

# Thamesmead School



## **Candidate Information Pack Cover Supervisor**

Thamesmead School  
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Shepperton  
Middlesex  
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Telephone: 01932 219 400

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Dear Colleague,

Thank you for your interest in working at Thamesmead School, you will be joining a highly successful cover team.

Thamesmead is a successful 11-16 school rated good by Ofsted in June 2017. We are a happy community of staff and students and you will see that if you wish to come and visit us as part of your application.

The role of Cover Supervisor is an important one. Through your work you will ensure our students receive an effective and consistent level of education when teaching staff are not able to deliver their lessons. You will work with staff to ensure the continuity of a high-quality education for learners. You will build relationships with students as you work with them in the classroom or in small group settings. You will support some of our students to reflect on, and to improve their conduct so that they can learn better. You will have the opportunity to be involved in the wider life of the school and to support students outside of the classroom environment.

This role is suitable for someone who is able to build positive, professional relationships with young people. Experience of working with young people will be of value, especially in an education setting. The role would also be of great value to someone keen to have a career in teaching.

I joined the school as Headteacher in September 2017. I was impressed by the hardworking students, the calm atmosphere, and the friendly welcome that I received on my first visit and I can vouch for that being typical of the school now I have been Head for five years.

Our staff like the strong and supportive team ethos that exists amongst those who work here. They like that we have high expectations of behaviour and standards from our students, and that we support our staff to uphold these. They like the work we have done to try and ensure workload remains manageable such as our shorter day, collaborative planning practices and the high-quality assistance that is provided for teaching by our committed team of support staff.

Our school vision and values ensure the best education, support and outcomes for our students in this fast changing and demanding world. Our four shared goals are:

To

- commit to excellence
- nurture individuals
- fulfil potential
- respect our community

To achieve these goals, we have seven Thamesmead values we encourage our students to aspire to:

- Aspiration
- Respect
- Independence
- Confidence
- Commitment

- Resilience
- Community

We are now working to embed these across our community as we continue to lead the school to further success. I hope that after reading all about us that you will want to apply to join our team and become a part of this journey.

I look forward to hearing from you in the near future.  
Yours faithfully

Phil Reeves  
Headteacher



### **Job Description**

<b>Job Title:</b>	Cover Supervisor
<b>Hours per week/ Weeks per year:</b>	36 hours per week over 39 weeks per year
<b>Times of work:</b>	8.15am – 4.15pm
<b>Surrey Pay Grade:</b>	S6      £26,080 - £28,617 per annum £22,232 - £24,394 pro rata
<b>Responsible for:</b>	Providing whole class supervision during short term absences of teaching staff
<b>Responsible to:</b>	Senior Cover Supervisor

### **Key Accountabilities:**

- Supervising whole classes during the short-term absence of teachers
- Undertaking exam invigilation and other cover duties
- Organising cover in the absence of the Senior Cover Supervisor
- Supporting within the Internal Exclusion Unit and the classroom
- Supervise homework club and assisting with after school activities
- Maintain school displays as directed

### **Key Tasks:**

#### **Supervising whole classes during the short-term absence of teachers**

- Take AM or PM registration as required
- Take class registers as required
- Supervise work that has been set in accordance with the school policy
- Take class registers as required

- Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment
- Respond to any questions from pupils about process and procedures
- Deal promptly with problems or incidents in line with the school's policies and procedures
- Promote the school values, ensuring positive attitudes and good pupil behaviour and encouraging students to take responsibility for their actions
- Collect any completed work after the lesson and return it to the appropriate teacher
- Report back as appropriate using the school's agreed referral procedures on the behaviour of pupils during class and any issues arising

#### Undertaking exam invigilation and other cover duties

- Invigilate exams as required
- Report for duties at break time as required
- Attend educational trips as required
- Visit students who may be engaged in activities off site

#### Organising cover in the absence of the Senior Cover Supervisor

- Organise the provision of daily and ad hoc cover when Senior Cover Supervisor absent

#### Supporting within the Internal Exclusion Unit and the classroom

- Work with the IEU Manager or class teacher to provide behaviour support as directed

#### Supervise homework club and assisting with after school activities

- To supervise students attending homework club
- Provide support to after school activities

#### School displays

- In liaison with the Senior Manager in charge of staff absence and behaviour support, maintain a high standard of school displays in communal and curriculum areas

### **Person Specification**

<b>Category</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence form</b>
Education	<ul style="list-style-type: none"> <li>• Good ICT skills with a sound knowledge of Word and Excel</li> <li>• Good language, literacy and numeracy skills</li> <li>• Qualifications including GCSE (or equivalent) and/or post 16 further education</li> </ul>	<ul style="list-style-type: none"> <li>• Degree</li> </ul>	Application form
Experience	<ul style="list-style-type: none"> <li>• A commitment to hard work and raising standards</li> <li>• The ability to contribute to developments across the school</li> <li>• The ability to work proactively and independently</li> <li>• The potential for career development</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with students of a relevant age or in an appropriate learning environment</li> </ul>	Application form Letter of application
Skills/Knowledge	<ul style="list-style-type: none"> <li>• Understanding of relevant policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge and</li> </ul>	Application form Interview



