



Teddington School

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*Head of School: Kathy Pacey NPQH
Executive Headteacher: John Wilkinson MA NPQH*

Dear Candidate

12 February 2018

Thank you for expressing an interest in the position of Cover Supervisor at Teddington School, we have included the Job Description and Person Specification for the position.

The successful applicant will be joining the school at a very exciting time. The school continues to raise its standards at both GCSE and A Level and continues to be a very popular local community comprehensive school. Our aim is to ensure all students, regardless of their starting point, achieve highly. We invest heavily in the professional development and care of our staff as we are committed to ensuring all members of our school community benefit by being part of our school.

We are looking for a motivated and engaging Cover Supervisor. This is an excellent opportunity for anyone looking to move into teaching and wanting more school-based experience. At Teddington School, this has proven to be a very successful route for those wishing to gain school experience to support an application for teacher training. As a Cover Supervisor, you will supervise students when a teacher is absent. Your responsibilities will be to maintain a good learning atmosphere alongside assisting and supporting the students where necessary. Experience of working within a school/classroom setting or with young people is desirable.

Our new Sixth Form opened in September 2014 and has achieved excellent results at AS and A Level. Candidates will enjoy the opportunity to be part of the continued growth of that provision and helping ensure it becomes the first choice for post 16 education by our young people.

If you do decide to apply, please be aware that the **closing date for applications is at 9:00am on Wednesday 28 February 2018.**

It is very important that you include a telephone number for both day and evening so that we may contact you by telephone if necessary.

If you have any further queries about the school or the post, or would like to make a preliminary visit, please do not hesitate to contact our Human Resources Manager, Andrew Rothery on telephone number 020 8943 0033.

For those wishing to apply, please complete the TES application form (please note CVs will not be accepted) and submit it accordingly.

Thank you for considering Teddington School for the next phase in your career and I very much look forward to receiving an application from you.

Yours sincerely

Kathy Pacey
Head of School



JOB DESCRIPTION – Cover Supervisor

NJC Scale 6, point 26-28

39 weeks/year, £25,242 - £26,805 pro rata (actual salary £18,738.40 - £19,898.70)

Responsible to: Cover Administrator/Deputy Head

Working Hours: 31.25 per week (8.35am – 3.15pm) Monday – Friday
Term time only – 39 weeks per year

JOB PURPOSE

Responsible for supervision of classes to cover absent teachers, providing continuity of student learning and promoting positive values, attitudes and good student behaviour.

KEY RESPONSIBILITIES

- Report to the Cover Officer daily to collect the cover schedule, and liaise with the Curriculum Leader to collect work.
- Take sole charge of a class or group of students in the event of a teacher's absence.
- Take electronic registers at the beginning of each period of supervision.
- Supervise lessons, maintaining good order and safety.
- Respond to questions from students about instructions for completing work set.
- Monitor, evaluate and record student progress and report as required.
- Administer tests, and invigilate exams as required.
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents according to school policy and encourage students to take responsibility for their own behaviour.
- Promote inclusion, establish constructive working relationships with students, setting high expectations, and provide feedback on progress and achievement.
- Collect completed work at the end of the lesson and return it to the teacher concerned.
- Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Actively support the school's equal opportunity policies and ensure that all students have equal access to opportunities to learn and develop.
- Contribute to the overall aims and targets of the school, support the progress of students and participate in relevant meetings as required.



- Undertake relevant training in classroom management on appointment and update subsequently as necessary.
- Be aware of and take part in the school's performance management framework, and participate in training and development as required.
- Supervise students out of lesson times and organise and supervise students on school trips and other off site activities as required.
- Provide administrative support when not required for cover.
- Undertake any other similar duties as required.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. The post holder may be required to work outside of normal school hours on occasion, with due notice.

The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service.



COVER SUPERVISOR – Person Specification

| ATTRIBUTES | ESSENTIAL | DESIRABLE |
|-----------------------------|---|--|
| Qualifications | <p>Good standard of literacy and numeracy</p> <p>Good working knowledge of ICT</p> | |
| Experience | | <p>Experience of having worked with students in the 11-16 age range</p> <p>Experience of working in a school environment</p> <p>Supervisory experience</p> |
| Skills and Abilities | <p>Ability to relate in a friendly but firm way with a wide range of personalities</p> <p>Good oral and written communication skills</p> <p>Motivational skills</p> <p>Ability to maintain confidentiality inside and outside the workplace</p> <p>Ability to be open with children and to have sympathy for what concerns them</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p> <p>Self-confidence when dealing with young people</p> <p>Supportive of colleagues</p> <p>Patience</p> <p>Adaptability</p> <p>Flexible approach to work</p> | <p>Ability to use a range of IT applications</p> |



Please read these notes before completing the application form

It will help us if you follow these instructions:

- When completing your application form, please include everything you wish the panel to consider on the form.
- Please give the full name and title of both your referees, and ensure that the full addresses, telephone numbers and email addresses are included. Your referees will be contacted if you are shortlisted.
- Please submit your application form before the closing date on TES.
- Teddington School is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. All our staff members are required to complete a DBS check (formally known as the Criminal Records Bureau) and declare previous convictions.
- We are fully committed to equality of opportunity and aim for our staff to reflect the school community.