

# COVER SUPERVISOR

Information Pack  
[September 2021]

## Cover Supervisor

September 2021

Dear Applicant

### **Kingsdown School – A school of excellence bursting with pride and ambition**

Thank you for taking an interest in working with us at Kingsdown School. You are joining us at a very exciting time in our school's history. At the end of January 2020, we had a two day Ofsted Inspection and were judged to be **Good** in all five categories under the new framework. This marked the end to over a decade of being judged Requires Improvement.

Kingsdown is a school that has been on a transformational journey. We had a two year P8 trend of -0.50 and this year we secured a P8 score of +0.04. We have also recently been shortlisted for the TES Secondary School of the Year award. Along with the Ofsted judgement, this transformation is truly wonderful for our students, our school and community. Now we are looking for talented and experienced colleagues to join our team as we journey to Outstanding.

Our vision for our school is "a school of excellence bursting with pride and ambition" and our mission statement is that we "champion each and every student".

So, if you are an outstanding practitioner who is passionate about improving the life chances for all students through providing them with the highest quality of education and have the highest levels of integrity as well as excellent communication skills and can contribute to our journey of sustaining and accelerating improvement, we would love to hear from you and encourage you to apply. In return we can offer a rewarding working environment and a real commitment to your professional development and personal wellbeing, including access to a state of the art fitness suite and classes among other perks. We are proud to be part of the River Learning Trust and you will gain much from the opportunities here.

This is clearly an exciting and rewarding time to be joining Kingsdown school. We are a school on a journey to excellence.

If you would like to arrange a visit to meet with me, my colleagues and our students as well as have a good look around our school, then please do not hesitate to contact my PA, Mrs Ellis, [jellis@kingsdownschool.co.uk](mailto:jellis@kingsdownschool.co.uk).

With best wishes



Mrs Leigh-Bennett

Headteacher

**Job Role:** Cover Supervisor  
**Term time plus TD days**  
**Salary:** £20,493 – £22,627 (Actual salary £13,966.71 - £15,421.11)  
**Start date:** As soon as possible

The Governing Body, Trust and Headteacher seek to appoint a highly motivated person to join our school in the role of Cover Supervisor.

We are looking for self-confident, calm, well organised and flexible individual. You will be covering registration and lessons for absent colleagues and will need to demonstrate the same level of professionalism and dedication as teaching staff in order to succeed in this role. Cover Supervisors are not expected to teach, but rather supervise students who have been set work by the absent teacher. This role would suit either those thinking of a career in teaching or someone who just enjoys working with young people.

The working hours are an average of 29.5 hours per week, with a working pattern of 8.30am – 3.10pm with a 1.30pm finish every other Friday. Other part time working patterns may be considered.

In January 2018 we set the new vision – “a school of excellence bursting with pride and ambition” and a new mission statement – “to champion each and every student”.

Kingsdown School is at a very exciting stage in its history, in January 2020 Kingsdown was graded as ‘Good’ in every single area inspected by Ofsted, a few of the positive quotes are:

*“Leaders provide a curriculum that is broad and balanced. A notable strength of the school is its care for pupils facing particular difficulties, the work the school does to support pupils’ personal development and well-being is good.”*

*“Children say they now feel safe and can learn without disruption.”*

*“The culture is strong and our shared vision for the future (is) ambitious.”*

Kingsdown School is part of a Multi Academy Trust and joined the River Learning Trust in 2017. The successful applicant will join the School as a River Learning Trust employee.

For any enquires, please contact [recruitment@kingsdownschool.co.uk](mailto:recruitment@kingsdownschool.co.uk) or telephone the HR Department on 01793 837087. Applications will only be accepted on a Kingsdown School application form via eteach.com.

If you would like to arrange a visit or telephone call with Emma Leigh-Bennett (Headteacher), please contact Jude Carter, PA to the Headteacher - [jcarter@kingsdownschool.co.uk](mailto:jcarter@kingsdownschool.co.uk). If you have not heard from us shortly after the closing date please assume you have not been successful on this occasion.

