

Candidate Pack



Cover Supervisor

Kings International College

An 11 – 16 School

Judged as Good

Ofsted 2022

“This school is a diverse and caring community. Pupils enjoy coming here. Staff have ‘uncompromising aspirations’ for pupils to be the best that they can be.” Ofsted 2022



Our Vision Statement

To have uncompromising aspirations for every individual and for the school to be an exceptional, caring and inspirational community.

Candidate Information

Job Title:	Cover Supervisor
Responsible to:	Assistant Headteacher
Salary:	PS6 £22,436 - £24,619 (£26,080 - £28,617 FTE)
Hours:	8am – 4pm Term time only
Commencement Date:	ASAP

Contents

The aim of this pack is to give you a flavour of Kings International College and to help you decide if you wish to apply for this role. If you would like any further information, or wish to arrange a tour of the school prior to applying, please contact pa@kings-international.co.uk

- Information about the College
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Information about the College

Kings International College is a mixed comprehensive 11-16 school located on an attractive, accessible site in North West Surrey. We currently have approximately 750 students and our numbers are still growing. As a relatively small secondary school parents, students, governors and staff all value our strong sense of community.

We are proud of our recent Ofsted inspection. Whilst we would encourage you to read the full report, please find below some quotes;

Pupils learn important life skills, developing the Kings values such as integrity and respect through engaging activities such as the school magistrates' society.

Staff share the desire to improve and say that this, coupled with a genuine care for pupils and each others wellbeing, make this a happy place to work.

Careful identification of the needs of pupils with special educational needs and/or disabilities (SEND) means that they get off to a strong start. Leaders help teachers plan effectively to enable pupils with SEND to embrace the curriculum fully. Teaching assistants support learning effectively.

Feedback to Ofsted from parents included;

'The pastoral care and support for my child and our entire family when it is needed is fantastic'.

'This school nurtures all aspects of the child, creatively, intellectually and emotionally.'

During their time at Kings International College their Head of Year and their tutor will oversee their academic and pastoral needs. We also have a welfare officer who works closely with students as required.

Behaviour in the school is very good and strong systems are in place to maintain expected standards. The College has an 'Inclusive Learning Centre' which helps a minority of students with various needs to reintegrate or to secure regular attendance.

Each year the College selects a student leadership team who lead the student body. There is a strong Student Council which reports to the Governing Body and SLT.

Extra-Curricular Activities

Staff go the extra mile to provide students with a rich programme of extra-curricular activities. We have business and education links with Wellington College, Surrey University, Farnborough 6th Form and Bank of America to name a few.

Staffing

The College's Senior Leadership Team consists of the Headteacher, Deputy Headteacher, four Assistant Headteachers and the School Business Manager.

The school has a strong team of Middle Leaders in its Heads of Department, Curriculum Leaders, and Heads of Year.

The support staff are well qualified and committed to the vision and values of our College.

Vision statement

To have uncompromising aspirations for every individual and for the school to be an exceptional, caring and inspirational community.

We will achieve this through:

- High quality, inspirational and innovative teaching and learning.
- Inspirational and accountable leadership at all levels.
- Consistently high academic standards and expectations for every individual.
- Creative, exciting and memorable experiences inside and outside the classroom.
- A safe, secure and caring environment in which to work and learn.
- First class resources and state of the art facilities to support learning.

We want students to:

- Develop the attitudes, characteristics and self-belief to tackle any challenges in future life.
- Enjoy their time at school and be recognised as individuals.
- Develop good relationships and lasting friendships celebrating diversity.
- Acquire the skills, commitment and resilience to become successful, independent life-long learners.
- Take responsibility for leading themselves and others.
- Receive recognition and praise for their efforts and achievements in all areas of school life.
- Be active members who contribute to the school and wider community.
- Accept hard work and discipline as requirements for success.

We want staff to:

- Receive innovative, developmental and effective training.
- Be supported, cared for, challenged and valued.
- Feel trusted and empowered to take risks in the classroom.
- Have opportunities to develop and fulfil their potential in leading the school and their own professional development.
- Participate in, contribute to and benefit from partnerships beyond the school.
- Be a cohesive group with time and opportunities to develop partnerships and relationships with others within school.
- Enjoy their work and find it fulfilling.

Values

We are a values driven school and our core values should be at the forefront of all that we do. These values were decided upon through consultation with staff, students, governors the definitions of them were articulated by the students.

Our values are:

Aspiration – wanting to be the best you can be with passion, enthusiasm and commitment

Community – working together and supporting each other to ensure we can all do our best

Integrity – honestly doing the right thing even if no one ever knows.

Respect – accepting and valuing our differences with courtesy and consideration

Responsibility – doing the things you are expected to do and accept the consequences or results of your actions



Dear Applicant,

On behalf of all our students and staff, I would like to thank you for taking an interest in the post of Cover Supervisor at Kings International College.

Kings International College is a comprehensive 11-16 school. It is a school where knowledgeable and passionate staff believe that with great teaching all young people can aspire to and achieve the highest possible standards. I joined the school as Headteacher in January 2018 with high ambitions. I am proud that Ofsted have recognised the improvements that we have made despite the challenges of the pandemic and have confirmed that Kings International College is a Good school in all areas. Our staff body remains ambitious with high aspirations for both ourselves and our students.

In this important role you will support the education of students by helping to provide consistency when their class teachers are absent. The primary focus will be to maintain good order and to keep pupils on task. You will need to respond to questions and generally assist pupils to undertake set activities, working under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes.

