MYTON SCHOOL

November 2022

Dear Colleague

Thank you for your interest in joining us at Myton School.

I am delighted that you have requested further information about this vacancy and hope that you will be sufficiently inspired to submit an application.

We warmly welcome informal enquiries to the Head of Department, or via our HR Team. The Deputy Heads, Simon Jones and Liz Curtis, would also be very happy to talk to you about the culture and ethos at Myton and our plans and aspirations for the future.

We are immensely proud of our school and our place in the local community and can assure you of a warm welcome if you do come to join our staff in the near future.

Yours sincerely



Andy Perry
Head Teacher

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MYTON SCHOOL IS THE TRADING NAME FOR MYTON SCHOOL TRUST
A COMPANY LIMITED BY GUARANTEE IN ENGLAND AND WALES UNDER COMPANY NUMBER
7669416 WHOSE REGISTERED OFFICE IS MYTON SCHOOL, MYTON ROAD WARWICK CV34 6PJ

MYTON SCHOOL

INFORMATION FOR APPLICANTS

Cover Supervisor

Closing date: 9.00am on 7 December 2022

The following guidance is to help you to provide the necessary information we need to give your application appropriate consideration and also give you an insight into how your application will be handled.

Covering Letter

Please attach a covering letter to explain the reason for your application and outlining your suitability for the role. This will assist those who are short-listing the applications and enable them to assess quite quickly how closely your application meets the criteria for the post (i.e. the person specification).

Application Form

A Myton School Application Form must be completed for you to be considered for the role. Please complete the online application form which you can access from our website. Alternatively you can request an application in Word format, or paper copy by emailing vacancies@myton.co.uk and making this request. You can include a CV as additional information if you wish. If you need to include more information on any section please attach a continuation sheet to your application form.

Please note that, if your application for employment is unsuccessful, Myton School will hold your data for 6 months after the relevant recruitment process. For further information on this, please refer to our Privacy Notice for Applicants.

Employment History

Please provide a FULL history of your current and previous employment and record any gaps in employment with details of your activities during these periods.

Returning Your Application

Completed applications and any supporting information should be received by the advertised closing date. NB: This is usually by 9.00am unless stated otherwise.

Online applications via the school website (www.mytonschool.co.uk) are preferred and should be submitted by the closing date.

- **E-mailed applications** should be sent to vacancies@myton.co.uk
- **Postal applications** please address as ***"Job Application for the post of …"*** to identify it more easily from the general post. *Please ensure correct postage (e.g. Large Letter) is used as Royal Mail will withhold all insufficiently stamped mail until a fee is paid by the school which could mean missing the closing date.*

References

Please contact your referees in advance and give them permission to provide a reference to us should we need to do so to abide by current Data Protection regulations.

Please provide details of two appropriate referees including your most recent employer and, if applicable, a reference from any previous educational employment you have had. We do not normally accept references from relatives, friends, work colleagues etc. or open references i.e. not written in relation to the specific post for which you are applying.

If your application is short-listed, references will be taken up before interview. This is to enable the panel to be aware of any information they may need to discuss with you at interview. If you don't want your referees to be contacted before interview, if your application is short-listed, please indicate this clearly on the application form.

Criminal Record Declaration

The post is exempt from the Rehabilitation of Offenders Act 1974 and therefore convictions, cautions, bind-overs, and warnings, including those otherwise regarded as "spent", must be declared. However, certain convictions and cautions are considered 'protected' meaning they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the government website https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974.

Should you have any record to declare please provide details on the Declaration form, that will be sent to short listed candidates, and bring this with you to interview in an envelope marked *Confidential FAO HR Manager*.

Short-listing

Short-listing normally takes place immediately after the closing date. The information you provide on the application form will be scrutinised and assessed against the criteria in the person specification, and the stated job requirements. This process will be carried out by more than one person to ensure objectivity.

Contacting You

We do endeavour to contact all applicants regarding the outcome of their application as a matter of courtesy. You should expect to receive a communication from us within two weeks of the closing date, although on occasions it may take longer than this (for example, if we need to involve a number of people in the short-listing process or over school holiday periods).

