



Rotherfield
Primary School



Cover Supervisor

Newington Green and Rotherfield Primary
Schools

Closing date: 19th February 2023, job reference: RTH/1285



**Welcome and information about the Newington
Green and Rotherfield Primary Schools**



Dear Applicant,

I am delighted that you are interested in joining the team here at Rotherfield or Newington Green.

This pack provides some more detailed information and will hopefully give you a good insight into our ethos. Both schools are happy, and dynamic with high expectations of our pupils. We serve a diverse, inner London community and work with a wide range of partners.

We need staff who will thrive on a challenge, enjoy working as a team and who will not be scared of trying new ways of doing things. **To work in either school, you will need to be passionate about improving the life chances of pupils and their families. For our children an excellent education will make a defining difference in their lives- and it essential that we recruit staff who share our commitment.**

You will find both schools to have a friendly and committed staff who really believe in our children and their ability to positively affect children's lives. You can expect from us a school committed to your professional learning, and a supportive leadership team.

The role of Cover Supervisor is a key role. You will be part of a dynamic and effective support staff team, covering classes in the absence of teachers and supporting children to access learning through small groups, or working in class with them and their teachers. You will need to be confident working with small groups and whole classes of pupils, and really believe that our children can achieve highly.

We are looking for 2 cover supervisors at Rotherfield to start with us as soon as possible, but will be flexible on timings to suit our candidates.

I would love you to visit us and get a sense of what our school is like. Please call the office and make an appointment. I am also happy to discuss applications over the telephone or on teams/zoom.

Yours sincerely,

Abi Misselbrook-Lovejoy
Executive Headteacher



Rotherfield Primary School
<http://www.rotherfieldprimaryschool.co.uk/>

Rotherfield is a vibrant, two form entry school, with Nursery, serving a diverse community in Islington. Rotherfield is situated just off Essex Road in Islington, with good transport links.

Rotherfield is a four storey Victorian building. In the corner of our playground, we have kitchen garden beds and fruit trees making our fabulous 'edible garden'. The school has recently refurbished its EYFS playground, all classrooms, and hall spaces and also gets to use some greenspace land opposite the school as an extra playground and outside learning space.

The school has approximately 56% free school meals entitlement and over 25 languages spoken as first languages in the homes of its pupils. We run an 'Out and About' programme which means pupils do about 36 visits throughout their schooling with us to enhance their wider learning and cultural opportunities (ballet, opera, canoeing, zoo, national museums etc)

We were rated good at our last inspection (February 2018) and are working hard to continuously improve. Rotherfield has an established partnership with another Islington School (Newington Green). The Governing Board Federated in July 2022, following 5 years of working together. Our Executive Head works across both schools, and we work closely in partnership with 24 other Islington Schools through a collaborative network called Futurezone. We love working together to improve things for our children!
<http://futurezone.org.uk/>

We have the following staff working across both schools: Home School Worker, Music Specialist, Premises Assistant, Spanish Specialist, Business Manager, Executive Head, Head Chef, and a Computing Specialist.

We run wrap around care from 7.45am to 6.30pm and have a range of enrichment clubs for pupils to attend.

Our classes have bespoke storage, new furniture and upgraded IT capacity. We have a specialist storage area for teaching resources and staff work area where they can plan and be near resources to select them for lessons. We are also lucky to benefit from a computing space and an art/music studio! We have further plans to develop our playground and children's toilets soon.

The very best way to find out if Rotherfield is right for you is to come and visit us! This will give you a real sense of what it would be like to work here.



Newington Green Primary School

www.newingtongreen.co.uk

Newington Green is a vibrant, two form entry school, with Nursery and two-year-old provision, serving a diverse community in Islington. Most pupils are of minority ethnic origin with Turkish, Somali and Bengali being the largest ethnic groups in the school.

The school has approximately 44% free school meals entitlement and over 25 languages spoken as first languages in the homes of its pupils. We run the cultural entitlement programme which means pupils do about 36 visits throughout their schooling with us to enhance their wider learning and cultural opportunities (ballet, opera, canoeing, zoo, national museums etc)

We were rated good at our last inspection (March 2017) and are working hard to continuously improve.

