning experience, whatever their starting point
- We want all of our students to reach their potential and beyond - at Ibstock we celebrate success
- At Ibstock all students take pride in their work, always doing their very best. They are proud to wear our uniform, to represent our college and our community. We are proud of our achievements
- Our students are encouraged to get involved in a range of enrichment activities, to step out of their comfort zone and to broaden their horizons. Our students encourage each other to aim high
- We are proud of our knowledge rich curriculum which develops mastery across all subject areas preparing our students for the next stage in their education
- At Ibstock we trust each other, students, staff, parents and governors





Pastoral Care

At Ibstock Community College we pride ourselves on the quality of our pastoral care. We see all of our staff and students as part of our Ibstock family and our Pastoral Team are dedicated to providing students with a high level of support within school to help them cope with the demands of life and to enable them to have the opportunity to meet their academic potential.

Our Pastoral Team consists of our Form Tutors, Pastoral Managers, Behaviour Support and a wider team of attached staff mentors. We pride ourselves in knowing each child individually and working very closely with students, and their families, to help each child reach their full potential.

Our Pastoral systems are tightly interwoven with our SEND interventions and our highly experienced staff build in further support through the extensive network of external support agencies.

We have high expectations of our students' and their positive attitudes towards their learning. Ensuring every child understands and adheres to behaviour expectations, recognises and responds to our attendance and punctuality processes and is proud to represent our school community in retaining high standards of uniform, is a fundamental part of successful wider academic growth.

Building the skills for students to be respectful towards all, resilient in their learning and proud of being Ibstock students, is something our Pastoral Team excels in nurturing.

Partnership

Successful learning depends upon a strong partnership between student, school and home. At Ibstock Community College, we have an excellent relationship with parents, underpinned by our commitment to good communication.

Regular meetings, telephone conversations and our ParentLite portal guarantee that parents have ready access to all the information they need about the progress and achievements of their child.

Our nursery and leisure complex are both extremely popular facilities. We are delighted to be able to provide these services for the benefit of the community and to serve the population of Ibstock and the surrounding area.

The college also has valuable links with industry and community groups, enabling students to learn and gain from these relationships. Most important of these are our strong links with our feeder primary schools. Working together enables smooth transition for students joining us in year 7.





Beyond the classroom

School is about so much more than classroom learning and we provide a wide range of extra-curricular activities both in and out of school. A wide range of clubs in school currently include art, drama, gaming, debate, music and a range of sports.

Our music department offers the opportunity to join several concerts and productions and, of course, individual music lessons can be organised with our peripatetic teachers.

Away from the school site, educational visits offer students a wide range of cross-curricular experiences. These include visits to France and Belgium, Stratford upon Avon and the Bay of Naples.

Facilities

Our well-maintained campus is equipped with a range of specialist classrooms all with interactive white-boards, projectors and visualisers. Additional technology includes three digital suites and a variety of class sets of laptops and tablets that are used to enhance our curriculum.

We have a spacious Sports hall, all weather pitch, swimming pool and a range of outdoor PE facilities.

Our dedicated music room has adjoining practice rooms and is situated close to the stage which is our drama and performance space.

We have four spacious science labs and the science block also boasts a large ICT suite which is one of the Design and Technology learning zones. We also have an Art studio, textiles room, resistant materials workshop and a food technology kitchen and classroom.

Our library is situated at the heart of the college and has a wide selection of literature which is available to all students via the Accessit booking system. The library is also the base for homework club, book club and is open at lunchtime for students.

Ibstock Community College is part of the MULTI ACADEMY TRUST.



Vision

We have a compelling desire to provide high quality, personalised and rounded education for everyone, right in the heart of our local community. We believe that no school can be deemed successful unless all those around it are also successful, popular and flourishing. Hence we believe that dynamic, mutually accountable collaboration and challenge between local schools as members of the LiFE MAT is the cornerstone of our future success.

Each of our schools needs to be seen as a leader of, and vital to, its local community; each school is regarded as fundamental to the identity of its surrounding community. In this capacity we will relentlessly promote the values of inclusion and the celebration of diversity, alongside personal responsibility and respect.

