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RATTON SCHOOL

JOB APPLICATION PACK

COVER SUPERVISOR



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WELCOME FROM THE HEADTEACHER

Dear Applicant,

Thank you for your interest in joining Ratton School. We are a vibrant, student-focused school and part of the South Downs Learning Trust, committed to creating a welcoming, supportive, and inspiring environment for both students and staff.

At Ratton, we don't just teach subjects – we develop confident, creative and compassionate young people who are ready for life beyond the classroom. Our team is dedicated to ensuring every student thrives, and we are looking for motivated, dynamic individuals to join us in making a difference.



Why Join Us as a Cover Supervisor?

We understand that stepping into a classroom as a Cover Supervisor might seem daunting, but at Ratton, you won't be on your own. You'll be part of a friendly, experienced team who will support and guide you, equipping you with the skills to manage classrooms confidently.

This role is perfect for those considering a future in teaching or looking for a rewarding position in education. You'll gain invaluable hands-on experience leading lessons, supporting students and playing an active role in school life.

What You'll Love About This Role:

- ✓ A vibrant and supportive school community where your work is valued.
- ✓ The chance to develop leadership skills in a classroom setting.
- ✓ A fantastic stepping stone into teaching – many of our Cover Supervisors go on to complete teacher training!
- ✓ A dynamic role where no two days are the same – if you love variety, this is for you.
- ✓ Opportunities to specialise in subject areas you enjoy, gaining experience in different departments.
- ✓ Involvement in key school processes, including the chance to support with exam invigilation during exam periods—an excellent way to gain insight into assessment procedures and support students in a calm and focused environment.
- ✓ The satisfaction of making a real difference in students' lives.

What We're Looking For

We are seeking enthusiastic, confident individuals with great communication and people skills. If you're passionate about education, enjoy working with young people and are looking for an engaging and fulfilling role, we'd love to hear from you!

This is an ideal role for graduates or those considering a career in education – but you don't need previous teaching experience. We provide full training and ongoing support to help you succeed.

I look forward to receiving your application and discussing how you can become part of our fantastic team at Ratton School.

Kind regards,



Gavin Peevers
Headteacher

ABOUT RATTON SCHOOL & THE SOUTH DOWNS LEARNING TRUST

Ratton School is a thriving, inclusive secondary school in Eastbourne, East Sussex. We are part of the South Downs Learning Trust, which includes a network of schools collaborating to achieve excellence in education. This partnership enhances the opportunities available to both staff and students, as we share resources, best practices and support for professional development.

As a member of the South Downs Learning Trust, we benefit from the Trust's wide-reaching network, which includes ongoing professional development, access to innovative teaching methods and opportunities for career progression. We pride ourselves on fostering an inclusive and supportive working environment where all staff are valued and encouraged to grow.

At Ratton, we are passionate about nurturing confident, compassionate and creative individuals who are equipped to succeed in all aspects of their lives, both now and in the future.



OUR VISION & VIRTUES

At **Ratton School**, our goal is to develop caring, confident, and creative students who achieve excellence in all aspects of their learning. Our motto is “**Achieving Together**” – a commitment to ensuring that every member of our school community is supported and empowered to reach their full potential.

We base our work on the following six core virtues, which we believe are key to success in life:

Compassion

Showing kindness and caring for others and the environment.

Respect

Acting with respect toward others both inside and outside of school, valuing diversity, and avoiding discriminatory language.

Creativity

Being curious about the world, solving problems, and asking thoughtful questions.

Teamwork

Achieving together by working as part of a team. Understanding that we all have to do our fair share and get along with different people.

Effort

Putting effort into all aspects of school life. Demonstrating resilience when faced with a challenge.

Responsibility

Taking responsibility by being in the right place, at the right time, doing the right thing.

JOB DESCRIPTION

| | |
|------------------------|---------------------------------------|
| Job Title: | Cover Supervisor |
| School: | Ratton School |
| Grade: | Single Status 4-5, points 9-13 |
| Responsible to: | Cover Manager |

Main Purpose

The post holder will be responsible, in the absence of the class teacher, to work as a cover supervisor in the school or department under the supervisory arrangements established by the school.