The school had a multimillion-pound refurbishment to the main, and 2 subsidiary buildings. The quality of the learning and working environment is now exceptional. Classrooms have bespoke storage, we have a cookery suite, performance hall, gym hall, dining hall, art studio, Spanish Studio, Music Studio, Parent hub, conference suite and group rooms for each year group. All of our playgrounds have also been redeveloped and the quality of the spaces is fantastic for learning and playing.

We have a large kitchen onsite, with an additional room that has cooking facilities for

staff and children. We have growing beds for vegetables and want to further develop our food provision.

On our website you will find many of our school policies. The Learning Policy, Behaviour Policy and Marking and Feedback Policy will help give you an idea of how we work and our expectations here.

In 2016 we began a partnership with Rotherfield Primary School. In this partnership we share staff and resources with the aim of securing the best provision for our pupils. We Federated in July 2022, and now share a Governing Board committed to driving improvement in both schools. We have the following shared staff across both schools: Home School Worker, Premises Assistant, Spanish Specialist, Business Manager, Executive Head, Head Chef and a Computing Specialist.

We run wrap around care from 7.30am to 6.30pm and have a range of enrichment clubs for pupils to attend.

We work closely in partnership with 24 other Islington Schools through a collaborative network called Futurezone. We love working together to improve things for our children!



Why do staff work here?

Ciara

I came to Rotherfield as an NQT about 10 years ago and think so highly of the place that I have not wanted to leave!

The school's location in the dynamic borough of Islington means that it is an interesting and diverse area to live and work in.

In my time at Rotherfield, I have been able to develop professionally through leading a range of subjects including Music, PE, and Maths; ultimately becoming part of the Senior Leadership Team as an Assistant Head.

The school has a very special community feel and has become a home away from home for me.

There is great parental involvement through the Friends of Rotherfield; a friendly and hard-working staff and a supportive governing body who really care about the school.

Most of all, the children are wonderful, and I consider it a privilege to work at Rotherfield Primary School.





Why do staff work here?

Janet- Both Newington Green and Rotherfield staff member

As part of the Subject Specialist Team, I teach Spanish from Reception to Year 6 across the partnership. Teaching every child in two schools every week requires a lot of energy and meticulous organisation, but I love the variety this model offers, delivering my subject across the age range, adapting language and activities to each cognitive stage.

As a subject specialist, I'm expected to design and deliver a creative curriculum which complements and enriches that of each main school. I'm supported in this by research-led teaching and learning CPD and we're encouraged to challenge our thinking and practice. The buildings and outside spaces in each school have very distinct architectural styles but both have been modernised to create great spaces in which to teach and learn.

When I started the role, I was struck by the children's growth mindset. I love working with such enthusiastic learners. They amaze me every day!





Information about the Cover Supervisor role



Rotherfield Cover Supervisor

- **Salary Grade Range:** NJC SC6
- **Actual Salary:** £25,979 - £27,331 per annum depending on experience and skills
- **Contract:** Full-Time, 32.5 hours per week, term time only
- **Start date:** Flexible depending on candidate

Benefits of working with us...

Term time only working, suits childcare needs and gives ability to have a good work life balance- 13 weeks holiday a year!

Pension- our staff are in Teachers or the Local Government pension scheme. This is an excellent benefit for staff as pension contributions from us vary between 20-25% of your pay. You will not get this offer in the private sector!

Childcare- our staff have reduced wrap around childcare costs if they attend our schools. We can find them spaces to learn and to be well cared for while you are at work!

Flexibility- most of the work can be done from either of our school sites- so you can choose the easiest one as your main base to support your commute. We will also consider some home/flexible working for an exceptional candidate.

