



Graduate Cover Supervisor Application Pack

Application Forms

Furze Platt Road, Maidenhead, Berkshire SL6 7NQ

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Graduate Cover Supervisor – Fixed Term Contract

Start Date: as soon as possible

Fixed Term until the end of the academic year. Part time, 31.25 hours a week, start time 8.30am, finish time 3.15pm (includes a half hour unpaid break).

Monday to Friday, term time only

Actual salary £15,690 - £16,650pa depending on experience

Furze Platt is a highly successful mixed comprehensive school serving the children of Maidenhead. At Furze Platt, 1400 students of all abilities develop the skills and qualities to enable them to excel in the future. We are a highly ambitious, high-achieving and fully inclusive school in which our students are challenged and supported to achieve excellence.

We have an exciting opportunity for a graduate who is keen to gain some experience working in a school prior to considering teacher training with Teach Maidenhead. You would be supervising classes during the short-term absence of the assigned teacher giving you opportunities to gain experience working in a classroom environment alongside students at Key Staff 3 and 4. Your main responsibility would be to instruct students about the work set by the teacher and assisting them to stay on task and complete the work set to the best of their ability. The provision of cover will be varied: you might introduce the work by talking through a Power Point, showing video clips or reading through texts with students. You may be asked to lead a class discussion, organise group work or supervise PE and Drama activities. You would also learn about school policies and how they are implemented including the school's behaviour policy and have the chance to improve subject knowledge in all areas including your specialist subject in readiness for an application to train to teach.

In addition to this, we would offer you the chance to spend time in some of the other departments in the school responsible for supporting our students. Our Raising Achievement team work hard to ensure progress and development of students at all Key Stages including Sixth Form by offering them high quality academic mentoring using intervention and support programmes, one-to-one and small groups support and help with building their confidence and self-esteem. We have a specialist Autistic Spectrum Disorder Unit with specially trained teachers and Learning Support Assistants who support students with ASD enabling them to flourish in a classroom environment wherever possible, with additional support in subjects or other areas of the curriculum which they find challenging. Within the school there is a team of Learning Support Assistants who support a wide range of students with Special Educational Needs and there would be opportunities to work alongside them as well.

If you are a graduate, who enjoys teamwork, and you have plenty of energy and enthusiasm, as well as an interest in a career working with young people in education, we would be delighted to receive your application.

For further information about this role and to complete a **Support Staff Application Form** please refer to our school website www.furzeplatt.com. Application forms should be returned to **Kiran.smith@furzeplatt.net**. Only applications submitted on the school application form will be considered. For further information about Teach Maidenhead please refer to www.teachmaidenhead.co.uk

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. This post is subject to an enhanced disclosure via the Disclosure and Barring Service.

Closing date: Monday 26th September at midday
Interviews will take place as soon as is practicable



Graduate Cover Supervisor

Job Description: Graduate Cover Supervisor

Created: May 2020

Scale: 4

Fixed Term of one year

Line Manager:	Senior Cover Supervisor
Main Purpose of Role:	To supervise classes during the short-term absence of the assigned teacher To spend time working in other support departments in the school working with and supporting students as directed by the line managers within those departments

Main Responsibilities:

1. Ensure classes enter and exit in an orderly fashion, taking appropriate action with the school's behaviour policy.
2. Ensure students sit according to the teacher's seating plan.
3. Complete the class register using the schools management information system Go4schools.
4. Instruct students about the work set by the teacher, ensuring understanding of the task set. This may include but is not limited to talking through a Power Point, showing video clips, writing examples on the white board, reading through text with the class, leading a class discussion, organising group work, supervising PE and Drama activities and assisting students with the use of laptops.
5. Manage the behaviour of students whilst in the classroom within the guidelines of the school's behaviour policy, referring students with inappropriate behaviour to the Head of Department or Head of House.
6. Monitor students and encourage them to stay on task, ensuring they are working in a safe way and completing the work to the best of their ability.
7. Collect and return work to the teacher as required.
8. Issue behaviour points according to the 'Ready to Learn' rules.
9. Ensure the classroom is left in an acceptable condition for the next lesson.
10. Email the relevant class teacher with any issues.
11. Deal with immediate problems or emergencies according to the school policy and practice.
12. Perform duties in line with Health and Safety rules, and take remedial action where hazards are identified. Where a hazard is serious report to a member of the Senior Leadership Team (SLT) immediately.
13. Spend an amount of time in the departments which support students, working alongside the teams and gaining experience through supporting students either within or outside of the classroom. Examples of departments are Raising Achievement, Learning Support, Alternative Curriculum and Shine (Unit for students with Autistic Spectrum Disorder).

OTHER

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

I have read the Job Description and understand the outline of my responsibilities as set out above. I accept that these may change from time to time in accordance with business requirements and will be reviewed annually as part of my performance appraisal. I also understand that I may be requested to carry out other reasonable activities from time to time which are in line with the requirements of the business.

Name:	Signature:
Date:	

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Graduate Cover Supervisor

Person Specification: Graduate Cover Supervisor Created: May 2020

	Essential	Desirable	How to be tested
Qualification criteria: <ol style="list-style-type: none"> 1. Qualified to degree level. 2. Basic knowledge of Microsoft Office. 3. Eligible to work in the UK. 	✓ ✓ ✓		Application form
Experience of: <ol style="list-style-type: none"> 1. Working with or interacting with children and/or young people 		✓	Application form
Behaviours, Skills and Strengths: <ol style="list-style-type: none"> 1. Be willing to develop an awareness of and support difference and ensure that pupils have equality of access to opportunities to learn and develop. 2. Be interested in training to teach in the future 3. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person. 4. A willingness to acquire an understanding of the educational objectives and ethos of the school. 5. Able to relate sympathetically to young people. 6. Able to communicate effectively and confidently with staff and students. 7. Able to work well under pressure and be decisive in a busy school environment. 8. Ability to work with a minimum of supervision and within a team. 9. Ability to manage pupils in a classroom setting. 10. Good organisational skills and able to manage own time, prioritise and use initiative. 11. High levels of honesty and integrity. 12. Confident using a laptop. 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		Application form and interview
Other: <ol style="list-style-type: none"> 1. This post is subject to an enhanced DBS disclosure. 2. The post holder must be committed to safeguarding the welfare of children. 	✓ ✓		DBS Process References