



**Cover Supervisor (Two posts)**

Dear Sir / Madam,

Thank you for your interest in our Cover Supervisor job vacancies. I do hope that the information within this pack is sufficient.

These are crucial roles for the school, they offer the successful candidates the perfect opportunity to become involved in the learning and success of young people. The ability to work as a team and learn new skills is more important than specific previous experience.

The Market Bosworth School is very proud of its students and staff. We have excellent academic standards and work hard to create a safe and enjoyable learning environment for all. We have been rated as an "Outstanding" school by Ofsted 3 times in 2009, 2012 and most recently in 2018. In 2019, we were named as the best state-funded school in Leicestershire by the "Real Schools Guide".

This is an exciting time for us as we build on our now established GCSE achievements of the last 4 years. For the last year of published results (2019) the school achieved an overall progress score of 0.64.

We are ideally placed for commuting from a wide area, being situated about twenty minutes from Leicester in the rural and picturesque village of Market Bosworth. Whilst the majority of our staff live within Leicestershire, we have a number who commute daily from Warwickshire, Derbyshire and Staffordshire.

We welcome and encourage visitors to school. Please feel free to contact Katie Reynolds on [kreynolds@tmbs.org.uk](mailto:kreynolds@tmbs.org.uk) for an informal tour, or more information should you wish. The closing date for applications is Monday 6<sup>th</sup> December (9am). Interviews will take place on Friday 10<sup>th</sup> December.

Applications are encouraged via email where possible. Please include a covering letter, application form and completed equal opportunities form.

Thank you

Stuart Wilson  
Principal

**Assistant Principals:** Gary Marshall, John Slattery, Emma Hadkiss **Business Manager:** Bianca Farrell



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Job description / Personal Specification  
Application Details and Interview date

**Job advert:**

**Cover Supervisor**

The Market Bosworth School is seeking to appoint two outstanding members of staff to join our team. The Cover Supervisor post offers the successful candidates the perfect opportunity to become involved in the learning of young people. It is ideally suited to candidates who are considering teaching as a future career. The ability to work as a team and learn new skills is more important than previous experience, but a strong interest or academic background in either in Maths, English or Science would be an advantage.

We have excellent academic standards and work hard to create a safe and enjoyable learning environment for all. We have been rated as an "Outstanding" school by Ofsted 3 times in 2018, 2009 and 2012. This is an exciting time for the School, as we build on our now established GCSE achievements of the last 4 years of published results, where we have consistently achieved results within the top 10% of all schools.

For further details, including pay and hours, please visit [www.tmbs.leics.sch.uk](http://www.tmbs.leics.sch.uk)

The Market Bosworth School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo appropriate child protection screening, including checks with past employers and the Criminal Records Bureau.

**Closing date:** Monday 6<sup>th</sup> December (9am)

**Interviews to take place:** Friday 10<sup>th</sup> December

**Contact:** Stuart Wilson, Principal, The Market Bosworth School, Station Road, Market Bosworth, Leicestershire. CV13 0JT, Telephone No. 01455 290251

***"Pupils are polite, well-mannered and respectful. Low-level disruption in lessons is extremely rare. Pupils' behaviour around school is exemplary." - Ofsted 2018***

**Assistant Principals:** Gary Marshall, John Slattery, Emma Hadkiss **Business Manager:** Bianca Farrell



## School Overview

The Market Bosworth School is a wonderful place for students to learn and an inspirational school to work within.

Our most recent Outstanding report was in March 2018, during an unexpected monitoring inspection where it was confirmed that *"You have maintained an outstanding quality of education in all aspects of the School"*.

Academic GCSE achievement and progress has consistently been within the top 10% of all schools since we first converted from an 11-14 school to an 11-16 school in 2014. Our most recent results place us well within the top 5% of all schools nationally on all key government measures. Whilst our academic results have always been exceptional, it is our commitment to the wider curriculum and personal development that we are most proud of.

Currently, we have 840 students and approximately 105 staff. Our rural and pleasant village setting belies our mixed comprehensive intake. Only a very small proportion (approximately 60) of our students live in Market Bosworth, reflecting the older age demographic of the village itself. Other students travel up to 10 miles from a wide and diverse geographical area, including around 100 from Leicester City. In September 2020, we welcomed students from 30 different Primary Schools, with just 7 being our official "catchment" feeders.