Attending Interview

If you are invited for interview you will be asked to bring certain documents with you including proof of identity (preferably photo-ID), a DBS Disclosure if you have one, the Criminal Record Declaration Form (in a confidential envelope) and any relevant qualifications. We may also conduct remote interviews via a video link where appropriate.

Enquiries

If you have any queries regarding your application or the information sent to you, or to confirm that your application has been received, please contact **vacancies@myton.co.uk** or 01926 493805 ext 209/237. Please use email only during school holiday periods.

Thank you for your interest and we look forward to receiving your application by the closing date.

Lisa Taylor

HR Manager

MYTON SCHOOL

PERSON SPECIFICATION

Cover Supervisor

*A = Application I = Interview

	Essential	Desirable	How Assessed *
Knowledge and Experience			
• Good standard of general education	E		A
• Experience of working with young people	E		A
• A good understanding of effective ways to manage behaviour	E		A/I
• GCSE Grade C or O Level in English and Maths		D	A
• A higher qualification e.g. A Level or beyond		D	A
• Knowledge of school policies and procedures e.g. Health & Safety, behaviour management, safeguarding		D	A/I
• Working in an educational environment		D	A/I
Skills and Abilities			
• High level of written communication and interpersonal skills	E		A/I
• Able to communicate appropriately and effectively with students	E		A/I
• Able to use initiative to deal with situations	E		I
• Able to manage individual and group behaviour	E		I
• Able to promote good behaviour in students	E		I
• Able to react confidently and positively to a variety of situations	E		I
• Able to implement the school systems for rewards, sanctions and behaviour	E		I
• A common send approach to problem solving	E		I
• Competence in ICT	E		A/I
• Ability to motivate others		D	A/I
• Time management skills		D	A/I
Personal Attributes			
• Suitable to work with children and safeguard their welfare	E		A/I
• To be motivational, approachable, enthusiastic and sympathetic in understanding the needs of students	E		A/I
• Confident, enthusiastic and self motivated	E		A/I
• Patient, caring, supportive and understanding of the needs of others	E		A/I
• A flexible approach to daily work schedules and willingness to show flexibility in the role	E		A/I
• Willingness and a positive approach to personal development and training	E		A/I
• Be willing to accept and adapt to changes in the role to meet the needs of the school	E		A/I

MYTON SCHOOL

JOB DESCRIPTION

Cover Supervisor

Post Title: Cover Supervisor

Reporting to: Cover & Operations Manager

1. **Job Summary / scope / purpose**

- Supervision of classes to cover short-term absence of teaching staff;
- Supervision of students in a designated area of the school grounds during lunch-time;
- Occasional in-class and/or administrative support if not required for cover;
- During exam periods, assist with Exam Invigilation under the direction of the Exams Manager.

2. **Key Responsibilities**

Cover Supervision

2.1. Receive the class and take the register;

2.2. Maintain good order and manage behaviour constructively in accordance with classroom procedures;

2.3. Keep students on task as necessary;

2.4. Respond appropriately to questions raised by students;

2.5. Collect any completed work and return it to the appropriate teacher;

2.6. Deal with immediate problems/emergencies according to school policies;

2.7. Close the lesson and dismiss the class appropriately;

2.8. Report back to the regular Teacher and/or Head of Department on any issues arising including behaviour of students during the class.

Lunchtime Supervision

2.9. Supervise students during part of the break/lunch arrangements in accordance with the duty rota;

2.10. Deal with routine acts by students which break school rules and report these to the appropriate Head of Year at the end of the lunch period;

2.11. Report serious problems or those requiring more serious intervention to the Leadership Team member on duty lead immediately;

2.12. Attend to any students who become sick or injured and where necessary:

- apply appropriate first aid or call the First Aider;
- notify the Deputy Head Teacher;
- in an emergency, call an ambulance and arrange for the student to be accompanied to hospital;
- after an accident complete the Accident/Incident form and submit it to the appropriate person.

In-class Support

2.13. Occasionally provide learning assistance to students in class as directed by the class teacher.

Administration

2.14. Assist with the administration and support of learning activities as required by Heads of Department, Heads of Year, Deputy Head/Head Teacher. Support may include researching educational trips/activities, accompanying students on visits, encouraging students' participation in school clubs and activities etc.

