



The  
**3-18**  
Education  
Trust

# Applicant Information Pack

## Cover Supervisor



*Excellence – Respect – Friendship –  
Hard Work – Kindness*



## Headteacher Letter to Applicants

Dear applicant

Thank you for the interest you have shown in our school. I am delighted you are considering joining William Brookes School and as the Headteacher I am proud to welcome you to our vibrant and successful school.

William Brookes is unique in that it is the only Coubertin school in Great Britain and is a place where Olympian values infuse every aspect of school life. Students gain good academic outcomes, but education is not just about the academic mind; it is also about the heart and so students at William Brookes are exposed to a broad range of enrichment activities; especially through the Arts and in Sport.

Please explore our website and read the additional materials included in this pack to find out more about us. The Job Description & Person Specification give you full information about this post. You are most welcome to contact Clare Hadley to arrange a visit to the school or an informal telephone conversation with myself prior to any application.

I hope that you are inspired by what our school has to offer, and I would welcome an application from you.

Stephen Richards  
Headteacher

## About our Trust



The 3-18 Education Trust is currently made up of five schools and derives its name from the age range of the pupils and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

### **Our Vision:**

To ensure every individual is in a great school.

### **Our Mission:**

To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

### **Our Values:**

- Accomplished: to provide high quality education and training for all
- Resilient: to be solution focused and able to intelligently manage challenges
- Compassionate: to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our Trust website <https://www.3-18education.co.uk/> for more details. For further information about our schools, please click on the links to their websites below:



Bowbrook  
Primary School

<https://bowbrookprimary.co.uk/>



<https://www.3-18education.co.uk/schools/coleham-school/>



<https://www.3-18education.co.uk/schools/the-priory-school/>



<https://www.3-18education.co.uk/schools/st-martins-school/>



<https://www.3-18education.co.uk/schools/thomas-adams-school/>



<https://www.3-18education.co.uk/schools/william-brookes-school/>

## Job Description



The  
**3-18**  
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<b>Title of Post</b>	Cover Supervisor
<b>Grade and SCP</b>	Grade 6, SCP 7-11
<b>Status of Post</b>	30-32.5 Hours Per Week, Term Time plus one PD Day 1 Year Fixed Term in the first instance.

### Main Purpose

We are seeking to appoint a Cover Supervisor to supervise classes whilst work is carried out by students which has been set by the absent member of staff or their Head of Department, providing a safe, orderly and secure environment and promoting positive behaviour and attitudes.

### Principal Duties and Responsibilities

Reporting to the School Business Manager and Senior Cover Supervisor, the post holder is required to:

- Supervising the entry of the class to the classroom, possibly according to a seating plan
- Taking the register for the class (and reporting any absentees)
- Giving out the set work and ensuring that students have the necessary equipment to complete it
- Providing general support and encouragement to the class during the lesson
- Keeping the class working quietly and sensibly, using standard school rewards and sanctions
- Dealing appropriately with immediate problems or emergencies
- Collecting any completed work and returning it to the appropriate teacher
- Seeing the class out at the end of a lesson in an orderly fashion
- Reporting back on student behaviour and any other appropriate issues

### Training & Support

Training and support will be provided in the following ways:

- There are a number of well-established routines which are clearly understood by existing teaching staff and students; these will be carefully explained along with the range of rewards and sanctions available
- More general training will also be provided in classroom management, partly by instruction and partly by a period of observation at the start of the period of employment
- All classroom staff members are supported by the Leadership Team and by our “Respite” procedures. Senior staff members are readily available if help is needed

## **Experience & Qualifications**

Applicants to the post should be enthusiastic and capable and can demonstrate an ability to get on with a wide range of people of all ages, abilities and backgrounds. You may have had experience of working in an environment such as a school, social services, the police, the youth service, the forces or similar organisations, where people skills are paramount. You will certainly have a real interest in working with young people and will be committed to helping them to fulfil their potential, academically, socially and personally. You will have the ability to work with individuals as well as groups.

A reasonable educational background is important, probably having achieved 5 A\* to C grades, including an ‘O’ Level/GCSE or equivalent qualification in English Language.

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review by the line manager in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A reasonable educational background is important, probably having achieved 5 A* to C grades, including an 'O' Level/GCSE or equivalent qualification in English Language.</li> </ul>	
<b>Work or relevant experience</b>	<ul style="list-style-type: none"> <li>Excellent computer/keyboard skills</li> <li>Ability to plan and organise effectively</li> <li>Experience of working in an educational setting or other relevant environment</li> </ul>	Experience of working in a Cover Supervisor role or similar
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>Good numeracy and literacy skills</li> </ul>	
<b>Skills and Abilities (relevant to post)</b>	<ul style="list-style-type: none"> <li>Enjoy working with young people and take a genuine interest in them</li> <li>Be assertive, with a confident, positive personality and is prepared to "get stuck in"</li> <li>Have good communication and interpersonal skills</li> <li>Sufficiently fluent in spoken English to ensure effective performance in the role</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Have the ability to deal firmly and fairly with young people, as well as being friendly</li> <li>Have a sense of humour and an attitude of not taking things too personally</li> <li>Be sensitive and confidential</li> <li>Be flexible, able to show initiative and have the confidence to learn new systems quickly</li> <li>Have the ability to work calmly under pressure</li> <li>Be well organised;</li> <li>Have a positive and keen attitude, with a commitment to high standards;</li> <li>Have a smart appearance.</li> </ul>	
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.</li> </ul>	



