



JACK HUNT SCHOOL (TRUST)

A Specialist Language and Sports College



Application Pack





Jack Hunt School (Trust)

A Specialist Language College and Sports College

Ledbury Road, Peterborough, PE3 9PN
Tel. 01733 263526 Fax 01733 330364
email info@jackhunt.net
website ~ www.jackhunt.net

Headteacher: Mrs P J Kilbey, BEd (Hons), PG Dip Ed, NPQH

Group 8 (11-18), Roll 1740 (251 in Sixth Form)

'A good school in all categories' – Ofsted May 2013

CLASS SUPERVISOR (temporary until 31 August 2017)

We require a temporary Class Supervisor as soon as possible to join a team who supervise classes across the curriculum and age range. Classes will have work set for them.

Applicants should have a GCSE Grade C or equivalent in English and Mathematics, with some experience of working in schools or with young people.

Full training for successful applicants will be provided.

Hours are 8.15 am to 3.30 pm (33.75 hours per week), term time only plus one week.

Salary will be paid at NJC SCP Grade 9, point 30 to 34 from £20,653 to £23,218 per annum,

Jack Hunt is an oversubscribed 11-18 vibrant, multi ethnic co-educational, comprehensive school with outstanding community cohesion.

The school provides an exceptional in-house CPD programme to enhance career development. If you want to truly make a difference to the lives and aspirations of our students we look forward to hearing from you.

The Governing Body of Jack Hunt School is committed to safeguarding and promoting the welfare of children and young people.

**Application form and further details available on the Jack Hunt School website:
www.jackhunt.net/careers**

Closing date: Thursday 1 December 2016 at 9.00 am





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Headteacher: Mrs P J Kilbey, BEd (Hons) PG Dip Ed NPQH
Deputy Headteacher: Ms K A Simpson-Holley, MA (Hons) Cantab MA PGCE NPQH Deputy Headteacher: Mr J Gilligan, BSc (Hons) PGCE LP

pers/vacpac/letter

November 2016

Dear Applicant

Application for temporary Class Supervisor

The Governing Body at Jack Hunt School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Thank you very much for your request for details of the above vacancy.

Jack Hunt School offers exciting opportunities and a very broad range of experience to its staff. Although a large and diverse school, with 57% EAL and 71 different languages spoken by the student body, staff and students are friendly and supportive and there are ample opportunities for professional development and advancement for all teachers. Our Gold Investor in People re-assessment profiled us very highly against national benchmarks.

We are not a complacent School. Improvement is always possible. Our recognition as a lead School on the Leading Edge Programme is evidence of our commitment to further improvement. We are a Specialist College for Languages and Sport. Our status as a designated Training School enables us to have widespread and effective support and in-service training for all groups of staff.

Our Ofsted inspection in May 2013 concluded that we are 'a good school in all categories'. We believe we are currently outstanding and it is our goal to prove that to the next Inspection Team.

In this post we are seeking someone who is keen to develop professionally and who is prepared to work in a collaborative way with colleagues. Individual contribution to teamwork and a positive 'can do' outlook is essential.

Our selection criteria for the post are clearly outlined in the documents on the website for applicants. If you do truly want to make a difference to the lives and aspirations of our students and if you aspire to work in a supportive, professional environment with a learning and reflective culture, we would be very pleased to receive an application from you.

Yours sincerely

Mrs P J Kilbey
Headteacher



Our Head Prefect Team 2016-2017





JOB DESCRIPTION

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Post : Class Supervisor (temporary)

Level: Grade 9

Accountable to: Data / SIMS Manager

Date reviewed : September 2008

Purpose of Job:-

To supervise classes with set work in the short-term absence of their class teacher ensuring the atmosphere and environment is conducive to learning.

Specific Duties:-

Supporting the Students

- Supervision of assigned classes or groups attempting work set by their teacher or liaising with a Curriculum Area Leader when work has not been set.
- Liaising with Teaching Assistants regarding individual students being supported in the class.
- Registering of students and reporting absences.
- Managing the behaviour of students in the classroom ensuring learning can take place effectively.
- Responding to students questions in class to help maintain progress with the work which may mean moving them on in a task or to a different activity, if subject expertise is required.
- When appropriate, mark work in the class recording achievement and progress and feeding this back to the teacher.
- Collect in work, if required, and return it to the curriculum area.
- Provide feedback on learning activities, and inform the class teacher of any concerns relating to individuals.
- Through negotiation with Curriculum Area Leaders and Heads of Houses lead additional booster classes / catch up classes / revision classes for groups of students in the school.
- Take an active part in the late sweep each morning if not being used to cover first lesson



Supporting the School

- Be aware of, and comply with, policies and procedures of the school relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To carry out two supervisory duties at break or lunchtime as part of a rota.
- Accompany staff and students on visits, trips and out-of-school activities as required.
- Develop and maintain effective relationships with other staff, parents and carers.
- Attend meetings, briefing sessions and professional development activities as required.
- Recognise own strengths and areas of expertise and use them to advise and support others.
- As a secondary task – to undertake support activities, clerical tasks or exam invigilation when not required to do classroom cover.
- To run student detentions as part of the whole school Behaviour Policy.
- Other reasonable duties, as directed by the Data / SIMS Manager.

This job description will be reviewed periodically.

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



APPOINTMENT OF CLASS SUPERVISOR (temporary)

The Post

We require a Class Supervisor to cover classes for teachers throughout the school on a temporary contract until 31 August 2017 in the first instance.

Duties required of a Class Supervisor are to administer the work set by the subject teacher and to supervise and monitor students whilst they complete it. In the unlikely event of not being required to cover a class, you may be allocated other duties within the school.

A job description is enclosed.

Person Specification

Applicants will be judged against the following criteria:-

- has GCSE English and GCSE Mathematics grade C or equivalent
- has evidence of a broad and successful secondary education.
- has experience in working with secondary age students
- a good communicator
- is committed, caring and reliable.
- has the initiative to make decisions and to deal with incidents as they occur.
- has the ability to take charge.
- has the versatility to deal with all the facets of the job.
- is willing to undertake further training.
- has appropriate personal qualities conducive to the role, including a sense of humour, sensitivity, reliability and the ability to interact socially with students and staff.

Relevant qualifications will, of course, be an advantage although the combination of experience and personal qualities are likely to be more important.

Applicants are asked to indicate in their letters of application how they fulfil the above criteria.

Pay and Conditions of Service

The appointment is for 33.75 hours per week, 8.15 am to 3.30 pm, term time plus 1 week (Professional Development Days).

Salary is paid at Grade 9, point 30 to 34 on the Local Government Employee pay scale, which calculates to £20,653 to £23,218 per annum.

Your conditions of service will be those agreed nationally for Local Government Employees. The Governors of the school fully recognise Public Service Unions and a mechanism is in place for consultation with union representatives whenever necessary.

If you are appointed to the post, it will be on the understanding that you are prepared to undergo a DBS check and if necessary, a medical examination.



The school has an appraisal system for its employees.

Application Procedure

Application is via completion of an online application form accessed at www.jackhunt.net/careers. Forms should be submitted via our careers page by **Thursday 1 December 2016 at 9.00 am**.

Applicants are asked to indicate in their application how they fulfil the above criteria.

It is essential that the application form is fully completed. Omissions may lead to your form not being accepted.

Interviews will be held shortly after the closing date with the start date being as soon as possible once all the safeguarding checks have been completed.