You are someone who:

- Has strong behaviour management skills- so that they can work independently across age groups.
- Has actively sought experience/or has experience in leading whole class sessions
- Has experience in working with children in a school setting
- Has a level 3 or equivalent qualification
- Has experience of leading play activities at lunch

We offer:

- Pride in our diversity and sense of community.
- A dynamic federation.
- Great children who want to learn.
- Supportive management and Governance, with ambitious expectations.
- A strong sense of teamwork and collaboration.
- A commitment to excellent professional development for all staff.

Visits to the school are encouraged and can be organised by contacting the Rotherfield school office on 020 7226 6620.

Closing date: Midnight on 19th February 2023

We reserve the right to appoint before the closing date if a suitable candidate is found. Early application is encouraged.

To apply for the role, visit www.islington.gov.uk/jobs.

Newington Green and Rotherfield Schools are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants.

In line with KCSIE 2022 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.



Job Description

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|--------------------------|--|--|
| Position | Rotherfield Cover Supervisor | |
| Grade | Scale 6 | |
| Hours | Full-Time, 32.5 hours per week, term time only | |
| Responsible to | Head of School | |
| Key Relationships | Heads of School | Governors/Staff Parents/Stakeholders/Children |

Newington Green and Rotherfield Primary Schools are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment.

Purpose of the Post

To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils, to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

To supervise whole classes during the short-term absence of teachers. Cover Supervisors will give instructions for the lesson as provided by a teacher and the primary focus of the role will be to maintain good order and to keep pupils on task. Cover Supervisors will respond to general questions and provide general

feedback to teachers but will not be required to undertake 'specified work' (planning, preparation, delivery, assessment, recording and reporting of achievement, progress and development). Cover Supervisors will not therefore be subject to a 'system of supervision' other than the general supervision applicable to all staff and will act under the professional direction of teachers.

To lead on the playground provision at lunchtime, working in partnership with other staff.

Duties and responsibilities

Main Duties

- Work as part of the staff team at the direction of the Headteacher/Assistant Headteacher/ Class Teacher to support teaching provision and pupils' learning.
- Under the guidance of the Class Teacher, to work with individuals and groups of pupils in class, including those pupils with additional educational needs, Special Educational Needs or ECHPs, to help them to achieve to the best of their ability.

- At the direction of the Class Teacher, to help to plan and organise learning activities. Help to develop and prepare resources, and plan and implement strategies for teaching and learning for individuals and groups of pupils, taking into account their specific needs, including Special Educational Needs.
- Support the teaching of the Curriculum and assist pupils to access the full curriculum. Be familiar with lesson plans, individual targets and learning objectives.
- Monitor the progress of identified pupils, keep written records consistent with school systems and provide the teacher with feedback on pupil progress in relation to provision.
- Provide support for pupils' emotional and social development by encouraging and modelling positive behaviour, and dealing with disruption as agreed in the school's Behaviour Management Policy. Contribute to programmes of support for identified pupils.
- Ensure the physical welfare of pupils and assist pupils with their physical needs as appropriate and agreed, e.g. assisting with lifting.
- Communicate and liaise with other members of the school staff and act as co-coordinator/link person to other teaching assistants.
- Disseminate information to support staff in order to ensure the most effective provision for pupils' academic, emotional and social development and act as mentor to newly recruited Teaching Assistants where required.
- Under the direction of the Class Teacher, communicate and liaise with professionals from outside the school and implement their advice in provision for individuals or groups of pupils.
- Under the guidance of the SENCO, contribute to setting individual targets. Attend and contribute to meetings to review pupils' progress and contribute to written reports.
- In collaboration with the Class Teacher, communicate and liaise with parents and carers to facilitate the progress and inclusion of pupils, e.g., by acting as key worker or implementing home-school liaison systems.
- Supervise pupils in the playground and plan and organise playtime activities.
- Attend outings with pupils, in accordance with school policies and safety guidelines, providing assistance with pupils' care and welfare and with the learning activities undertaken.
- Undertake any other reasonable duties from time to time as may be directed by the Headteacher or his/her nominee
- Undertake an area of responsibility e.g., act as coordinator for other teaching assistants, co-ordinate training programmes as directed by the headteacher (or representative).