Closing date for completed applications is midnight on Sunday 26<sup>th</sup> September 2021. Interview date is to be confirmed. No agencies please. CVs will not be accepted. Kingsdown School is a mixed 11-16 Academy situated on the eastern outskirts of Swindon.

Kingsdown School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism. All staff are expected to share this commitment. The successful candidate will be subject to an enhanced DBS check. The River Learning Trust is an equal opportunities employer and we welcome applications from a range of backgrounds to represent diversity in line with our schools’ community.

#### **SAFER RECRUITMENT STATEMENT**

NOTE 1: Some cautions, reprimands, warnings and convictions are protected under the DBS filtering process and you do not have to disclose them.

The amendments to the Rehabilitation of Offenders Act 1974 [exceptions] Order 1975 [2013 and 2020] provides that when applying for certain jobs and activities certain convictions and cautions are considered “protected.” This means that they do not need to be disclosed to an employer and, if they are disclosed, an employer cannot take them into account. Guidance about whether a conviction or

[www.kingsdownschool.co.uk](http://www.kingsdownschool.co.uk)

**We champion each and every student**

caution should be disclosed can be found here <https://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>

NOTE 2: if you are under 18 it is no longer a legal requirement for you to disclose any cautions you hold.



## KINGSDOWN SCHOOL

### JOB DESCRIPTION

Job Title: Cover Supervisor	Grade: G6	Post Number: E01629 ( KD11)
	Job Family: Curriculum Support	Date Prepared : January 2008 Updated July 2019

Role reports to (Job Title): Exams and Cover Manager

**Job Purpose:** To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals or groups. To supervise whole classes during the short-term absence of teachers, maintaining good order and keeping students on task.

#### Key Accountabilities:

1. Supervise and support pupils ensuring their safety and access to learning, encouraging interaction and engaging all pupils in activities.
2. Attend to pupils personal needs, including social health, physical, hygiene, first aid and welfare matters
3. Distribute pre set learning activities, facilitating students in undertaking the work set by the teacher and providing the necessary resources as appropriate
4. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
5. Liaise with the teachers responsible for setting work.
6. Liaise with appropriate members of staff on matters concerning students.
7. Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters
8. Provide general clerical/administrative support e.g. data input, filing, invigilation of exams.
9. Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility
10. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, behaviour management, confidentiality and data protection, reporting all concerns to an appropriate person.

#### Knowledge and Experience:

##### Minimum

- Good general level of education to include Maths and English GCSE grade C or above.
- 2 years experience of working with young people.

##### Already have one of the following

- CACHE Foundation
- CACHE Certificate
- Certificate in Learning Support (Open College)
- Or equivalent

##### Training

- Have or are willing to obtain NVQ Level 2



**Decision Making:**

Working under the direction of the line manager/classroom teacher, some discretion to make minor decisions

**Contacts and Relationships:**

Headteacher  
Education professionals  
Parents  
Staff  
Pupils

**Creativity and Innovation:**
**Emotional Demands:**

Responsible for individuals/groups or classes of children, some will make emotional demands.

Job Scope: No & type of jobs Managed: 0

Typical tasks supervised/allocated to others:

Job Scope:

Budget:

Assets:

**Knowledge & Experience:**

- NVQ Level 3 Teaching Assistant or equivalent qualification
- At least two years relevant experience in delivering educational programmes to children
- Knowledge of First Aid
- IT literate with an understanding of using ICT to support learning

**Decision Making:**

- Manage pupil behaviour applying school procedures as appropriate

**Contacts and Relationships:**

- Support pupils in their learning, setting challenging expectations, promoting self-esteem and independence and encouraging good behaviour
- Support the teacher in delivering agreed learning activities in line with local and national strategies

**Creativity & Innovation:**
**Job Specific Competencies:**

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside the School procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the School's written procedures.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

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

Employee Signature:

Print Name:

Date

Line Manager's Signature

Print Name:

Date: