

## Cover Administrator/Supervisor

Orleans Park is a happy, thriving, successful and oversubscribed 11-18 mixed comprehensive that serves its local community in Twickenham with over 1,200 students.

In November 2017, Ofsted recognised that Orleans Park is an outstanding school. They said "Orleans Park excels in all the aspects of provision for its pupils" and we have "established an inspirational teaching and learning environment where pupils can flourish and excel". Other highlights include "pupils have very positive attitudes to their learning", they are "keen to learn and take pride in their work. There is a clear sense of enjoyment and willingness to work and pupils have a mature attitude to learning".

In September 2014 we were delighted to open a Sixth Form which now has over 200 students and has been judged "outstanding" by Ofsted, stating that we are "striving for excellence in all areas and are determined to ensure that all students achieve the best they can". Ofsted also recognised the "staff know and care about their students as individuals and are keen to develop their students as successful independent learners" and that "sixth form students are excellent role models for younger students in the school".

At Orleans Park we value the achievements of every student no matter what their abilities or talents. Young people are at the heart of all that we do. We are a truly comprehensive school and celebrate our diversity. Our high expectations of every student, and a caring, respectful and supportive ethos, ensure everyone can "be the best they can be". Ofsted recognised that "the very strong sense of community is palpable throughout the school". Our students know that care and support is always available.

As Headteacher, I'm extremely proud of our students. They are confident, articulate and thoughtful students who continually impress me with their talents and energy. We regularly celebrate the many and varied successes of individuals and groups, and are proud of our inclusive approach.

Our enrichment offer was recognised by Ofsted as "extensive & inspiring" and a key feature of what we believe is important for the personal growth of a young person. There are a wide range of opportunities, challenges and experiences outside of the classroom. We expect all our students to take part in at least one residential activity, either in the woods, by the sea or in the mountains. Student participation in extra-curricular activities is exceptionally high.

There are a wide range of trips and visits arranged each year, both in the UK and beyond. We encourage students to take part in our highly successful Duke of Edinburgh's Award Scheme.

Orleans Park has a strong sporting tradition. We believe it is extremely important to be active and involved in sport - whatever your ability. We are proud of our sporting excellence, which includes winning the Borough Athletics Championships for 34 consecutive years. We also enjoy a strong tradition of music, drama and art at the school.

Please explore our website as this will give you an insight into the vibrancy of Orleans Park:  
[www.orleanspark.richmond.sch.uk](http://www.orleanspark.richmond.sch.uk)

Ms E Ball  
Headteacher

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## COPY OF THE ADVERTISEMENT

### Cover Administrator/Supervisor

37.5 hours per week, 39 weeks per year

NJC Salary Scale 6 (actual salary for hours worked: £22,486-£23,878)

Fixed term 1 year contract in the first instance

We are seeking to appoint a Cover Administrator/Supervisor to join our very successful school.

You will be responsible for organising the daily cover rota and will also provide non-teaching supervision to cover absent teachers.

Excellent communication skills are essential and experience of working with children.

Application forms and further details are available from the vacancies page of our website:

[www.ortanspark.school/vacancies/11323.html](http://www.ortanspark.school/vacancies/11323.html)

or by emailing: [recruitment@ortanspark.school](mailto:recruitment@ortanspark.school)

**Closing date for applications: 10am on Monday 19 February 2018**

The appointment is subject to satisfactory pre-employment clearances including references, medical clearance and an enhanced DBS Disclosure. Orleans Park is committed to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment.

## THE POST

Job Title:	Cover Administrator/Supervisor
Reporting To:	A member of the Leadership Team
Grade/Salary Range:	NJC Scale 6 (point 26 - 28)
Hours/Weeks:	<ul style="list-style-type: none"><li>37.5 hours per week during term time (39 weeks per year)</li><li>Hours 7.30am to 3.30pm Monday to Friday</li><li>Holidays are not to be taken during term time</li></ul>

## JOB PURPOSE

- To be responsible for the administration for staff absence from 7.30am each morning.
- To provide non-teaching supervision to cover absent teachers and provide administrative support for teaching and learning.
- To provide administrative support for the school when not required for cover as advised by line manager.