Values

- Ensuring that every student achieves positive, life changing outcomes
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond the school gate
- The relentless pursuit of excellence by; expecting this of every person, every day; recognising and celebrating behaviours that lead to great progress and promoting and celebrating elite performance inside school and in the wider world
- Valuing and promoting the celebration and understanding of diversity and qualities of our staff and students
- Ensuring that all students and staff feel known, appreciated and supported
- Committing whole-heartedly to collaboration within, between and beyond our academies
- Ensuring our curricula are agents for the promotion of our values

Mission

Long term goal

- Outcomes equal to the best nationally and internationally for every school and every child
- Every child receives a truly rounded education resulting in a strong moral compass, a globally competitive skill set and a confident sense of self
- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families and other local stakeholders.
- Providing high quality buildings, engaging classrooms and excellent sporting facilities
- Delivering innovative learning resources and materials
- Ensuring a well-disciplined and caring environment
- Exploiting cutting edge technologies to expand the opportunities for students, staff and our community to benefit from learning in a digital age.

Medium term objectives

- Each school is confident and thriving in its development; schools are beyond challenge from Ofsted in achieving the aims and values of the LiFE MAT.”



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Friday 7 June 2024

Dear applicant,

COVER SUPERVISOR

Thank you for your interest in working at Ibstock Community College. As part of our continued growth, an exciting opportunity has arisen for a committed, calm, well organised and flexible cover supervisor to join our team on a permanent basis.

Context

This is an exciting time to be joining Ibstock Community College! With over 800 students currently on roll, we are at the heart of the local community, serving families in Ibstock and the surrounding villages of North-West Leicestershire. Having joined LiFE Multi Academy Trust in July 2021, we continue to expand and our first Y11 cohort will be taking their GCSE exams in the summer term 2024.

About the role

You will be covering registration and lessons for absent colleagues, ensuring that work set is completed, student behaviour is managed and that progress is continued and maintained. We are looking for someone who can facilitate and encourage students' learning in order to help them achieve their potential.

The post is 32.5 hours per week (8.15 am – 3.15 pm Monday to Friday with 30 minutes unpaid lunch), 39 weeks per year (term-time plus one week).

About you

You will need to have the same level of professionalism and dedication as teaching staff, with a passion for education and you will enjoy working with young people. A high standard of literacy and numeracy is essential, along with IT skills. This role would be particularly suited to someone considering a career in teaching.

If you have the drive and energy to make a real difference for our students and Ibstock Community College and this role sounds like the ideal next step in your career, we would like to hear from you and hope you will feel encouraged to apply.

How to apply

We encourage you to visit our website for more detailed information about the college and further information about the vacancy. Informal enquiries about the post are welcomed by emailing jobs@ibstockcollege.co.uk.

Please send a letter, maximum 2 sides A4, which specifically addresses the requirements of this post, together with your application form. To comply with Safer Recruitment guidelines, please do not send a CV as we do not accept them. Completed application forms should be emailed to jobs@ibstockcollege.co.uk, or returned directly to the college by **9.00 am on Friday 21 June 2024**. Interviews for shortlisted candidates will take place on Monday 24 June 2024.

The application process

Safeguarding

We are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to behave in such a way that supports this commitment. Appointment to this post will be subject to satisfactory pre-employment checks, including an online check.

Data Protection

Should you be unsuccessful with your application, the school will confidentially destroy your application form after six months of its submission. If you are successful in your application, this information will be kept securely as part of your personal employment record.

References

Applicants must provide the details of two referees. One reference should be from your current employer or if unemployed, your last employer. Where possible, references should be from separate sources and not from the same organisation or employer. All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation or from someone with whom you live. The school will contact referees for verification. Please ensure that you have permission to provide their details on the application form and note that references will be sought prior to interview for all shortlisted candidates.

Equal Opportunities

We are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justified.

I look forward to receiving your application. Thank you in advance for your interest in working with us and for the effort that you have made with your application. If you wish to discuss or clarify anything arising from the information attached, please do not hesitate to contact us.

With best wishes



Sophie Williams
Headteacher



Cover Supervisor

Grade 7 (Point 11 to Point 14)

Line manager: Assistant Headteacher

Core purpose

To develop everyone's potential academically, socially, morally, spiritually and emotionally in a stimulating and challenging environment in order to educate students who can think independently, behave responsibly and continue to learn successfully.

To support the development of the college through effective teamwork at all levels and through wholehearted and effective support of the college's key principles: to achieve excellence in learning, to create a sustainable learning community, to ensure integrity and innovation in what we do, to promote respect for all, and to promote opportunities for all.

Job purpose

As a member of the whole college team, to contribute to the strategic direction of the college, including helping the college to becoming outstanding in all areas.

To be responsible for the quality and continued development of specific aspects of provision across the college.

