



**King Arthur's School**

# **COVER SUPERVISOR**

**START DATE: AS SOON AS POSSIBLE**



SCHOOLS ACHIEVING SUCCESS TOGETHER



SHERBORNE AREA SCHOOLS' TRUST

May 2023



Dear Applicant,

Thank you for expressing an interest in the post of Cover Supervisor at King Arthur's School. Accompanying this letter is information about the school, general information about the role and a job description, which we hope will provide you with everything you need to know to apply for the post. The school website also gives further details about us.

We believe this is an outstanding opportunity to take on a key support role in a school that works hard to enthuse students and instil in them high standards. The Cover Supervisors support the work of teachers and students in our desire to be outstanding in all aspects of the School's work.

We wish to appoint a Cover Supervisor who is enthusiastic, committed and enjoys working with young people to commence as soon as possible. They will cover classes in the short-term absence of teachers who will provide work for them to supervise. Applications are welcome from people from a variety of backgrounds with experience of working with children.

This is a wonderful opportunity to join a school with a great community feel, real strengths and the ability and desire to develop further. From September 2023 there will be just under 500 students from age 11-16, with numbers increasing every year. When you visit the school you will notice the:

- Friendly and welcoming atmosphere
- Students are well-behaved, comfortable and safe
- The range of experiences and opportunities
- Hard working, committed and caring staff
- Beautiful location and space for learning
- Strong local community

This is a wonderful opportunity to join a school within a Trust with a great community feel, real strengths and the ability and desire to develop further.

We are looking for a team member with high expectations and standards, the ability to inspire but also the capacity to laugh and enjoy the challenges of this role. You need to be a team player and you will go the extra mile to support. In return, you will join a Trust that is full of activity, opportunity, and optimism. You will be strongly supported by our SLT in your work to ensure our provision is the best.

SAST is a strong and ambitious Trust of both primary and secondary schools seeking to ensure an excellent and sustainable 0-19 education for children within our community across West and North Dorset as well as South Somerset and is looking to grow further.

You are very welcome to visit us in advance of an application or to contact us to find out more.

We look forward to reading your application and we will contact all applicants following shortlisting.

Very best wishes,

Jen Jacklin,  
Headteacher

# THE ADVERT & APPLICATION PROCESS

We look forward to receiving your application by **9am, Thursday 8<sup>th</sup> June 2023**

If invited for interview, these will be held on **Tuesday 13<sup>th</sup> June 2023**

**Salary:** Grade 7- **ACTUAL:** £19,505 - £21,758 per annum (subject to experience)

**Contract:** Permanent, 37 hours per week, 39 weeks per year

We are looking to appoint an outstanding cover supervisor with energy and enthusiasm and a love for working with young people. This is a wonderful opportunity to join a school within a Trust with great potential, some real strengths and the ability and desire to develop further.

The primary purpose of the Cover Supervisor is to supervise and support pupils who are engaged in learning activities during the short-term or unforeseen absence of their usual class or subject teacher. Such work will have been set in accordance with the school policy. Our Cover Supervisors will continue the high expectations set by teachers of all pupils and maintain respect for their social, cultural, linguistic, religious and ethnic backgrounds.

You are asked to provide the following:

- A completed application form
- A letter of application of no more than 2 sides of A4 detailing your experience and expertise

Completed applications should be returned either by email to: [recruitment@sast.org.uk](mailto:recruitment@sast.org.uk)

Should you wish to arrange a visit to view the School, please do not hesitate to contact Claire Hamblin, Office Manager on [claire.hamblin@kingarthurs.org.uk](mailto:claire.hamblin@kingarthurs.org.uk) or at 01963 32368 who will also be happy to arrange this.

