



# SIDMOUTH COLLEGE

## Cover Supervisor & Sports Coach



*believe • inspire • succeed*

Ted  
Wragg  
TRUST

# Welcome to Sidmouth College

Dear Applicant

Thank you for your interest in the post of Cover Supervisor & Sports Coach at Sidmouth College. The College is part of the Ted Wragg Trust (TWT) which is an ambitious and inclusive Trust of schools strengthening our communities through excellent education.

The College currently has 872 students on roll of whom 119 are in the Sixth Form. The majority of our students are drawn from four local feeder schools, in Sidmouth, Sidbury, Newton Poppleford and Branscombe. The College is in a beautiful setting within the Sid Valley and the East Devon area of outstanding natural beauty.

Our vision is for vibrant and inspirational teaching that raises aspirations; challenges and engages, and prepares every student for lifelong learning. At Sidmouth College learners *believe* they can *succeed*, teachers *inspire* and everyone strives to be the best that they can be.

The College buildings sit within an attractive 13 acre campus and staff take every opportunity to make use of the natural environment on our doorstep to support students' learning and creativity. The vast majority of our 1960s buildings have now been replaced with modern, state of the art facilities, including classrooms, technology workshops and seven new Science laboratories and preparation facilities which create a fantastic modern learning environment.

We were delighted to be again judged as Good in the most recent Ofsted report in May 2022, which recognised our continuous improvement in achieving positive outcomes for all students.

The enclosed job description outlines the responsibilities of the role.

If you have any questions please contact the Leadership Team Assistant, Mrs Jo Liddle, on 01395 514823 or [jliddle@sidmouthcollege.devon.sch.uk](mailto:jliddle@sidmouthcollege.devon.sch.uk)

Yours faithfully



Mrs S Parsons

Principal



# Introduction

## Sidmouth College is a thriving 11-18 community college located in the Devon countryside.

At Sidmouth College the individual is right at the heart of what we do. Students achieve academic success, develop their creativity, excel on the sports field and encounter a multitude of new experiences in a safe and enjoyable environment, encouraged by a team of dedicated and highly experienced professionals. At Sidmouth College we believe that the vibrant learning community, coupled with a culture of high standards and expectations, brings out the very best in every student and establishes abundant possibilities for their future.

### Our Ethos—Believe, Inspire, Succeed

- Every learner believes and succeeds in fulfilling their potential and is inspired to lead a happy, healthy and successful life within a challenging and rapidly changing world.
- All learners have access to inspirational teaching that leads to outstanding learning and achievements which continues beyond the classroom.
- All learners have access to a high quality, relevant and appropriate curriculum that fully meets their needs and supports an engaging and inspiring learning experience.
- We inspire learners to believe in the contribution they can make to their learning, the College and the wider community. Learners take responsibility and develop resilience throughout their learning journey with clear support and guidance.
- All levels of leadership are focused on providing a vision, direction and culture in which all are inspired to believe and succeed.

### A caring and supportive community

Care, guidance and support are strengths of the College. Students are organised in vertical tutor groups led by a tutor who monitors academic progress, student well-being and student development. Each tutor group is in one of four Houses - Drake, Grenville, Raleigh and Scott. The tutor group meets at the beginning of each day for registration, support and guidance. Year 11 have their own tutor groups.

The team of tutors is led by a Head of House who maintains a close overview of the work and wellbeing of the students. In addition, the School Counsellor and the Student Development Centre/pastoral team make a valuable contribution.

### A stimulating and exciting learning journey

Learning is an adventure to be enjoyed; a journey that stretches, challenges and opens minds. Our stimulating and engaging curriculum delivers exciting opportunities in the classroom and beyond. Our overarching aim is to provide our young people with the skills and qualifications they need to become happy, successful adults with a passion for lifelong learning. Our Key Stage 3 programme aims to raise the ambitions of all students; developing knowledge, skills and understanding and promoting confidence in their abilities. At Key Stage 3 we ensure students experience learning in a wide range of subjects, including the Arts, Technology, Computer Science and Modern Foreign Languages.

In Key Stage 4 students have the opportunity to study a range of personalised pathways, designed to support their individual talents and interests and maximise their achievement and success. At Key Stage 4 all students study a core curriculum of English Language and English Literature, Maths, Chemistry, Physics, Biology, PE and RE in addition to three option subjects.

At Key Stage 5 we offer a wide range of A Level qualifications and the vast majority of students choose three linear subjects, with some choosing to study four.



# Appointment Information

## Appointment Information

Sidmouth College is seeking to appoint an enthusiastic, flexible and motivated person to join our team of Cover Supervisors at the College. We require a confident person who can relate well to students and is committed to supporting learning and teaching to start with us in May 2024 or as soon as possible thereafter.

The post holder will work under the guidance of the College's teaching/senior staff and within an agreed system of supervision. Their role will be to supervise whole classes across all key stages during the short-term absence of teachers and to respond to questions and generally assist students in undertaking set activities.

