

# Cover Supervisor





# Candidate Letter

Dear Candidate,

Thank you for your interest in joining our highly motivated, innovative team of around 20 teachers and 35 associate staff from all walks of life. We are a highly collaborative, mutually supportive and dedicated staff team.

Working together to understand the unique, complex learning and additional needs of our 145 students, sharing expertise and embedding best practice are all hard-wired into our weekly schedule with daily briefings as well as regular meetings. There is plenty of support for continuing professional development for those who want to progress their careers and for those who want to become even better at what they do.

Expectations for student outcomes are high but helping them overcome barriers to learning is an equally important part of our role. About 40% of our students have autism or other social communication difficulties, a quarter have speech and language needs and others have physical challenges or complex health care needs. Practitioners at The Abbey gain a significant proportion of their job satisfaction from the little 'wins' every week.

Structure and routine are vital, but the curriculum is an ambitious combination of academic and life-skills learning to prepare our students for future education and training, more independent living and better employment prospects so no two days are the same. We embrace the challenges, seeking solutions and improvements and are not afraid to try new things. We share the 'laughs' and celebrate the achievements.

I very much look forward to receiving your application and perhaps having the opportunity to meet you beforehand, introduce you to our fantastic students and staff and show you our amazing school. In the meantime, if you have any queries not covered in the application pack, please contact the school office on 01252 725059 or email [enquiries@abbey.surrey.sch.uk](mailto:enquiries@abbey.surrey.sch.uk) and one of the team will get back to you. I would also encourage you to have a look at the school website [www.abbey.surrey.sch.uk](http://www.abbey.surrey.sch.uk) if you would like to find out a bit more (the Year 11 leavers' films in the news area give you a fantastic insight into the Abbey School journey for our students).



David Jackson  
Head teacher



# Job Advert

**Cover Supervisor, term time only**  
**37.5 hrs per week, over 5 days**  
**8.00am – 4.00pm**

**Pay scale WA5-14-20**  
**(FTE £24,580 - £28,569pa)**  
**(Actual £22,023 - £25,598pa)**

The Abbey is a special school for 145 fantastic secondary pupils from Years 7 to 11 who have a range of learning and additional needs.

We are looking to appoint a motivated, confident and friendly person with a good sense of humour who is enthusiastic about supporting young people to be our Cover Supervisor. This might be a good potential stepping-stone for someone considering a career in teaching.

This is an exciting opportunity to join our marvellous staff team to deliver and support whole class or small group learning across a range of subjects. Please see our job description for further information and please do not hesitate to contact us if you would like a tour of our school before you apply.

The Abbey School converted to Academy status on 1<sup>st</sup> September 2018 and is part of the Weydon Multi Academy Trust (WMAT). We were graded Outstanding by OFSTED in 2009, 2012, 2016 and December 2022.





# Job Description

## Cover Supervisor Job description

The Abbey School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

This job description recognizes the requirements of the current pay and conditions regulations and reflects the vision, aims and policies established by the Governors of the school.

### Job details

**Salary:** WA5-14-20 (FTE £24,580-£28,569) (Actual £22,023-£25,598)

**Hours:** 37.5 hours over 5 days, 8am-4pm

**Contract type:** Permanent

**Reporting to:** Senior Teacher responsible for Cover/Timetabling

### Main purpose

The Cover Supervisor will:-

- Supervise classes as required across a range of subjects
- Communicate the work set by the class teacher to the students and assist students to complete this work
- To register the attendance of the class
- Manage the class to ensure the work is completed to a high standard and classroom behaviour is as expected
- Oversee the collection of books and equipment at the end of the lesson and return them to the appropriate place
- Ensure the students leave the classroom in good order
- Use the school's reward and behaviour policies as appropriate
- Update the class teacher regarding the work that has been completed
- Support the work of staff by providing admin and in class support when not required for cover



## Duties and responsibilities

### Support for Pupils, Teachers and the Curriculum

- Work collaboratively with teachers, staff members and other professional agencies to provide effective support.
- Awareness of and work within school policies and procedures.
- Work with children and young people with a range of significant and often complex needs and provide an appropriate level of emotional and physical support where necessary.
- Support pupils in developing and implementing their own personal and social development.
- Assist pupils with eating, dressing, hygiene and personal care (including toileting), as required, whilst encouraging independence.
- Encourage pupils to access the curriculum and participate fully in school activities.
- Support pupils to understand instructions and encourage and enable independent learning.
- Support inclusion of all pupils.
- Provide support to pupils who have communication difficulties or where English is an additional language.
- Provide feedback to pupils in relation to their learning.
- Support the use of ICT in the curriculum.
- Support pupils with their social development and emotional well-being.
- Share information about pupils with other staff, parents/carers, internal and external agencies, as appropriate in line with school policies and procedures.
- Undertake pupil record keeping and maintenance of records as required.
- Invigilate examinations and tests.
- Maintain a clean, safe and tidy learning environment.