To work with faculty leaders and senior leadership team in sharing expertise and best practice across the college.

Main duties and responsibilities

As a cover supervisor:

- To manage the arrangement of cover for absent colleagues (teachers and support), including deploying cover supervisors, arranging supply teachers and ensuring that the college is compliant with the provision in STPCD around 'Rarely Cover' in connection with requesting cover by teaching colleagues.
- Ensure Arbor is kept up to date with accurate information. Running reports from Arbor as requested by Assistant Headteacher.
- To give accurate and complete information regarding cover on a daily basis to the senior leadership team (SLT)
- Manage and maintain positive working relationships with the preferred supply agencies.
- To provide basic induction information to any supply teacher who is new to the college, to ensure they fully understand what is expected of them in terms of policy and procedure. Ensure previously employed supply teachers are fully up to date with policy information.
- To contribute to the development of, and implement agreed procedures for receiving, recording and acting on notification of planned and short-notice unplanned absence, communicating with relevant colleagues as appropriate.
- In the absence of a teacher, to supervise a class of students and be responsible for students' learning during the lesson, following and interpreting lesson plans accordingly.
- Deploy effective classroom management strategies including implementation of the college's behaviour policy and liaising with faculty leaders, classroom teachers and other staff as appropriate
- To provide necessary support to students which may include literacy, numeracy and organisational skills
- To ensure the health, safety and welfare of students in their care, in line with college policies

- To liaise effectively with teachers/other relevant staff, including details of students' learning during covered lessons and to return any completed work to the appropriate teacher
- To undertake administrative duties relevant to the role
- When not covering lessons, to provide additional support as directed for students requiring additional support/intervention
- To undertake student registration of a class in the absence of the normal tutor
- To promote positive behaviour and relationships, using effective strategies in a timely manner in accordance with college policy

As a member of her/his team(s) and of the college staff:

- to contribute to the overall priorities of the college, in particular to improve outcomes for students
- to ensure that all young people are safeguarded from harm
- to support the development of an effective team ethos that fosters personal, team and whole college development, including participating in formal and informal coaching and mentoring with colleagues
- to work effectively with other college staff
- to monitor, evaluate and review and report on her/his own work and appropriate aspects of the team
- to play a full part in the college consultative process and in the organisation and decision making of his/her teams
- to develop proactive and preventative approaches to issues
- to work at all times in accordance with the college priorities and principles and the relevant statutory and regulatory requirements
- to undertake any other responsibility reasonably requested by the headteacher.

Considerations

- a. This post is subject to a check being carried out at an enhanced level by the Disclosure and Barring Service (DBS) regarding any previous criminal record.
- b. This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.



Cover Supervisor

QUALIFICATIONS AND EXPERIENCE	
Essential	Desirable
<ul style="list-style-type: none"> – A relevant qualification at level 3 of the National Qualifications Framework – Level 2 qualification in maths/numeracy and English/literacy – Evidence of ongoing professional development – Experience of successful work with young people in a formal setting 	<ul style="list-style-type: none"> – University or higher education qualification – At least one year’s experience of working effectively with young people in primary or secondary education
KNOWLEDGE AND SKILLS	
Essential	Desirable
<ul style="list-style-type: none"> – Knowledge of child protection and health and safety procedures – Awareness of statutory frameworks relevant to the role – Possess a range of strategies to promote positive behaviour – Good knowledge of effective ways of working with students to ensure they make significant progress – Able to provide highly effective oral and written feedback to learners, based on an effective knowledge of a range of techniques to assess student progress – Good working knowledge of how to develop literacy and numeracy skills – Excellent communication and interpersonal skills – Able to work effectively with young people with challenging behaviour – Highly effective team member – Able to anticipate and diffuse conflict – Ability to produce clear reports and keep accurate records – Good organisational skills 	<ul style="list-style-type: none"> – Understanding of a range of special needs – Able to support other staff with behaviour management – Able to provide effective coaching to colleagues
PERSONAL ATTRIBUTES	
Essential	Desirable
<ul style="list-style-type: none"> – An enthusiasm for working with young people – Initiative, flexibility and an innovative and ‘can do’ approach – Integrity, empathy, patience and a good sense of humour – Able to manage sensitive and confidential situations – Able to work under pressure while remaining cheerful and resilient – Able to react appropriately to problems and unexpected situations, making rapid decisions and taking the initiative – Able to work with minimum supervision – Self-motivated – Loyal and dependable – Have an excellent record of health and attendance 	