*SAST will conduct online searches of shortlisted candidates. In line with KCSIE guidance, this will be part of safer recruitment checks, and the search will purely be based on whether an individual is suitable to work with children. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern.*

*King Arthur's School, part of the Sherborne Area Schools Trust, has an absolute commitment to safeguarding and promoting the welfare of children. The Trust and School follows the national and Somerset policies and procedures for child protection and security and the interview will include questions about safeguarding children. Current and/or previous employers will be contacted for references as part of the verification process pre-appointment checks if the applicant is short listed. The successful applicant will be required to undertake an enhanced disclosure check with the Disclosure and Barring Service.*

*Sherborne Area Schools' Trust (SAST) recognises the benefit of having a diverse workforce and is committed to building a workforce which reflects diversity from the communities it serves. SAST values the contributions from all staff from a wide range of different backgrounds and actively seeks to promote an environment that is free from discrimination and harassment and at the same time supports fair promotion and cultural acceptance. Under the provision of the Equality Act 2010 SAST welcomes applications from*

*everyone and operates a recruitment process which is fair and does not discriminate against or disadvantage anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race or nationality, religion or belief, sex or sexual orientation.*

*This role is UK- based and your right to work will need to be established as part of the appointment process.*

*(Internal ID Number: RAF219)*





# **JOB DESCRIPTION**

## **Main Job Purpose**

The primary purpose of the Cover Supervisor is to supervise and support pupils who are engaged in learning activities during the short-term or unforeseen absence of their usual class or subject teacher. Such work will have been set in accordance with the school policy. Our Cover Supervisors will continue the high expectations set by teachers of all pupils and maintain respect for their social, cultural, linguistic, religious and ethnic backgrounds.

The Cover Supervisor will not be deployed routinely as one of the strategies schools choose to release teachers for guaranteed planning, preparation and assessment (PPA) time; however, they may carry out work specified in the regulations made under section 133 of the Education Act 2002, under the direction and supervision of a qualified teacher.

There is potential to commence or for progression to grade 7, subject to assessment, and depending on the level of responsibility and experience.

## **Main Responsibilities & Duties**

- To take sole charge of a group or class of pupils in the short term or unforeseen absence of their usual teacher.
- Registering attendance in accordance with school policy.
- Responding to any questions from pupils about process and procedures, and the work that they are engaged in. Supporting pupils use of associated resources.
- Managing the behaviour of pupils whilst they are undertaking this work to ensure a constructive learning environment.
- Dealing with any immediate problems or emergencies according to the school's policies or procedures.
- Collecting completed work and resources after the lesson and returning it to an appropriate teacher with comments on any learning issues arising and progress made.
- Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the lesson(s) and any issues arising.
- The cover supervisor will be expected to undertake reprographics duties when not in lessons.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
- To support in class to support learning, as and when cover for lessons is not required.

For progression to Grade 7 the Cover Supervisor will be required to apply a degree of originality and creativity to the delivery of learning activities. This would include supporting and carrying out straightforward assessments in the classroom, such as marking.

## **Knowledge & Skills**

### **Essential:**

- Know and be able to apply consistently a range of school policies, particularly those regarding health and safety, equal opportunities, behaviour management, child protection and special educational needs (SEND).
- Have the necessary skills to manage safely, the classroom activities, the physical learning space and the resources for which they are responsible.
- Understand and be able to use a range of strategies to deal with classroom behaviour as a whole, and also individual behavioural needs. This is a challenging requirement in some schools.

**Desirable:**

- Recent successful experience as a Teaching Assistant or similar position within an educational environment.
- Willingness to undertake First Aid training or other CPD to enhance role.
- Flexibility and initiative.

**Supervision & Management**

- To work to a designated member of teaching or support staff according to the school's normal policy and practice for covering absent teachers.
- To supervise pupils and their learning within the context of the learning environment, in accordance with the learning activity/work set.
- To supervise the work of other adults normally present in the learning environment.

**Problem Solving & Creativity**

- Use of a variety of interpersonal skills and strategies to establish supportive and positive relationships with pupils.
- Know and use the school's behaviour management policy and procedures as appropriate in the event of problems with an individual pupil, or class.
- Flexibility in carrying out duties will be required.

**Key Contacts & Relationships**

- Attempt to establish relationships with pupils, treat them consistently, with respect and consideration, and be concerned for their progress during the period of supervision.
- Model and promote the positive values, attitudes and behaviour expected from the pupils with whom they work. Know when to seek help and advice.