In addition to their core responsibilities, they will be expected to uphold the safeguarding and welfare of students at all times, in line with school policies and statutory requirements.

Main Tasks

- To undertake whole class supervision in the absence of the class teacher, setting work previously prepared by the teacher.
- To develop curricular knowledge as required by the school.
- To apply the school's behaviour management policy and report any difficulties to the class teacher/curriculum leader.
- To set homework previously prepared by the teacher.
- To mark elements of class work under the guidance of the class teacher.
- To undertake observations of the students and contribute to student records.
- To administer class tests.
- To assist with exam invigilation duties during exam periods, ensuring that examination conditions are maintained in line with school and exam board regulations.
- To support class teachers in lessons when not needed for cover.
- To participate in class/department trips and outings where appropriate.
- To attend school/department meetings to contribute to the discussions about individual students.

- To provide consistent and effective support in line with the requirements and responsibilities of your role.
 - To take part in training activities offered by the school and county to further knowledge.
 - To contribute to school events e.g. preparation for Open Evening/parents' evenings.
 - To abide by and work towards all the policies within the school e.g. behaviour management, Health & Safety, Equal Opportunities.
 - To carry out the above duties in accordance with the Trust's Equal Opportunities Policy.
 - To **promote and safeguard the welfare of children** in your care, ensuring that all safeguarding policies are followed and that any concerns are reported to the Designated Safeguarding Lead (DSL).
 - To comply with the school's safeguarding procedures and any relevant guidance from **Keeping Children Safe in Education (KCSIE)**.
 - To ensure all interactions with pupils adhere to the school's safeguarding and behaviour policies, particularly in areas of pastoral support, supervision, or direct pupil contact.
 - To attend safeguarding training and stay up to date with any changes in statutory safeguarding responsibilities.
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This job description sets out the duties of the post at the time when it was drawn up. Such duties 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 cannot of themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION

Essential Key Skills and Abilities

- Ability to provide classroom cover – within agreed parameters – in the absence of the class teacher.
- Ability to consistently and effectively implement agreed behaviour management strategies.
- Ability to use language and other communication skills that students can understand and relate to.
- Able to converse at ease with customers and provide advice in accurate spoken English.
- Ability to establish positive relationships with students and empathise with their needs.
- Ability to demonstrate active listening skills.
- Ability to provide levels of individual attention, reassurance, and help with learning tasks as appropriate to students' needs, encouraging the students to stay on task.
- Ability to monitor the students' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- Ability to carry out and report on systematic observations of students' knowledge, understanding, and skill.
- Ability to assist in the recording of lessons and assessments as required by the teacher.
- Ability to offer constructive feedback to students to reinforce self-esteem.
- Ability to work effectively and supportively as a member of the school team.
- Ability to work within and apply all school policies, e.g., behaviour management, child protection, Health & Safety, and Equal Opportunities.

Essential Education and Qualifications

- QCF Level 2 in Maths and English.

Desirable Education and Qualifications

- NVQ Level 3 for Teaching Assistants or equivalent.

Essential Knowledge

- Knowledge of the legal and organisational requirements for maintaining the health, safety, and security of yourself and others in the learning environment.
- **Knowledge of safeguarding procedures** and responsibilities when working with children.
- Familiarity with **Keeping Children Safe in Education (KCSIE)** guidelines and statutory safeguarding requirements.
- Knowledge of SEN Code of Practice.
- Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the students.

Essential Experience

- Experience of supporting children in a classroom environment.
- Experience of using Information Technology to support students in the classroom.
- Experience of common ICT applications such as Microsoft Office or equivalent.
- Experience of safeguarding children or working in environments where safeguarding responsibilities are essential.

Desirable Experience and Qualifications

- Previous experience of working in a school or with children.
- **Safeguarding qualification** or training in child protection.

Personal Attributes

- Ability to demonstrate commitment to Equal Opportunities.
- Commitment to safeguarding and promoting the welfare of children.
- Ability to work discreetly and sensitively with confidential information.
- Willingness to undertake **further safeguarding training** to ensure compliance with safeguarding responsibilities.
- Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge.