Personal Responsibilities

- Be aware of key school plans, policies and procedures, especially the School Development Plan, Health and Safety Procedures and Child Protection Procedures.
- Take part in Performance Management in order to identify and agree development and training needs.
- Within your contracted hours, and as identified in Performance Management Processes, undertake specific training such as may be required to enable you to provide the school with effective support. Training may be provided centrally or in school.
- Within your contracted hours, attend staff meetings as required.
- Understand the specific learning and physical needs of the pupils you support and know how to respond appropriately.
- Respect the confidentiality of pupil information and respond sensitively to pupils' needs.
- To take responsibility for safeguarding and promoting the welfare of children.
- To undertake other duties appropriate to the post that may reasonably be required from time to time.
- Able to form and maintain appropriate professional relationships and boundaries with children and young people.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.

- To undertake training and professional development as appropriate.

Cover Supervisor Duties

These duties to be carried out when fulfilling the role of a cover supervisor:

- Supervise pupils engaged in learning activities
- Act as a role model and set high expectations of conduct and behaviour
- Promote the inclusion and acceptance of all pupils within the classroom
- Keep pupils on task and respond to general queries
- Responding to any questions from pupils about process and procedures
- Provide objective and accurate feedback to the teacher on the conduct of the lesson
- Keep appropriate records as agreed with the teacher
- 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

Performance Standards

- To ensure that the school's customer care standards are met and adhered to.
- At all times to carry out the responsibilities of the post with due regard to the school's Equal Opportunities policy.

Confidentiality

- The nature of the job requires a high degree of initiative, confidentiality, tact and discretion when giving or receiving information, which could be confidential
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people

Performance Standards

- To ensure that the school customer care standards are met and adhered to
- To ensure that all duties are performed in accordance with the Council's financial regulations
- At all times to carry out the responsibilities of the post with due regards to the Equalities Act.

Fundamentals to fulfilling the responsibilities of this post is the ability to respond flexibly, positively, and successfully to the ever-changing pressures which schools face. This Job description is a guide to the level and range of responsibilities, which the postholder will initially be expected to undertake. It's neither exhaustive nor inclusive and will be changed from time to time, to meet the changing circumstances and demands. It will not form part of the post-holder's contract of employment.



Values and Culture

- . Ensure the highest expectations and standards are maintained around financial probity, equalities, and safeguarding.
- . Maintain open and honest communication with Governors and school leaders.
- . Maintain a positive, solutions focused attitude to problems.
- . Create an enabling and flexible culture around admin and premises, focused on supporting school leaders, staff, pupils, parents and external agencies to fulfil their functions effectively.
- . Respond positively to constructive feedback.
- . Maintain a reflective, proactive and creative approach to school improvement.



Personal Responsibilities

- To be always professional in dress and manner
- To treat all staff, parents, carers, visitors and pupils with respect and courtesy.
- To be responsible for own career development and undertake training, professional development, and other learning activities as appropriate.
- Be aware and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the relevant person.
- Be a suitable person to work with children and undertake an Enhanced Disclosure and Barring (DBS) check and other employment checks

The Cover Supervisor is required to safeguard and promote the welfare of children and young people, promote, and inform the ethos of the schools, and follow school policies, especially ensuring that they operate within the schools' equalities policies and the staff codes of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head.

Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively, and successfully to the ever-changing pressures which schools face.

This job description is a guide to the level and range of responsibilities, which the post-holder will initially be expected to undertake. It's neither exhaustive nor inclusive and will be changed from time to time, to meet changing circumstances and demands. It will not form part of the post-holder's contract of employment.