Deprivation factors that influence our students are mixed due to that wide geographical intake, but many face issues that would not be expected given our school's location. For example, nearly a quarter of our students live in the worst national category (out of 10) for the "housing and services" deprivation measure. This is 6 times the Leicestershire average. The villages that feed into the school range from larger villages such as Newbold Verdon, Ibstock and Desford, to smaller communities such as Witherley and Sheepy Magna



***"Teachers have excellent subject knowledge and use this to plan activities which inspire and motivate pupils. As one pupil commented, 'We just enjoy feeding off our teacher's energy.'" - Ofsted 2018***

**Assistant Principals:** Gary Marshall, John Slattery, Emma Hadkiss **Business Manager:** Bianca Farrell

Station Road Market Bosworth Warwickshire CV13 0JT

Tele: 01455 290251 Fax: 01455 292662 Email: [office@tmbs.leics.sch.uk](mailto:office@tmbs.leics.sch.uk) Website: [www.tmbs.leics.sch.uk](http://www.tmbs.leics.sch.uk)



## Our Mission

"Educating with care to encourage success for all."

## Our Vision

- The Market Bosworth School is committed to providing the skills and knowledge that will allow learning to be part of a lifelong process, ensuring our students grow into ambitious young adults who are excited about the world around them.
- We are committed to raising standards for all our students, promoting the highest possible achievements, regardless of background or ability.
- We strive to educate with care to enable all students to realise their full potential, both academically and socially.
- We aim to work with students, staff, parents and the community to provide a safe and happy learning environment.



We set Strategic Aims each year that support our Mission and Vision. They form the basis of our annual School Improvement Plan and Self Evaluation where necessary.



We place great emphasis upon developing the whole person through the breadth, balance, and range of our curricular and extra-curricular experiences. Extra-curricular activities include residential trips to Le Touquet, Normandy, Sicily and Bormio (Skiing).

Curriculum enrichment has included debating competitions, sports festivals, vocational visits and theatre visits, alongside day trips to The Skills Show, Oxford University and The Big Bang Science Fair.

**Assistant Principals:** Gary Marshall, John Slattery, Emma Hadkiss **Business Manager:** Bianca Farrell





## Job description

**Job Title:** Cover Supervisor / Student Tutor

**Pay:** Pay grade 8. The exact hours will be confirmed with the successful applicant. Generally, they would be: 36 hours per week (term time) + 1 week for teacher training days. Provisional hours will be 8.15am to 4.15pm – Monday to Friday. Approximate pay based on these hours / grade would be £18,391-£20,305.

The school may consider a pay grade 9 for a candidate with teaching experience. Approximate pay based on these hours / grade would be £21,125 - £22,935

**Responsible To:** Vice Principal, Cover Manager

**Responsible For:** Supporting the learning of students throughout the school.

**Key Relationships/ Liaison with:** Vice Principal, Teachers, Other classroom support staff, Leadership team.

**Occupational Standards:** Where appropriate, the applicant should be willing to seek appropriate standards e.g. Vocational accreditation / HLTA Standards, QTS or Equivalent.

**Job Purpose:** To support the school in the following ways:

**Cover Support.** Provide supervision of classes across the school in the event of the absence (planned or unplanned) of the teacher, ensuring that students are engaged in pre-set work, managing student behaviour and ensuring a safe environment.

**Tutor Support.** Plan, deliver and evaluate lessons for an identified subject to small groups or individual students.

**Teaching Support.** Work under the direction and supervision of a teacher/head of department to contribute to the planning, delivery and evaluation of learning activities for whole classes, groups and individual students. Specified work may be delivered to whole classes, without the presence of a teacher, on an ongoing basis as part of routine timetabling (e.g. PPA provision/ maternity leave) and/or on a more ad hoc basis

**Admin Support.** Undertake a range of administrative and support tasks across the school as directed by the Line Manager. This may include preparation of materials, creating displays, general administration tasks and parent / teacher liaison.

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**MAIN DUTIES AND RESPONSIBILITIES:**

1. In the absence of a teacher, to be solely responsible for a class of students, ensuring they are engaged in a learning activity that has been set by a teacher.
2. Deliver tuition to small groups of KS3 or KS4 students within a pre agreed timetable.
3. To help prepare, monitor and maintain a safe and secure learning environment. To assist in the creation and maintenance of curriculum resources, and creation of visual displays in order to ensure a relevant physical learning environment.
4. To contribute to the preparation of a range of resources. To support the staff in their role of delivering high quality teaching and learning to all students.
5. To liaise with teachers / other relevant staff with regard to work set for a class, and ensure you are suitably equipped and informed to be able to effectively supervise the assigned lesson.
6. To feedback to the class teacher on student engagement in the set work and also on any issues that may have arisen during lessons.
7. Having regard for equality of opportunity, to provide care and encouragement to all students, planning for and supporting their participation in activities and liaising, if required, with parents / carers / other professionals as appropriate.
8. To contribute to the development and review of relevant policies (e.g. Behaviour Management, etc).
9. To organise and manage learning activities in ways which keep learners safe.
10. To undertake student registration of a class, as required.
11. To promote positive behaviour and relationships, using effective strategies in a timely manner, in accordance with school policy.
12. To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
13. To assist with the organisation of cover for absent colleagues (teachers or support staff), for both planned and unplanned absences.
14. To promote after school clubs and activities.
15. To effectively manage instances of poor behaviour and any other immediate issues or emergencies that arise in accordance with school policy.
16. To support students to engage with the work provided, including providing support where necessary with literacy, numeracy and organisational skills.
17. When not required to undertake any responsibility falling within the above, the postholder may be directed to provide additional support in the school, in accordance with the duties of other similarly or lower graded jobs for which they are suitably skilled/ qualified.