### Support for the School

- Be aware of and comply with policies and procedures relating to safeguarding/child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times.
- Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school.
- Maintain good relationships with colleagues and work together as a team.
- Attend morning briefings and staff meetings as required.
- Participate in training and other learning activities and performance development as required to meet personal, individual pupil and staff needs.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.



The Cover Supervisor will be required to safeguard and promote the welfare of children and young people, and follow school policies and the WMAT staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Cover Supervisor will carry out. The postholder will be expected to undertake any duties which may reasonably fall within the level of responsibility and competence of the post, as directed by the headteacher or line manager.

## Person Specification

CRITERIA	QUALITIES
<b>Requirements and skills</b>	<p>It is essential that the post holder:-</p> <ul style="list-style-type: none"> <li>• Is suitable to work with children.</li> <li>• Has the ability to communicate clearly and effectively with students and staff.</li> <li>• Has a flexible and adaptable approach to both work and to the behaviours of students</li> <li>• Has a good understanding of the way children learn</li> <li>• Has good organisational skills</li> </ul> <p>Ideally required that the post holder:-</p> <ul style="list-style-type: none"> <li>• Has some experience of working with children with SEND but training will be provided</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Friendly, caring, patient, fair, and consistent</li> <li>• Calm under pressure</li> <li>• Willing to go the 'extra mile'</li> <li>• Enthusiastic with a positive attitude</li> <li>• A supportive member of school activities</li> <li>• Keen to build on skills and be prepared to learn</li> <li>• Accurate in all record keeping</li> <li>• A team player</li> <li>• A sense of humour</li> <li>• Flexibility</li> <li>• A good time keeper</li> </ul>



## The Abbey can offer:

- Amazing students who want to learn
- Excellent IT facilities in a modern school fit for 21<sup>st</sup> century teaching
- A range of CPD opportunities to support professional development inside and outside the classroom.
- A range of evidence-informed strategies to support teaching and learning inside the classroom.
- A consistent approach to behaviour which ensures learning is not disrupted.
- A welcoming and supportive staff community
- Opportunities to collaborate across a range of mainstream and specialist provision schools within the Weydon MAT.
- External leadership/NPQ opportunities, including supporting masters' applications and aspiring senior leader's development programme
- On site car parking
- Westfield Health Cash Plan

<https://www.westfieldhealth.com/individual/health-cash-plan>







# Project 2022

The Abbey is currently undergoing huge investment as we expand from a 2 to 3 form entry school to support Surrey County Council's SEND Sufficiency Strategy. Expected completion is Winter 2024.

Once completed, 'Project 2022' will provide The Abbey with:

- 15 x general classrooms (nine of these will be brand new)
- A brand-new specialist Computing classroom
- A brand-new Food Technology classroom
- A brand-new specialist Art room
- A brand-new specialist Music/Drama classroom
- A brand-new Design Technology classroom
- Two specialist Science labs (one of these will be brand-new)

In addition, there will be:

- A full-size sports hall and two new PE storage areas
- A brand-new multi-use games area (MUGA)
- A brand-new staff room
- A state-of-the-art staff workroom
- A brand new staff courtyard area
- A brand-new school office
- A new, fully-furnished waiting area for parents, carers and visitors to the school
- A brand-new conference/meeting room
- 4 additional therapy rooms
- New boys' and girls' PE changing rooms
- Five additional offices
- Two new disabled toilets

This is a really exciting time for The Abbey as we watch the transformation of our school allowing us to expand and flourish in our new buildings with their first-class technology.

Over the past 18 months and as part of Project 22 we have completely refurbished our IT network and systems across the school. More than £200,000 has been spent on achieving this. All classrooms are now equipped with state-of-the-art interactive whiteboards, wi-fi and an internet-based phone system. Every student has also been provided with their own Chromebook fully funded by the school to aid their learning which came at no cost to our parents. These are regularly used in lessons.





# How to Apply

Please complete the application form provided (or download a copy from the school website <https://www.abbey.surrey.sch.uk/1270/vacancies> ) and send to:

**Zoe Mackie,**  
**Operations Manager**  
The Abbey School, Menin Way, Farnham GU9 8DY  
e-mail: [recruitment@abbey.surrey.sch.uk](mailto:recruitment@abbey.surrey.sch.uk)

**The Abbey School reserves the right to interview candidates before the closing date.**

**PLEASE NOTE THAT NEITHER COVERING LETTERS OR CVs WILL BE ACCEPTED**

Closing date for applications: Tuesday 30<sup>th</sup> April 2024  
Interviews: Friday 10<sup>th</sup> May 2024

**We look forward to receiving your application to join our  
dedicated and passionate team**

**The Abbey is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Enhanced DBS, Children's Barred List and Right to work in the UK checks are required for this post.**

**The Abbey School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.**

Enclosures/attachments:

- Application Form
- WMAT Staff Prospectus
- FPN for Applicants