Person Specification

Essential Criteria

- Demonstrate levels of numeracy & literacy equivalent to GCSE (A-C) (or by test)
- Experience of working with children (either paid or unpaid capacity) preferably in an education setting
- Attend induction training (for level 1 a willingness to attend); NLS, NNS, ALS, ELS, FLS training as appropriate and training relevant to the post
- Attend school training sessions
- NVQ Level 3 (or working towards) or equivalent accredited qualification
- Evidence of specialism in specific curriculum areas or areas of learning difficulty

Skills, knowledge and abilities

- Able to form and maintain appropriate professional relationships and boundaries with children and young people
- Ability and willingness to work as part of a team
- Working knowledge of ICT to support learning
- Ability to supervise pupils effectively both in and out of school in line with the school's behaviour policy.
- Ability to communicate effectively with a range of people.
- Ability to organise the classroom activities e.g., preparing and setting out resources (under direction).
- Ability to organise the classroom activities e.g., preparing and setting out resources and implementing strategies for T&L (under direction).
- Ability to deal with sensitive information in a confidential manner.
- Understanding of basic First Aid procedures.
- Knowledge & understanding of the National Curriculum including the literacy and numeracy strategies.
- A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.

- A commitment to deliver services within the framework of the school's equal opportunities policy.
- Understanding of and commitment to work within the scope of school policies and procedures.
- Knowledge & understanding of the school's health and safety policy.
- An understanding of the importance of lesson plans, IEPs and learning objectives and to contribute to their learning.
- Willingness to attend and participate in meetings to review pupils' progress
- Ability to monitor and evaluate pupils' performance
- Ability to update and maintain accurate pupil records using the school's systems in place.
- Ability to deliver NLS units to groups of pupils e.g. ALS, ELS, FLS.
- Ability to undertake and take a lead responsibility e.g. to act as coordinator for other teaching assistants, to coordinate training programmes, organise reading recovery programmes etc
- To induct new TA s
- Ability to deliver services to customers meeting the school's standard for customer care.
- A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service
- A commitment to deliver services with the framework of the school's equal opportunities policy.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.

Personal qualities

- Commitment to promoting the ethos and values of the schools and getting the best outcomes for all pupils
- Commitment to acting with integrity, honesty, loyalty, and fairness to safeguard the assets, financial probity and reputation of the school
- Ability to work under pressure and prioritise effectively, continuing to meet deadlines, produce high-quality work and maintain a friendly and professional disposition
- Ability to build and maintain an effective working relationship with a wide variety of people, including appropriate relationships and personal boundaries with children
- Commitment to always maintaining confidentiality
- Commitment to safeguarding and equality.



How to apply

Application Deadline

Completed application forms must be received by Midnight on 19th February 2023.

We retain the right to appoint a suitable candidate before the deadline if one can be found. Early applications are therefore encouraged.

To apply

Please apply online at www.islington.gov.uk/jobs.

Contact

To find out more about the role, please contact either school office to arrange a time (Rotherfield – 020 7226 6620).

Completing your application

Please read the job description and person specification carefully. You should demonstrate on your application how you meet the requirements of the post according to your qualifications, skills, abilities and experiences. Please ensure to address each criteria of the person specification as this will be used to assess your suitability for the post.

Guidance notes on how to apply for a job within schools and the policy on the recruitment employment of ex-offenders are available as attachment within the online job listing. Please refer

to those before submitting your application.

Shortlisting and selection procedure

The shortlisting and selection will be made by a panel of senior leaders. Shortlisted candidates will be notified immediately after shortlisting has taken place and will be provided with further information on the selection process.

Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

References

Candidates are advised that references will be taken up during the shortlisting process. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least two professional references are required.

The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.



Matthias Road, London, N16 8NP

Tel: 020 7254 3092

Email: admin@newingtongreen.co.uk

www.newingtongreen.co.uk

Executive Headteacher: Abi
Misselbrook-Lovejoy

Head of School: Mairead McDonnell

Newington Green Primary School

Rotherfield Primary School

Rotherfield Street, London, N1 3EE

Tel: 020 7226 6620

Email: admin@rotherfield.islington.sch.uk

www.rotherfieldprimaryschool.co.uk

Executive Headteacher: Abi
Misselbrook-Lovejoy

Head of School: Joanna Jones