## MAIN DUTIES AND RESPONSIBILITIES

- Responsible for the advanced planning for staff cover, daily, weekly arrangements.
- Undertake the administration connected with supply and cover, ensuring all absence information is acted upon.
- Negotiating and developing positive working relationships with recruitment agencies.
- Liaising with Exams Officer re staffing, rooming and scheduling of exams.
- Liaising with the HR & Payroll Officer re staff cover for external candidate interviews.
- Liaising with cover supervisors regarding cover 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.

9. Supervise lessons, maintaining good order and safety.
10. Respond to questions from students about instructions for completing work set.
11. Monitor, evaluate and record student progress and report as required.
12. Administer tests, and invigilate exams as required.
13. To promote the inclusion and acceptance of all pupils within the classroom.
14. To create a calm and purposeful environment in which pupils can complete work set by the classroom teacher and engender high expectations.
15. To follow school systems and procedures on behaviour management.
16. Be aware of and comply with policies and procedures relating to inclusion, child protection, assertive discipline, health, safety and security, equal opportunities and SEN, confidentiality and data protection, reporting all concerns to an appropriate person.
17. Contribute to the overall ethos/work/aims of the school.
18. Establish purposeful relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress for pupils.
19. Attend and participate in regular meetings, including staff meetings.
20. Participate in training and other learning activities and an annual performance review as required.
21. Supervise pupils on visits, trips and out-of-school activities as required.

This job description is not exclusive of the full range of professional duties of the post holder. Additional/alternative reasonable tasks may be required by the school at the discretion of the line manager/Headteacher.

### PERSON SPECIFICATION

<b>Experience:</b>	<b>Essential or Desirable</b>	<b>How Assessed</b>
Working with children	Essential	Application
Managing the behaviour of children	Essential	Application & Interview
Working in an education setting	Desirable	Application
Working with SIMS and other IT packages	Desirable	Application
<b>Qualifications:</b>		
Good standard of literacy and numeracy	Essential	Application & documentary evidence
Relevant Level 2 qualification	Desirable	Application & documentary evidence
<b>Knowledge:</b>		
Safeguarding Children	Essential	Application & Interview
Appreciation of confidentiality	Essential	Application & Interview

Familiar with a range of learning difficulties	Desirable	Application & Interview
<b>Skills:</b>		
Good oral & written communication skills	Essential	Application & Interview
Ability to relate well to children	Essential	Application & Interview
Ability to communicate effectively with adults	Essential	Application & Interview
Ability to work under pressure and meet deadlines	Essential	Application & Interview
Ability to work flexibly	Essential	Application & Interview
<b>Other:</b>		
Willing to self-improve / attend training	Desirable	Application & Interview
Clean driving licence	Desirable	Documentary evidence

## YOUR APPLICATION

Please submit:

- 1. A completed Support Staff Application Form**
- 2. A supporting statement (Section 5 of the application form)** with an explanation of your own particular strengths and qualities with relation to the job description and personal qualities required.
- 3. A Rehabilitation Form**

Shortlisted candidates will be invited to tour the school and to talk to colleagues before the formal interviews begin.

Please do not hesitate to contact the school if there is anything you wish to discuss before submitting your application.

Elaine Ball  
Headteacher  
January 2018



## **Safeguarding Statement**

The governors and staff of Orleans Park fully recognise the contribution they make to safeguarding children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our students from harm.

All staff and governors believe our school is a place where students feel secure, are encouraged to talk, are listened to and are safe. We shall provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

Ms Howarth is our Designated Safeguarding Lead who has been nominated to liaise with the LADO, when necessary.

The aims of the policy are to:

- Protect young people at our school from maltreatment
- Prevent impairment to the health or development of our young people
- Ensure that all young people at our school grow up in circumstances consistent with the provision of safe and effective care
- Take action to enable all children to have the best outcomes.

We believe that everyone who comes in contact with young people and their families has a role to play in safeguarding them.

The elements of our policies are: prevention, protection and support.

For details of the full policy, please see the school website:

<http://www.orleanspark.richmond.sch.uk/policies-and-procedures/11241.html>

September 2017