**Decision Making**

- There will often be a need to make immediate decisions, without initial referral to teachers, in relation to classroom management and the care, control and safety of pupils.
- Cover supervisors will be employed to take classes when the teacher is not present to supervise pupils engaged in work set by a teacher, to maintain discipline and Health & Safety.

**Working Environment**

- Normal school environment.
- Frequent use of ICT equipment. Lifting of books and equipment.
- Some school sites are extensive and postholders may be required to work throughout the site on more than one floor.
- Size, phase and type of school will vary.
- Includes work with individual pupils as well as groups and whole classes.
- School environment with a variety of learning environments including classrooms and specialist areas. Occasional disruption to planned tasks and order of tasks by pupils and colleagues.
- Occasional requirement to work outside the normal school environment e.g., visits.

**Progression in Post (if applicable)**

To progress to the higher level Cover Supervisor post, postholders will need to be undertaking the following additional duties:

- Interpreting lesson plans that have been set in accordance with school policy.
- Delivering learning activities that have been planned in accordance with the school policy and responding to questions raised by the students
- Using specialist knowledge to deliver advanced subject programmes

# ABOUT KING ARTHUR'S SCHOOL



**King Arthur's School**

## **About Us:**

King Arthur's School was built in 1958 and is based in the Somerset town of Wincanton. We serve the local community across the area including surrounding villages in Dorset and Somerset. On the 1st April 2019 King Arthur's School became an academy and joined the Sherborne Area Schools' Trust (SAST). Serving students from the local community and surrounding Dorset and Somerset villages, King Arthur's has been supported by SAST prior to joining, and has close links with all SAST schools.

We are a small secondary school and this helps us to develop a special family atmosphere within our school community, where every student feels cared for and valued. Every child really does matter and all children are known by all staff. Students thrive and succeed in our positive, caring and respectful environment.

Our special culture and ethos focus on high achievement both personally and academically. We want all students to be the best that they can be in respect of their academic achievement and personal growth. We also want them to develop a strong sense of belonging. This comes through their significant contribution to our school community, as well as benefitting from it.

Our goal is to see every student within our school community succeed and achieve their individual best. We aim to support and nurture students to develop confidence and resilience through a wide range of learning and enrichment activities. We continually emphasise high expectations and remind students that there are no limits to what they can achieve, if they have the right mindset.

We believe firmly in opportunity and achievement for all and we are proud to provide an education that aims to equip all students with the self-belief, knowledge, skills and understanding to fit easily and actively into a rapidly changing society.

Our journey of school improvement is well under way and we are all committed to the rapid development of our school. We have already seen huge improvements in outcomes for our young people and growth in our staff. Our improvement priorities currently include: improving the quality of teaching, securing high levels of challenge, and raising pupils' attainment and progress; enhancing parental engagement to best support our young people in their educational journey; improve standards of behaviour and foster a positive culture that promotes learning; ensure pupils and staff have a rich, positive experience of school and are well-looked after.

## **Our Mission**

We support and encourage every student to strive for the highest possible levels of academic achievement, alongside developing the personal attributes and qualities to thrive and make a positive contribution throughout life.

## **Our aims are to:**

- Create a challenging, inclusive, collaborative, creative and happy learning community;
- Ensure high quality teaching and learning, honesty and respect for others, with a collective will to bring out the best in every student in our care;
- Instil in students a belief that they can and will achieve beyond expectations in order to meet their dreams and lead their lives;
- Enable students to take their place in the world as happy, healthy, kind, confident, ambitious and independent individuals, with enquiring minds ready to face the challenges of tomorrow.

## **What we value – The King Arthur's ethos**

- Our students come first
- Enjoyment and fulfilment, with hard work - going the extra mile
- Friendliness and strong sense of community
- Support and care for everyone and each other
- Integrity, manners and honesty
- Inquisitiveness through a breadth of opportunities and experiences
- An engaging, calm and purposeful learning environment
- Leadership, aspiration and ambition
- Pride, quality and excellence – the details matter

## **Care and Support**

King Arthur's School prides itself on the quality of its pastoral care, which helps all students to remain engaged and motivated to learn. At King Arthur's we believe that every child matters and should feel valued as part of our community. Young people need to feel safe and secure in order to thrive academically and socially. Our pastoral team works tirelessly to ensure that this is possible and to help students and their families deal with problems if and when they arise.