Experience of working in a secondary school environment and/or supporting secondary school aged students is essential. Experience of working in an administrative role would be desirable as the successful candidate will also undertake administrative work, and learning mentor duties under the direction of the Director of SEND when not required to carry out cover supervision.

The ability to relate well to children and adults; to fulfil all spoken aspects of the role with confidence and fluency in English; to demonstrate and promote good practice in line with the ethos of the school/organisation; and to work constructively as part of a team, to understand classroom roles and responsibilities and own position within these is essential.

This post would be suitable for an individual who is interested in joining the teaching profession and would like some school-based experience.

Working hours are 8.30am to 3.35pm Monday to Friday with 1/2 hour lunch, 39 weeks per year, term time including inset days.

## Application Process

The closing date for applications is **Monday 15th April at 12.00noon**

Interviews will take place in the week commencing **15th and 22nd April 2024.**

The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a number of safeguarding checks including an enhanced DBS check. A copy of our safeguarding policy can be found here: [Safeguarding](#). This role falls under KCSIE regulated activities and, as such, it is an offence to apply for the role if you are barred from engaging in regulated activity relating to children. Please ensure you read and understand our Privacy Notice, which can be found on our website, before applying. We make appointments in accordance with our Recruitment and Selection Policy.

Sidmouth College is an equal opportunities employer.



# Cover Supervisor & Sports Coach—Job Description

**Post:** Cover Supervisor & Sports Coach —Permanent

**Scale:** £24,702 to £27,334 FTE (actual salary £18,180 to £20,117)

**Hours of work:** 31.66 hours per week for 39 weeks per annum (1234.34 hours per annum) Monday to Friday 8.30am-3.35pm with 1/2 hour lunch - term time + non-pupil days.

**Responsible to:** Vice Principal

- **Job Purpose**

- To work under the guidance of the teaching/senior staff and within an agreed system of supervision. To supervise whole classes during the short-term absence of teachers and to respond to questions and generally assist students in undertaking set activities when fulfilling this supervisory role. This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.
- To undertake daily lesson cover, learning mentor duties, administrative tasks, examination invigilation and associated tasks
- To deliver sports coaching sessions
- To support and assist teachers in providing high quality teaching and learning experiences for students
- To promote the safeguarding and wellbeing of students
- To promote inclusion and raise attainment of students to achieve full potential

- **Key tasks and responsibilities are as follows but may vary in accordance with the demands of the appointment:**

- Supervise whole classes during pre-planned learning activities, which have been set in accordance with school policy
- Collect finished work, as necessary, and return to the appropriate teacher
- Provide 1-1 support to students and support other classroom activities when cover is not needed Provide a high-quality sporting curriculum for the students of Sidmouth College
- Offer a wide range of physical/sporting activities
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
- Report, as appropriate, using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising
- Establish productive working relationships with pupils, acting as a role model and setting high expectations for behaviour
- Promote the inclusion and acceptance of all pupils within the classroom
- Work consistently whilst recognising and responding to individual pupil needs
- Encourage pupils to interact and work co-operatively with others
- Promote independence and employ strategies to recognise and reward achievement of self-reliance



# Cover Supervisor Job Description Contd...

## **Support the College by:**

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensuring all students have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the College
- Undertaking invigilation of examinations and tests, as required
- Participating in training and other learning activities, as required
- Accompanying teaching staff and students on visits and out of school activities and taking responsibility for a group under the supervision of a teacher

## **When cover work is not available, to undertake either:**

- Learning Mentor duties as per standard Learning Mentor job description under the direction of the Director of SEND, or administrative/clerical duties under the direction of the Cover Organiser.

## **Additional tasks:**

- Any other reasonable tasks at the discretion of the line manager and the Principal



# Person Specification

Requirement	Essential	Desirable
Good standard of education with 5 GCSEs at pass or above, including English, Maths and able to evidence strong numeracy and literacy skills	✓	
Experience of working in a secondary school environment and/or supporting secondary school aged students	✓	
Experience of coaching sports / physical activities		✓
Experience and competency of using a wide range of Information Technology applications	✓	
Understand the principles of the teaching and learning process	✓	
Knowledge of the national curriculum and other relevant learning strategies/programmes of study		✓
Excellent communication skills, both verbal and written, displaying a professional manner at all times	✓	
Be flexible, practical and resourceful, and be able to take the initiative	✓	
Capable of working without supervision and be adept at problem solving	✓	
Strong commitment to inclusion and how this can be achieved with students	✓	
Ability and strong commitment to working in partnership with staff, students and parents	✓	
Enthusiasm, determination and an insistence on high standards	✓	
Good self-management and self-motivation skills, including the ability to plan and organise one's time effectively and meet deadlines	✓	
Ability to establish positive relationships and be an effective role model to student in order to enthuse, inspire and motivate them to achieve success	✓	
Excellent attendance, punctuality and a sense of commitment and humour	✓	
Committed to safeguarding and promoting the welfare of all students at Sidmouth College	✓	





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