Wyvern St Edmund's Academy

APPLICATION PACK



COVER SUPERVISOR

REQUIRED FOR:

AS SOON AS AVAILABLE

CLOSING DATE FOR APPLICATIONS:

9AM FRIDAY 24TH MARCH 2023

GENEROSITY RESPECT ASPIRATION COURAGE EMPATHY

MLP MAGNA LEARNING PARTNERSHIP

Wyvern St Edmund's are part of Magna Learning Partnership

Welcome from the Headteacher

Wyvern St Edmund's Academy

Dear Prospective Applicant,

Welcome to Wyvern St Edmund's Academy (WSE). As Headteacher, I am immensely proud to lead the school and serve its community of students, staff and parents/carers. WSE is a founding member of the Magna Learning Partnership, situated on the eastern outskirts of Salisbury with beautiful views over the Laverstock Downs to the east and Salisbury Cathedral to the southwest. We are proud of our reputation for high-quality teaching, excellent academic outcomes for our students and strong, effective pastoral care.

In September 2022 we have legally opened as Wyvern St Edmund's Academy, enabling us to take full advantage of the benefits associated with inclusive coeducational learning and social development. Wyvern College and St Edmund's School were formally two separate schools, just a few yards apart: Wyvern for boys and St Edmund's for girls. Over the past 15 years the schools have worked closely together, sharing: expertise, staffing resources and mixed GCSE classes.

We have a tremendous team of support staff, teachers and teaching assistants - some of the most talented professionals I have ever worked with - all of whom are proud to work at WSE and passionate about educating, supporting and nurturing our young people. Our collective vision of helping each student to develop into the best version of themselves is at the heart of everything we do and motivates us to provide impactful teaching, comprehensive pastoral care and extensive extra-curricular provision. Moreover, our vision is rooted in Christian beliefs and values whereby we expect our students to use their developing gifts, talents and character to serve others in the local community and beyond (1 Peter 4:10).

Being a vibrant, happy and forward-looking school, WSE is without doubt a great place to teach. Our parents and carers are hugely supportive of the school and we pride ourselves on forming strong and effective partnerships with young people and their families: we work collaboratively throughout any challenges and rejoice in the many successes which come from being part of a wonderful school.

New staff joining the school can be assured of a warm, supportive environment along with excellent professional opportunities for all staff and a strong sense of shared vision and ethos: we help our students to become the best version of themselves in order to serve others. We want all of our students to use their gifts and talents to serve other people well. We are very proud of our caring Christian ethos that runs through every aspect of school life.

We have a close and positive relationship with Salisbury Sixth Form College (S6C) which is a short drive away from WSE. Our partnership with the college means that there are opportunities to work collaboratively with KS5 students and teachers – we also anticipate the possibility of some WSE staff teaching across KS3-5 in the future.

I look forward to meeting you so that you can see for yourself just how great Wyvern St Edmund's is.

Yours sincerely

Mrs L Henderson
Headteacher

About this Role

Wyvern St Edmund's Academy

Thank you for your interest in applying for this post. This is an exciting opportunity to join a happy and successful school with excellent achievement and delightful students.

We have a vacancy for an additional Cover Supervisor to join the team at Wyvern St Edmund's Academy.

The successful candidate will have the opportunity to get involved in all elements of school life as the role will include not only providing cover for lessons, but also for other activities such as break time and, potentially, after school duties.

This is a rewarding role, providing the opportunity to help and support students across our Academy and contribute to the WSE vision of enabling every student to be the best version of themselves.

You will join an enthusiastic, forward thinking and supportive team in an innovative environment.

This position is:

·Permanent;
·13 hours per week, over two days. Preferably, one of these days to be a Friday;
·Term time only (39 weeks per year);
·Required: as soon as available;
·Salary: MLP Grade F, FTE salary £23,194, Pro-rata salary of £7,009;
·Closing date for applications: 9am Friday 24th March 2023.

We are hoping for someone energetic, passionate and fun to work with. We are a creative and forward-thinking team who pride ourselves on developing positive relationships with students; we believe that being approachable and caring is what helps us safeguard students and drive progress.

Why work at WSE?

Wyvern St Edmund's Academy

We are committed to a staff culture where people feel well-supported, professionally engaged, challenged and valued. In turn, this culture enables our students to become the best versions of themselves because they are nurtured and inspired by a committed, happy staff team. We are very proud of the progress that students make here at WSE. We are committed to a process of constant school improvement so that our students are afforded every opportunity.

Staff wellbeing is at the heart of our vision and all staff, as our most important resource, are to be valued, supported and encouraged to develop personally and professionally within a vibrant, empathetic and caring community.

There are some additional perks that we are able to offer such as private healthcare, reduced corporate gym membership, free car-parking and the Wiltshire Rewards cashback programme, which staff really appreciate. Staff also benefit from our commitment to professional development and, in working as part of a multi-academy trust with four secondary schools, groups of subject leaders and teachers are able to meet regularly to share ideas, schemes of work and to moderate together.