## **Our Facilities**

King Arthur's School is set in a spacious green campus with far reaching views across the town of Wincanton and the Blackmore Vale. We have specialist science laboratories and IT suites, food technology rooms, a range of outdoor hard courts and grass pitches and a Performance Centre, which is used for our school productions and special events.

Our library provides a bright and welcoming environment for research and study, with students having access to a wide variety of resources in both print and digital formats.

Café @King Arthur's offers students a selection of nutritious, hot and cold food prepared daily by our dedicated catering team. Our healthy and nutritious menu is popular with students, and we cater for many with dietary requirements.

Students also benefit from access to an on-site sports centre with a fully equipped gym, a sports hall and a 25m swimming pool.

A number of community groups meet regularly at the school, including Guides, Brownies, Rainbows, Army Cadets, and the Choral Society, offering students enrichment opportunities in addition to the many extra-curricular activities available during the school day.





# SHERBORNE AREA SCHOOLS' TRUST (SAST) INFORMATION



SAST is a multi-academy trust, formed in June 2017, of seven schools serving the West and North Dorset area as well as students from South Somerset. Currently, there are 17 schools with more than 5,000 students and over 850 members of staff. SAST has large town primary schools with over 300 children, smaller village primary schools and nursery provision. SAST also has 4 secondary schools including a state boarding school and Sixth Form and a large 11-18 secondary school with a Sixth Form of over 400 students. There is a mix of formerly maintained and Church of England schools - both voluntary controlled and voluntary-aided in the Diocese of Salisbury. We believe in preserving Schools in their local community.

## **Our Schools:**

A key principle of the SAST is that member schools maintain their own character, such as church and community status. All schools in the multi-academy trust are equal partners and are committed to the principles of collaboration, sharing expertise and resources to enable all partner schools to deliver excellent education for all young people in their care.

At the heart of SAST is the desire to work in partnership, to collaborate with others and to be outward facing for the benefit of children and staff. The schools have extensive links beyond the immediate area and are keen to extend these further.

SAST works by providing opportunities to share and improve - to develop further our provision as well as supporting the quality of leadership and management. This includes sharing best practice, being creative in maintaining a broad and diverse curriculum, ensuring the care and support is in place for children and families and enabling further staff and teacher development. We also work together on meeting the challenges of funding and the opportunities for financial efficiency, determining for ourselves which services and providers we will use to provide outstanding provision for our children. There is real strength in coming together with a collective responsibility for all the children's development and progress between 0-19 years.

## **What we value – our ethos:**

### **Partnership and Collaboration**

Our schools support each other, by sharing expertise and resources, to ensure improvement.

### **Pursuit of Excellence**

We provide a high-quality education to enable all students and staff to aspire, thrive and succeed.

### **Holistic Lifelong Learning**

We promote the personal development of every child and a love of lifelong learning for our students and staff.

### **Equality and Distinctiveness**

We celebrate the individuality of each school and all in it. We are proud to be at the heart of our local communities.

## **Organisation - How we work:**

All our schools are successful. Of course, we recognise that we need to continually improve and evolve. The priority is to enable every School to continue to provide an excellent education for all our students while protecting the school's role at the heart of its community, along with our unique qualities and strengths.

There is a balance as to the responsibilities delegated to Schools and those that are the responsibility of SAST. The focus is to continually evaluate, improve and develop through strong, effective, and accountable leadership at all levels. The aim is to establish clear, simple and effective accountability including slim and streamlined governance.

### **Partnerships:**

Partnership and collaboration are a core feature of all our Schools – a genuine desire to be outward-facing, to use the best ideas from across the world. The schools have always worked closely together and across Dorset and Somerset.

### **SAST Benefits:**

As part of the Sherborne Area Schools Trust, we can offer you a range of benefits including:

- High quality CPD opportunities
- Employee Assistance Programme
- On-site nursery provision at some of our academies
- Cycle to work scheme

