



COVER SUPERVISOR

RECRUITMENT PACK



CASTLE SCHOOL EDUCATION TRUST



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Letter from our Headteacher

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Thank you for your interest in joining Marlwood School as a Cover Supervisor.

This is a rare opportunity for you to join the team and be part of the exciting and vibrant wider Marlwood community, where every member of teaching and support staff play their part. We know just how important a decision this is for you as well as us and we hope this pack and the selection process enables us both to make the right decision.

Marlwood School is a gem of a school. Being appointed Head of School in September is something that I am really proud of. We are a smaller than average secondary school nestled in the heart of our community. We work tirelessly to ensure all our staff and students love coming to school.

Working as part of The Castle School Education Trust we ensure all our students pursue academic excellence and have a range of holistic development. Our staff are committed to our students and do everything in their power to ensure that each individual student realises and achieves their full potential.

At Marlwood we have a genuine sense of family and community at the school, we expect all in our school community to be resilient, respectful and responsible. We are committed to our pursuit of excellence and our high expectations are communicated to everyone who is part of the school community.

Although we are a smaller school we have a diverse community. Our key strength is that we celebrate difference and diversity in all aspects of our school life. We have a strong student voice and they reflect our inclusive ethos.

We have a team of committed teachers and support staff who work closely with our leaders to ensure our school is coherent in its philosophy and its ethos. Our holistic offer is broad and all our staff are committed to offering enriching experiences as well as academic delivery.

I believe our school is a really special place and would encourage you to visit and experience it for yourself.

I look forward to receiving your application.

A handwritten signature in black ink that reads "Helen Simmons". The script is cursive and elegant.

Helen Simmons, Head of School



About CSET

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Marlwood school is part of the Castle School Education Trust, a group of like-minded schools whose shared ambition is to provide A Great Education for Every Child. Whilst Marlwood retains its own unique identity and ethos, being part of a family of schools brings additional support as well as opportunities to share expertise, provision and costs across our schools.

Our trust comprises of four secondary and five primary schools in South Gloucestershire. We have a strong track record of school improvement, and a strong trend of improved outcomes and rising pupil numbers. You will be joining us at an exciting time, as we work collaboratively with eleven schools from TPLT in North Somerset, with an aim to join together to form Pathway Trust in the future.

As a trust, our ambition is to enable every child to experience a great education. We have a compelling vision for each of our schools based on a deep understanding of each community we serve. . Many of the challenges facing school leaders are common to all schools. Our approach to school improvement enables staff and pupils to benefit from the sharing of resources and expertise whilst remaining true to their unique identity and context. The Trust has employee development as a key priority.



CASTLE SCHOOL EDUCATION TRUST



Role information

Job Title: Cover Supervisor

Hours: 35 hours per week, term time only + INSET

Contract type: Permanent

Salary: CSET 9 £27,711 FTE, £22,546 prorated

About the role

You will supervise classes or groups of students, undertaking activities that have previously been prepared by appropriate teaching staff when the assigned teacher is not present on a short-term basis. There may also be a requirement to work with individuals or groups of students at other times to support learning or pastoral activities or to provide other relevant support to teaching staff.

About you

It is essential that you will have the ability to promote and safeguard the safety and welfare of students in accordance with CSET wide and school policies. You will be personable, approachable and a self-starter. You will be willing to learn and be interested in developing new skills. You'll have great organisational skills and be able to multitask. You'll be able to deal helpfully, politely and tactfully with colleagues, parents, pupils and senior management. You can manage your own workload and meet deadlines, which may at times be competing.

About us

Marlwood School is situated in leafy South Gloucestershire, less than 20 minutes away from the heart of the cosmopolitan vibrancy of Bristol City Centre. This is a unique opportunity; the school has a strong identity as a small rural school and is supported by a loyal and aspirational local community. It is located on a stunning site in Alveston, near to the Severn Estuary and with excellent transport links to the M5 and M4.

Our commitment is to provide each and every pupil with a high standard of education that sets them up for a happy and successful life.

We can offer you:

- Commitment to CPD and development of all staff including collaborative support and instructional coaching to allow teachers to thrive
- Commitment to inclusivity and fostering of diversity
- Values and vision that are lived not laminated
- Open and honest culture
- Local Government pension with up to 19% Employer contributions
- Up to 30% discount with Microsoft & Dell
- Discounted gym membership
- Life Assurance - 3 x Death in Service
- Cycle to work scheme
- Dedicated counselling service

In order to apply for this role please complete an application form by 9am, 19th June. Please let us know if you require any adjustments as part of the process.

Safeguarding Statement

CSET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Successful candidates are subject to child protection screening appropriate to the post, which will include an enhanced Disclosure and Barring Service check for the children's workforce and a Children's Barred List check.



Role profile

The postholder will be expected to act as an adult role model and has a responsibility to promote and safeguard the safety and welfare of pupils and students in accordance with CSET/School policies and procedures and any associated guidance. You will supervise classes or groups of students undertaking activities that have previously been prepared by appropriate teaching staff when the assigned teacher is not present on a short-term basis. There may also be a requirement to work with individuals or groups of students at other times to support learning or pastoral activities or to provide other relevant support to teaching staff.

Role Responsibilities

- To supervise classes or groups of students carrying out work that has been set in accordance with the school's policies and practices for teacher cover
- To manage the behaviour of students whilst they are undertaking this work to ensure a constructive and safe environment
- To respond to any questions from students about process and procedures
- To deal with any immediate problems or emergencies arising according to the school's policies and procedures
- To collect any completed work after the lesson and to provide it to the appropriate teacher
- To report back to the appropriate teacher using the school's agreed referral procedures on the behaviour of students during the class or any other issues that may be relevant. To supervise individuals or groups of students who have been removed from their normal classroom activities or to supervise students during breaks in the school sessions.
- To assist class or subject teachers with the delivery of learning activities by providing relevant support to individuals or to small groups of students either within the classroom or in other appropriate settings, including out-of-school visits.
- To contribute to the production, preparation and maintenance of teaching and display materials and resources with the class teacher or within the appropriate subject/faculty area.
- To undertake administrative or clerical tasks relating to classroom resources, student records or other relevant purpose
- To promote and reinforce school policies, practices and procedures, including an understanding of child protection and health and safety responsibilities.



Person Specification

- It is essential that you will have the ability to promote and safeguard the safety and welfare of students in accordance with CSET wide and school policies.
- You will be personable, approachable and a self-starter.
- You will be willing to learn and be interested in developing new skills.
- You'll have great organisational skills and be able to multitask.
- You'll be able to deal helpfully, politely and tactfully with colleagues, parents, pupils and senior management.
- You can manage your own workload and meet deadlines, which may at times be competing.





How to apply

COMPLETE

An application form via Eteach, ensuring to complete your full employment history

VISIT

Marlwood.com for more information about our School, our values, results and much more.

CONTACT

cset-recruitment@cset.co.uk
if you have any additional questions