**Assistant Principals:** Gary Marshall, John Slattery, Emma Hadkiss **Business Manager:** Bianca Farrell



**Principal:** Stuart Wilson  
**Vice Principal:** David Beckitt

**This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.**

The job description sets out duties of the post when it is drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. It is vital to the ethos of the school that the post holder is flexible in taking on additional tasks, willing to offer help, and treats co-operation and support for colleagues as a top priority.

### Dignity at work:

To show, at all times, a personal commitment to treating all students and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, their age, gender, ethnicity, sexual orientation, disability or religion) and assist in ensuring equal access to education opportunities for everyone.



## Notes

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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## Personnel Specification – Cover Supervisor

	Essential	Desirable	How assessed
<b><u>Qualifications</u></b> <ul style="list-style-type: none"> <li>Good academic qualifications in Maths/numeracy and English/literacy</li> <li>Coaching / Instructing /Teaching or other suitable/relevant qualifications</li> <li>Knowledge / experience of a subject that could support a Vocational Qualification. (Eg Business, Sport, Finance or IT)</li> <li>Knowledge / experience of a subject that could support an academic Qualification. (Eg Maths, Science, English, Geography)</li> </ul>	✓	✓  ✓  ✓	App/Doc  App/Doc
<b><u>Experience</u></b> <ul style="list-style-type: none"> <li>Comfortable working with students aged 11-16</li> <li>Experience of supporting planning, evaluation and delivery of learning activities for children and young people in a formal setting.</li> </ul>	✓	✓	App/Int/ Ref
<b><u>Knowledge</u></b> <ul style="list-style-type: none"> <li>Knowledge of child protection, health and safety procedures and their application in a school/college setting.</li> <li>Awareness of a range of frameworks that support the education, development and well-being of children.</li> </ul>		✓  ✓	App/Int/ Ref  App/Int/ Ref
<b><u>Skills/Attributes</u></b> <ul style="list-style-type: none"> <li>Ability and willingness to undertake professional development.</li> <li>Good interpersonal skills.</li> <li>Empathy with children and young people.</li> <li>Ability to effectively manage student behaviour in accordance with school/college policy and procedure.</li> </ul>	✓  ✓  ✓		App/Int  Int/Ref  Int/Ref  Int/Ref

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	Essential	Desirable	How assessed
<ul style="list-style-type: none"><li>Ability to work effectively as part of a team.</li></ul>	✓		Int/Ref
<b><u>General Circumstances</u></b>			
<ul style="list-style-type: none"><li>Attendance - evidence of regular attendance at work.</li></ul>	✓		App/Ref/ Med
<ul style="list-style-type: none"><li>An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.</li></ul>	✓		App/Int
<b><u>Factors not already covered</u></b>			
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.	✓		Med

**This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.**

**Application details and Interview dates:**

**Closing date:** Monday 6<sup>th</sup> December (9am).

**Interviews to take place:** Friday 10<sup>th</sup> December.

Please complete an application form and send this, together with a covering letter to:

**Stuart Wilson, Principal,  
The Market Bosworth School,  
Station Road,  
Market Bosworth,  
Leicestershire.  
CV13 0JT**

Applications are preferred via email to [office@tmbs.leics.sch.uk](mailto:office@tmbs.leics.sch.uk)

If posting via royal mail please ensure you add sufficient postage for your application.

For further information, please contact Katie Reynolds, PA to Principal, on 01455 290251

***“The curriculum provides ample opportunities for pupils to develop their understanding of fundamental British values. They understand diversity and recognise that others may hold values that differ from their own. Pupils are provided with opportunities to develop leadership skills, for example as peer mentors. Pupils enjoy and appreciate these roles. The curriculum ensures that pupils understand how to keep themselves safe in a variety of situations.” Ofsted 2018***

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