Exam Invigilation

2.15. Assist, as part of a team, in invigilating internal and/or external exams.

General

2.16. Any other duties commensurate with the role or grade at the discretion or direction of the Cover Manager, Heads of Department, Heads of Year or the Head/Deputy Head.

3. Responsibility for Staff

- The post-holder has no line management responsibility.

4. Level of Supervision

- The post holder will receive daily work direction from the Cover and Operations Manager.
- S/he will work mainly unsupervised in the classroom but will be subject to lesson observations from senior staff from time to time for feedback and development.

5. Summary of main terms and conditions

The above responsibilities are subject to the general duties and responsibilities contained in the Contract of Employment for Support Staff.

Grade	• Cover Supervisor scale C (points 8 to 11 on the NJC pay spine for Support Staff)
Salary range	• £22,777 to £24,054 per annum pro-rata.
Starting salary	• The actual salary, based on 32.5 hours per week, and the working weeks per annum including a pro-rata holiday entitlement per annum is £17,499 - £18,480. • The starting salary will normally be at the minimum of the salary scale, unless incremental points are awarded for previous skills and experience. Thereafter, progression will be by annual increments, subject to satisfactory performance.
Hours	• The appointment is for 32.5 hours per week, over 5 days of the week (Monday to Friday) with a daily (unpaid) lunch-break of 20 minutes. • Hours of work (start and finish times) will be as agreed with the line manager but will be approximately 8.20am to 3.30pm.
Working Weeks	• 39 working weeks a year including term-time (38 weeks a year) plus an additional 5 Staff Training days a year (39 weeks).
Probationary period	• New appointments are subject to successful completion of a six month probationary period (or 1½ terms).
Supervision of / support for students	• As part of your responsibilities you may be required to assist with the supervision of students at break or lunch time, or assist with students during Form Time, or with assisted reading.
Working Conditions	• Mostly office/classroom based. Some travel may be required in relation to trips and visits with students.
Notice period	• A minimum of 1 month in writing to end at the end of a calendar month (i.e. at least 1 complete calendar month).

The job description outlines in general terms the main responsibilities of the role, which the post-holder will be expected to undertake. It does not list all the tasks and duties of the post-holder or specify the particular amount of time to be spent on carrying them out and no part of it may be so construed.

The job/responsibilities described may vary or be amended from time to time without changing the overall level of responsibility associated with the post. The job description may also be reviewed and amended from time to time by the School in consultation with the post-holder, to reflect or anticipate changes in the job which are commensurate with the grade and job role.

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CONDITIONS OF SERVICE FOR SUPPORT STAFF

Summary for Applicants

The terms and conditions of employment are stated in full in the contract of employment. A summary of the main terms and conditions is outlined below. Applicants can request details on any terms and conditions not specified below from the HR Department.

Working Hours

Your normal working week will be as specified in the job description. The standard working week for full-time employees is 37 hours a week. The job description will specify whether your post is for work during term-time only, whether you are required to work during school holidays and Training Days whether you are required to work regular or occasional additional hours or overtime.

Salary and increments

The salary is normally based on an incremental scale. Subject to satisfactory service and at least six months' service in the grade, an increment is payable on 1st April each year until the maximum of the grade is reached subject to satisfactory performance.

For term-time employees, the annual salary is calculated on the number of weeks worked plus statutory annual leave and a pro-rata holiday entitlement for additional holiday above the statutory minimum. This is paid in equal monthly instalments throughout the year or for the duration of the contract.

The salary in the first year of employment will reflect the working weeks remaining in that leave year and therefore may be different to salary paid thereafter. Further details will be outlined in any offer of employment.

Probation Period

This appointment is subject to a 1½ terms or six-month probationary period.

Notice Period

You are required to give one month's notice in writing to terminate your employment.

Annual Leave

22 days' annual leave entitlement plus 12 Bank/Additional Holidays, rising to 25 days after 5 years' service (salary calculations for leave will be on a pro-rata basis for part-time staff, except for the statutory minimum entitlement).

Pre-employment checks

ID Checks: We will need to see original documentation that verifies your name, any change of name, date of birth, current address and photo ID. This will normally always include a birth or adoption certificate and a passport (if the applicant holds a passport).