At Kings we offer students of all abilities and interests an opportunity to be part of a school community that puts student learning at the heart of every decision that we make. Underpinning our success are the excellent relationships between staff, students and parents. These are based on mutual respect and a strong commitment to high expectations and challenge. Our students are happy, feel safe and enjoy coming to school and our staff offer a high level of care, guidance and support which enables them to thrive.

We have a well-established programme for newly appointed staff which enables them to settle into the College routine quickly and effectively. We expect all staff to be pro-active in their professional development and fully participate in our inset training days.

Our pastoral provision is effective, essential to the well-being and progress of our young people and fundamental to high levels of achievement. In addition to the leadership team, a well-trained safeguarding team of 8 individuals support students' needs.

The College is fully staffed, not least because staff report that they can concentrate on teaching and are supported by widely shared and regularly reinforced expectations.

The enclosed Job Description summarises the main responsibilities of the post. I hope the information supplied in this pack describes your type of school; if so your application is most welcome. I am proud of our school and I would actively encourage you to visit us to discover for yourselves the growing sense of excitement about the opportunities we can offer local young people to learn and succeed. If you would like to visit us before applying or before attending an interview, then please email pa@kings-international.co.uk to arrange this.

To apply, please complete the application form – C.V.s are not required. Application forms are available via the website: www.kingsinternational.co.uk. Electronic applications are welcome, please send them to recruitment@kings-international.co.uk.

Thank you for your interest in this post and I look forward to reading your application.

Yours sincerely

Jo Luhman
Headteacher



Cover Supervisor

Reports to: Assistant Headteacher

Pay scale: Surrey Pay Grade PS6

Job Purpose

To provide continuity and support to our students learning by supervising whole class groups during the absence of a teaching colleague. To ensure a constructive work environment is maintained and work left by the absent colleague is undertaken effectively by the students. Where an absent colleague is a tutor, to carry out their duties as a form tutor to ensure the academic and social development of the students are monitored and supported on a daily basis.

Principal Accountabilities

The principal accountabilities are set out below. These tasks serve to indicate the range and type of possible duties involved. The tasks do not constitute an exhaustive list. During the course of the year the amount of time spent on any one area of work may vary considerably and will be directed by the needs of the college at the time.

Supervising Lessons

Cover requirements change on a lesson by lesson basis

During each lesson you will

- Undertake a full class register
- Present the lessons learning objectives as instructed by the absent teaching colleague
- Inform students of the work set and ensure all students understand what is required
- Respond to questions from students regarding the work to assist their learning.
- Manage the behaviour of the students in the class to maintain a constructive learning environment making full use of the college's behaviour policy where necessary.
- Encourage the students in their work and ensure they are kept on task throughout the lesson.
- To develop, monitor and control the use of resources within the teaching area
- To deploy TAs and other supporting staff in an effective way.

Other Duties

Accompany colleagues and students on educational visits

All staff are responsible for the protection of students and must adhere to the colleges child protection policy at all times

On a rota basis assisting with the supervision of students at the start and end of the college day and during break times

Whole college accountabilities

To participate in the discussion of whole college policies and to participate in the implementation of college policies and practices

To be active in pursuing professional development

To work collaboratively across departments with colleagues and students to ensure the college operates as effectively as possible to achieve its aims.

To undertake additional tasks as required by the needs of the college.

Work Context

The post requires computer working

The post holder will be required to move around the site and undertake lessons in all site areas.

The post holder will be required to maintain a strict level of confidentiality

The post holder is required to be professional and business like at all times and maintain professional relationships with colleagues, students and parents

CPD will be provided as necessary

The Governing Body and all leaders at Kings International College recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors. We expect all colleagues to take reasonable care of their own health and safety and that of others who may be affected by their actions at work. All employees must co-operate with us to access proper training and to make sure they understand and follow the School's health and safety policies and procedures, and to help everyone meet their legal requirements. All colleagues must take responsibility for reporting concerns relating to health and safety matters through appropriate channels.

Person Specification

Essential	Desirable
Good General Education	Experience of working with groups of young people in a professional capacity
Numeracy and literacy skills equivalent to GCSE grade c in maths and English or adult skills qualification in literacy and numeracy at level 2	Experience of working in a diverse environment
Good ICT skills (school specific system training will be provided)	Previous classroom based experience
Able to engage with young people in a positive way	
Good interpersonal and communication skills so as to relate effectively to and earn the confidence of staff, pupils and parents	
Good sense of initiative and self-motivation	
Good Team worker	
Experience of working with young people in a work voluntary or domestic setting	
Honest and reliable	
Self -confident	
Ability to adapt to changing situations	

This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

How to apply

Your completed **application form** and **Statement of Application** should be submitted electronically to recruitment@kings-international.co.uk by the closing date stated on the advert.

All received applications will be acknowledged electronically. Candidates will not receive any further communication unless they are shortlisted.

In compliance with Safer Recruitment, CVs will not be accepted.

Appointment is subject to pre-employment screening: medical clearance, two satisfactory references, evidence of qualifications and enhanced Disclosure and Barring Service clearance. Shortlisted candidates will be asked to bring relevant documents to the interview.

All applicants should be eligible to work in this country and will be asked to provide evidence of this.

Closing Date for Applications: **9am 24th March 2023**

Interview Date: TBC

***Variable Deadline:** We reserve the right to interview and appoint before the closing date should a suitable candidate apply.

You should be aware that in addition to assessing your ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children and young people including:

- motivation to work with children and young people;
- ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- emotional resilience in working with challenging behaviours;
- attitudes to the use of authority and maintaining discipline.

Kings International College is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake a disclosure check by the Disclosure and Barring Service at an enhanced level for this post.

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