## Additional Information about William Brookes School



William Brookes School is a mixed comprehensive school with **over 930 students on roll**, including over **100 in the Sixth Form** and each September sees us oversubscribed in Y7. The school always has an exciting feel to it, with a lot going on every term. We moved into our brand new school in September 2010 and everyone, students, staff and the local community, has embraced the fantastic ICT rich facilities we now have at our disposal. Our school is very much focused on the people who work within the building and we work hard on achieving our motto of “be the best you can be through courtesy, enterprise and endeavour”.

Although situated in beautiful surroundings on the edge of the small rural town of **Much Wenlock**, we are far from being a sleepy rural school. We have **eight partner primary schools**, with whom we work very closely, but we draw from a much broader spectrum of some 25 or more primary schools, including some in Telford, Bridgnorth and Shrewsbury, as well as the **wider rural area of South East Shropshire**.

We are a **comprehensive** school in every sense of the word. Our **ability spread is wide and also well balanced**. The last few years have seen several of our students go on to Oxford and Cambridge but we also cater for students with quite complex special educational needs too. The socio-economic background of our students is equally mixed and we enjoy the same levels of support from parents from all sectors. Some children have moved to us from the independent sector, some students live in isolated communities and many live in our surrounding villages and towns, with some 25% coming from the immediate town of Much Wenlock and surrounding area, approximately 31% from Broseley, which lies to the south of Ironbridge and 17% coming from the neighbouring areas of Telford & Wrekin.



Dr William Penny Brookes

As the only “**Coubertin School**” in Britain we enjoy not only a rich cultural tradition that is derived from the life and work of our namesake, Dr William Penny Brookes, but also unique opportunities for Sixth Form students to undertake activities with partner schools from across Europe and beyond. Younger students are participating in student voice and leadership activities related to the Olympics and Olympic values. Our **Arts Centre, “The Edge”**, is located at the heart of our new school and it enhances our Music, Dance and Drama facilities as well as benefiting the wider community of this part of Shropshire and reflecting our great strengths in the performing arts.

**We consider ourselves very fortunate to work in a wonderful school with fantastic facilities in a beautiful location. We want William Brookes School to be a great place to learn and a great place to teach and hope that you will want to join us and be part of its exciting future.**



William Brookes



## What We Offer

**In addition to exclusive access to a reward and discount scheme, comprehensive induction, commitment to your ongoing training and career progression, paid for enhanced DBS, we also offer:**

- A competitive salary
- Access to the Trust's Employee Assistance Programme, which includes 24 hour access for you and your family members to legal, financial, health, parenting and life advice
- 1:1 Counselling Service
- Cycle to Work Scheme
- Childcare Voucher Scheme or Tax-Free Childcare Scheme
- Access to freshly made hot meals or deli-style food on site
- Teachers Pensions (23.68% employer contributions)
- Local Government Pension Scheme (17.9% employer contribution)
- Generous Sickness Payment Scheme
- Eye Testing Scheme
- Flexible Working Policy
- Special Leave Policy
- Member of the Valued Worker Scheme (accredited by our recognised unions)
- A Disability Confident Committed Employer
- Continuous Professional Development (CPD)
- Collaborative working culture and professional development opportunities across our Trust schools

## Application & Appointment Process

An application form is available to download from the school website  
<http://www.williambrookes.com/about-us/vacancies.php>

Please complete and return your application form as soon as possible, clearly noting all the experience, skills and personal qualities that you can offer which are relevant to this post. Completed applications and supporting documentation should be emailed to [clare.hadley@WBS.318education.co.uk](mailto:clare.hadley@WBS.318education.co.uk)

Interviews will be offered to those applicants who best demonstrate how their skills, abilities and experience match the person specification, taking into consideration the job description.

**Closing date for applications: 12.00 noon, Thursday 30<sup>th</sup> March 2023**

**Interviews will take place shortly after the closing date**

### **Please note:**

- It is essential that all elements of the application form are completed in full.
- We do not accept CV's in support of an application.
- Appointments will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK and criminal disclosure.
- This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.

If invited for interview, **you are required to bring evidence of your qualifications and appropriate documents to initiate the DBS application process** should you be the successful candidate.

*The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the school website <http://www.williambrookes.com/about-us/policies-and-documents.php>.*