STAFF BENEFITS & INCENTIVES

At the South Downs Learning Trust, we are dedicated to creating a supportive and rewarding work environment for our staff. We believe in attracting, retaining and nurturing talented professionals who share our commitment to education. To support this goal, we offer a comprehensive range of benefits designed to enhance wellbeing, encourage professional growth and ensure a positive work-life balance.

| BENEFIT | | DESCRIPTION |
|--|---|--|
| Comprehensive Induction Programme |  | A thorough induction to ensure a seamless transition into your role at Ratton School. |
| Career Development and CPD |  | Professional development opportunities tailored to your career aspirations and goals. |
| Support and Mentoring |  | Ongoing support from Senior Leadership Team and experienced mentors to help guide your career progression. |
| Bike to Work Scheme |  | Salary sacrifice scheme offering discounts on bikes and equipment. |
| Complimentary Breakfast |  | Enjoy a free daily breakfast, including a choice of bagels, cereal, porridge and tea. |
| Employee Assistance Programme |  | Confidential advice, counselling and support for personal and professional challenges. |
| Staffroom Amenities |  | Complimentary tea and coffee available in our staffroom to relax and recharge. |
| Healthcare Benefits |  | Subsidised membership with Benenden Healthcare for additional health support. |
| On-Site Parking |  | Free, secure on-site parking for staff. |
| Childcare Support |  | Free Breakfast Club or After School Club places for Trust staff with children at Ocklynge Junior School. |
| Exclusive Sports Membership |  | Discounts at Eastbourne Sports Park to promote physical health and wellness. |

TERMS OF EMPLOYMENT

Grade: Single Status 4-5, points 9-13 (£24,404 to £25,583 fte) per annum, pro rata.

Actual Salary: £17,807.71 gross per annum = £1,483.97 gross per month.

Hours: 31.25 hours per week to be worked 8.30am-3.15pm (Mon to Fri) with a 30-minute unpaid break daily.

Contract: Permanent, term time only & holiday pay entitlement.

IMPORTANT DATES

Closing Date for Applications: Midday on Tuesday 22 April

Ensure your application is submitted by this date to be considered.

Important Reminder:

Early applications are encouraged. We reserve the right to review applications upon receipt and close the advert early if a suitable candidate is found.

Interview Date: TBC

Successful candidates will be contacted for an interview on or around this date.

HOW TO APPLY

Thank you for your interest in joining our team at Ratton School. Please follow the steps below to apply for this position:

APPLICATION PROCESS

1. Application Form:

Access the application form via the **Vacancies page** on our website at [Vacancies | Ratton](#) or alternatively, you can use the forms provided through **TES** or **Gov.UK** platforms if applying via those channels.

2. Submission:

Submit your completed application form to **Mrs Barrow**, Trust Executive Assistant, at ibarrow@ratton.co.uk before the specified closing date and time.

3. Important Notes:

- **CVs will not be accepted** in the interest of safeguarding. Applications must be submitted using the designated form.
- Ensure your application addresses the essential **selection criteria** outlined in the job pack, as shortlisting will be based on how closely your application matches these criteria.
- Please provide details of any **employment gaps** within your application.

PRE-APPOINTMENT CHECKS

As part of our safer recruitment process, the successful candidate will undergo the following checks:

- **Right to Work:**

You will need to demonstrate the right to work in the UK.

- **References:**

Written references will be requested prior to the interview stage. Please ensure your referees have accurate contact details and permission for us to contact them.

- One referee must be your current or last employer.
- If you work in a school, one referee must be your current Headteacher.

- **Enhanced DBS Check:**

This role requires an enhanced **Disclosure and Barring Service (DBS)** check, as the position is exempt from the **Rehabilitation of Offenders Act 1974**.

- **Online Searches:**

Online checks will be conducted for shortlisted candidates as part of our due diligence process to ensure the suitability of candidates for the role.

SAFEGUARDING AND EQUAL OPPORTUNITIES

Safeguarding Commitment:

We are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment.

Equal Opportunities:

Ratton School is an equal opportunities employer and welcomes applications from all qualified candidates.