Criminal Record: All employment within a school requires an Enhanced Disclosure from the Disclosure and Barring Service (previously the Criminal Records Bureau). It is therefore essential that you are willing to complete a Disclosure application if offered the post. The Disclosure will include details of any cautions, reprimands or final warnings, as well as convictions, including otherwise "spent" convictions and other relevant information, such as police enquiries and pending prosecutions. Further information can be found at https://www.gov.uk/criminal-record-checks-apply-role.

Eligibility to Work in the UK: Under the Asylum and Immigration Act 1996 it is a criminal offence to employ anyone who is not entitled to live and work in the UK. The successful applicant is therefore required to produce one or more documents as specified in the Home Office list of approved documents as proof of his/her eligibility to work in the UK. https://www.gov.uk/government/publications/right-to-work-checklist

Qualification: The successful candidate will also be asked to produce original certificates for any qualifications they hold which are relevant to the post to which they are appointed.

Health: The successful candidate will be required to complete a confidential medical questionnaire which will be assessed by our Occupational Health provider to ensure that s/he is able to meet the requirements of the role. In some circumstances a medical examination by a registered medical officer may be required.

Pension provisions

If you are over 16 you will automatically join the Local Government Pension Scheme (LGPS) unless your employment is on a casual basis. If you have made, or wish to make, alternative pension arrangements (e.g. the State Earnings Related Pension Scheme or a personal pension from an independent provider) you must apply to 'opt out' of the Local Government Scheme.

Continuous service

Myton School is an Academy Trust and therefore an employee's continuous service starts from the date s/he joins Myton School. The exception would be in the event of a redundancy where the academy recognises the effect of the redundancy payments (continuity of employment in local government, etc.) (modification) order 1999.

MYTON SCHOOL

SUPPORT PROGRAMME FOR NEW STAFF

Staff welfare

Promoting staff wellbeing is considered highly important at Myton; the school has a very proactive Wellbeing group that is involved in ensuring the welfare of staff through activities such as Well Being events, offering Flu- vaccinations on site and liaising with the senior leadership team on matters such as the school calendar to ensure workload is managed.

There is also a team of trained staff listeners, who can be available at a mutually convenient time, to have non-judgmental and supportive conversations on a one to one basis to support colleagues.

We also subscribe to Westfield Health, providing staff with free information, support and advice, including telephone or face to face counselling.

Mentors and Buddies

All new staff will be 'buddied' with a friendly face in school. This person will be a carefully selected volunteer who will have your interests at heart. They will be a point of contact within your department or area in school and will be able to take you through some of the school systems and procedures on a one-to-one basis. They will also ensure that you are able to access the right training and people to ensure your induction is completed.

Early Career Teachers (ECTs):

You will have access to professional dedicated support throughout your first two years of teaching through the ECF. The school and our approving body (Warwickshire LA) have drawn up a detailed policy outlining your entitlement and have ensured that procedures exist at all levels to provide appropriate and effective support where and when needed.

ECTs will have an ECT Mentor to guide them through the programme of professional development through the two years and department buddies and subject specialists will provide subject support in their areas of specialism. Our Induction Tutor will also work closely with your Subject Mentor to ensure you are receiving the support you require.

They will discuss your training needs with you regularly with dedicated weekly support with regular drop-in/surgery slots for discussion and support with aspects of teaching and learning, for example marking and feedback. Additional peer support sessions in school will aim to provide additional guidance/support to complete your weekly training activities as part of the ECF as you progress through the ECT programme. You will receive regular feedback through observations of your classroom teaching and learning walks to facilitate development of your pedagogy and professional practices, both through department and mentor guidance. As part of the assessment process, required by the Warwickshire LA, a statutory online report to the Local Authority is managed by the work of the Induction Tutor at the end of each term.

Training, support and assessment

Your Induction training will include the important basics including Safeguarding and Child Protection, Health and Safety, Data Protection and if appropriate, relevant software. In addition, there is a comprehensive annual programme of Twilight training sessions and all staff are invited to participate in any whole school training activities that they feel are appropriate to their needs.

All staff participate in an annual review process which provides an opportunity for an in-depth discussion with the line manager to agree work objectives and areas for future support as well as appropriate training and development.

The school is committed to providing the best possible professional support for ***all newly appointed colleagues*** Including regular monitoring, feedback and support.