	<ul style="list-style-type: none"> <li>• Ability to apply behaviour management policies and strategies so as to contribute to purposeful learning environment</li> <li>• Ability to encourage pupils to learning using pre-set material</li> <li>• Ability to undertake varied duties</li> <li>• Ability to work under direction of different people and as part of a team</li> <li>• Ability to gain respect of pupils through manner of confidence and authority</li> <li>• Ability to work calmly under pressure</li> </ul>	skills of ICT to support learning	
Personal Qualities	<ul style="list-style-type: none"> <li>• Enjoyment in the company of children</li> <li>• Plenty of energy, enthusiasm and imagination</li> <li>• Excellent communication and organization skills and the ability to foster good relationships with a variety of people</li> <li>• A good sense of humour</li> <li>• A commitment to equal opportunities</li> <li>• High expectations of students' achievements and progress</li> <li>• Patience and adaptability</li> <li>• Willingness to learn within the role</li> <li>• Be suitable to work with children</li> </ul>	<ul style="list-style-type: none"> <li>• Willing to contribute to the wider life of the school.</li> <li>• Ambition to develop a career in education</li> </ul>	Interview References

#### Reasons to work at Thamesmead School

- Thamesmead students and staff are **friendly and fun** to work with. They like coming into school, behave well in class and achieve **good results**. In 2022 81% of our Year 11 students achieved grade 4 or above in both English and Maths. They have achieved positive Progress 8 scores each year and our score places us in the top 17% of schools in England.



- Thamesmead School is a **supportive community**. Respect is one of our seven Thamesmead values and our staff are kind, caring and respectful to each other. We work hard with our students to ensure they understand the importance of showing respect to all members of our community, and naturally this includes the classroom.
- At Thamesmead we place a **high emphasis on Professional Development** and provide a full and varied CPD programme for all teachers. Through a combination of independent pedagogical research and a structured programme, our aim is for **all staff to be informed and reflective practitioners**, leading and developing best practice that ensures successful outcomes for all students. There is **an ethos of support in the school**, where everybody's principal aim is to provide the best education for the students as we can.



- We encourage collaboration and partnership with other schools. We enjoy **positive links** with many of our neighbouring schools, as well as those further afield including those in the primary and sixth form phase, and those in the independent sector. This creates many **opportunities for our staff** to work with colleagues in other organisations.
- Children of staff are given **priority in our admissions policy**. If you have worked in our oversubscribed school for two years or more you are given priority in our admissions policy over applications from those in local proximity of the school.



- We have an **accessible and approachable Leadership Team**. Our doors are open to staff and students and we provide visible support throughout the school. We have set up a 'change' group so that staff can provide input into the strategic development of the school.
- Staff wellbeing** is of upmost importance at Thamesmead School. Strategic decisions are made to support staff in obtaining a good work life balance: consideration has been given to timings regarding marking load, assessment logging and meeting schedules to ensure staff are not overloaded. There is a wellbeing day in December to help break up the long autumn term, every effort is made to accommodate absence for special occasions such as graduation or nativity plays. Finally, with the **school day ending at 2.35**, there is time in the afternoon for staff to complete lesson preparation or take part in student or staff based extracurricular

activities. Thamesmead celebrates the successes of staff on a weekly basis via the 'Star of the Week' award; gives mindfulness advice weekly via email and provides frequent break and lunch time treats for staff!



- There are **opportunities to suit a variety of interests** from the adventurous to the sedate, either working with students on activities such as Duke of Edinburgh, expeditions and visits (visiting such places as Namibia and Costa Rica), the yearly school production (past productions include Oliver and Annie) alongside other performance related and sporting activities throughout the school year. Alternatively, for those who would like to spend time team building and bonding with staff, we have a variety of activities organised throughout the year including couch to 5k running group, football matches, curry nights, meditation, yoga and book club.
- We place a great emphasis on **encouraging students in the Arts**. Up to 10% of our places are offered to students based on their aptitude in Drama and Music. We encourage students to both study, and be involved in the Arts subjects within and on top of their timetables through the many clubs, productions and opportunities on offer.

## How to Apply

### Application Process

The application process for this role is a three stage process:

- Application form
- Observation of interaction with students
- Interview

To be considered for this role you must complete an application form which can be downloaded from <https://www.tes.com/jobs/employer/thamesmead-school-1005906> We are unable to accept CV applications.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

Thamesmead School reserves the right to progress no candidate to the next stage of the process, or not to appoint to the role, if candidates fail to demonstrate essential criteria in the person specification.

To ask any questions or to submit your completed application form, please email [hr@thamesmead.surrey.sch.uk](mailto:hr@thamesmead.surrey.sch.uk) or contact our HR team on 01932 219 423.

Closing date: Monday 17<sup>th</sup> October 2022

Interview date: to be confirmed

Start date: As soon as possible



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Visit: [www.thamesmead.surrey.sch.uk](http://www.thamesmead.surrey.sch.uk) Email: [hr@thamesmead.surrey.sch.uk](mailto:hr@thamesmead.surrey.sch.uk)  
Thamesmead School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).