Visit our website and see what our staff say about working at WSE



Ofsted Good rating

Ofsted

The February 2018 Ofsted inspection recognised our 'relentless drive to raise standards' and praised the 'clarity of vision' and 'inspiring' ideas that we have.

In January 2020, Ofsted also observed that 'the move to combine Wyvern College with St Edmund's School has widened the curriculum available to students. An effectively planned curriculum means that students are learning well and students feel well cared for and know that there is always someone to whom they can go if they have a problem.'

GENEROSITY RESPECT ASPIRATION COURAGE EMPATHY

How to Apply

Please take time to look at the information about WSE through our website. Should you have any specific queries that are not answered by the information we have provided, or wish to visit the school prior to making an application, please contact Rachel Ure, Operations Manager (rure@wyvernsteds.org; 01722 328565).

Please email your application to Rachel, remembering to include three documents:

·Application Form, can be found on the vacancies page of our website.
·Equality & Diversity Form
·Letter of Application (no more than 2 sides of A4 paper) in which you should detail the skills, attributes and experiences which make you an appropriate candidate for the post. Please try to include information in this letter that helps us get to know you as well as your professional skills.

Safer Recruitment Checks

Wyvern St Edmund's are relentlessly focussed on safeguarding and promoting the welfare of its children and young people and expects all staff and volunteers to share this commitment.

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, you will be required to apply for clearance from the Disclosure and Barring Service if you are successful in your application. This will take place before your appointment is confirmed. The clearance process will disclose details of formal cautions, reprimands and final warnings, as well as convictions. Having a criminal conviction will not automatically exclude you from employment – this will depend on the nature of the position, and the circumstances and background of the offences committed.

Online searches with regards to information that is publically available online will also be carried out for all shortlisted candidates.

Equality

Wyvern St Edmund's will not discriminate in any area of employment and confirms its commitment to equality of opportunity in all areas. Applicants will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.

WSE are committed to supporting flexible working and will welcome applications from those that wish to work flexibly.

Job Description

Wyvern St Edmund's Academy

Job Purpose

To supervise the learning of whole classes during the short-term absence of the class teacher as they undertake work set by the teacher; to invigilate tests and examinations and to provide additional support to students within lessons.

Responsible to: Senior Cover Supervisor

Main Duties

·Supervise the work of whole classes set by their class/subject teacher, in accordance with school policy;
·Manage the behaviour of students to ensure a constructive learning environment;

·Respond appropriately to student queries about process and procedures relating to the lesson and provide reasonable guidance on content;

·Deal with any immediate problems or emergencies according to the school's policies and procedures;
·Collect completed work at the end of the lesson and return it to the appropriate teacher;

·Report back as appropriate using the school's agreed referral procedures on the behaviour of students during the class, and any issues arising;

·Support other activities relating to the supervision of students, e.g. general supervision during school breaks, after school and attendance on school trips;

·Liaise with staff, particularly senior teaching/pastoral staff, to receive and provide information and guidance about work set, student behaviour and conduct, and attendance;

·Assist with other activities relating to the supervision of students, such as invigilation of tests, and provide additional support to student within lessons when not needed for cover.

Supervision and Management

The job holder has no regular supervisory responsibility for staff but assists in work familiarisation of peers and new recruits.

Creativity and Innovation (Problem Solving)

The job holder works within school procedures, policies and approved methods but sometimes has to interpret these to deal with a problem.

Wyvern St Edmund's Academy

Key contacts and relationships

The jobholder has extensive contact with students, which involves mentoring, motivating and imparting skills and/or knowledge. Information is exchanged with Teachers and other school staff, school management, parents/carers and at times representatives of other Agencies e.g. Health, Social Care

Decision making

The jobholder is expected to follow school procedures, and plans made by the Classroom Teacher.

Resources

The jobholder is expected to use school resources appropriately and with care, but is not personally accountable for their overall security.

Working Environment

The jobholder is mainly based in a classroom setting and there is regular background noise. The work involves some crouching, stretching, or working in other constrained or awkward positions e.g. when dealing with students.

Knowledge and skills

The role demands that the jobholder has the ability to undertake a range of involved tasks involving the application of rules, procedures and techniques. The jobholder needs a good standard of practical knowledge of learning needs and ways of meeting these, and good skills in dealing with students.

This job description will be reviewed annually as part of our Appraisal process and may be subject to amendment or modification at any time after consultation with the post holder. It is not comprehensive but sets out the main expectations of the school.

Job Specification

Wyvern St Edmund's Academy

Our ideal candidate will have:

·A sense of humour and a sunny disposition;

·the ability to form positive relationships with both young people and adults;

·the skills to adapt to a variety of situations through working in a range of subject areas;

·previous experience of working with school age children;

·the willingness to undertake training to apply behaviour management policies and strategies and to understand classroom roles and responsibilities;

·a genuine interest in helping young people to achieve their potential;

·a charismatic personality and a strong presence in the learning environment;

·a calm, confident and resilient personality.