



## **Wheatley Park School**

**Everyone Learning - Everyone Caring**

**11-18 Academy and member of the River Learning Trust**

**1034 on roll 157 Sixth Form**

### **COVER SUPERVISOR**

**Part time - 30.5 Hours per week Monday - Friday (Term-time only)**

**Hours negotiable for the right candidate**

**Grade 6 £18070 to £20138 (£12406 to £13826 pro rata)**

**Start date: Between now and September 2018**

Are you an individual who believes that every young person can be successful; someone who is unwilling to put limits on what young people can achieve?

If you harbour an ambition to begin a career in education, or are looking to continue to develop within our dynamic field and have an appetite to make a real difference, then this role is for you. Our post will suit an individual who has a desire to promote high expectations and aspirations for young people. We wish to appoint an individual who is able to promote academic excellence as well as social success; an individual who can relate to young people, and motivate, inspire and raise aspirations.

Our role of Cover Supervisor would suit an individual who has the energy and enthusiasm to create a productive and inspiring learning environment. Following a period of induction and training you will take sole responsibility for classes of pupils, ensuring that they are able to access and complete the learning activities set by absent staff.

We are looking for someone who has the ability to think on their feet and is resourceful; is happy with change and a 'Can do' attitude; has patience, a positive attitude and determination to succeed.

We will offer you an opportunity to develop teaching skills; the opportunity to join an established and excellent cover team who contribute significantly to the life of the school; a diverse student community; opportunities for Continued Professional Development.

Situated five miles east of Oxford on a unique and historic parkland site, Wheatley Park School is a highly successful mixed 11 - 18 academy and proud member of the River Learning Trust. We are a vibrant and dynamic school with a track record of improvement and innovation in recent years. In June 2016 the school was graded 'Good' by Ofsted. We are now on the next part of our journey to becoming a sustainably 'Outstanding' school in accordance with our core values of Everyone Learning and Everyone Caring. Our truly comprehensive intake is a mixture of both rural and urban with strong ethnic diversity. Our staff work exceptionally well together, providing a collaborative and supportive professional ethos.

As a Google Reference School, we are proud to develop cutting-edge practice in the use of computers and IT in the classroom.

If you would like to know more, or arrange a visit, please contact Mrs Pat Mason (HR Manager) on 01865 877634 or by email to [pmason@wheatleypark.org](mailto:pmason@wheatleypark.org). To find out more about the River Learning Trust, please visit [www.riverlearningtrust.org](http://www.riverlearningtrust.org). Full details and an application form can be found on our website: [Vacancies](http://www.wheatleypark.org/vacancies). Please send completed applications to [pmason@wheatleypark.org](mailto:pmason@wheatleypark.org).

**Wheatley Park School is committed to safeguarding and promoting the welfare of all children and young people and to preventing extremism. Wheatley Park School expects all staff to share this commitment. The successful candidate will be subject to an enhanced DBS check. Wheatley Park School is an equal opportunities employer.**

**Closing date: Midday Monday 30th April 2018**

**Interview date: Friday 4th May 2018**

**Wheatley Park School, Holton, Oxford, OX33 1QH**

**Tel: 01865 872441 Fax: 01865 877666**

**[www.wheatleypark.org](http://www.wheatleypark.org)**



## Wheatley Park School

### JOB DESCRIPTION

<b>Post Title:</b>	<b>Cover Supervisor</b>
<b>Available From:</b>	<b>Start date is negotiable and can be anytime between now and September 3rd.</b>
<b>Hours:</b>	30.5 hours per week term time only
<b>Main Duties:</b>	<ul style="list-style-type: none"><li>● To supervise classes in Years 7 – 11 in the absence of the class teacher</li><li>● To ensure that the lesson objectives are met and that work set is completed</li><li>● To establish and maintain a constructive, purposeful and safe working atmosphere</li><li>● To support the administration of the cover procedures</li><li>● To promote and reinforce the school's values</li></ul>
<b>Responsible to:</b>	Cover Manager, Assistant Headteacher, Headteacher, Governing Body.
<b>Salary Level:</b>	Grade 6
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"><li>● Good literacy and numeracy as well as a broad interest in the Secondary curriculum.</li><li>● An interest in and an understanding of how young people learn.</li><li>● Able to form positive relationships with school students while exercising authority in the classroom</li><li>● Sound judgement in the classroom including patience, tenacity and a sense of humour.</li><li>● Able to understand broad issues in an educational context</li></ul>
<b>Safeguarding</b>	Wheatley Park School is committed to safeguarding and promoting the welfare of children and young persons; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

**Additional Duties:**

- To play a full part in the life of the school, to support its ethos and development.
- To undertake in-service training for professional development.
- To comply with all school policies and procedures.
- To comply with any reasonable request which is consistent with the post.

April 2018



## Wheatley Park School

### COVER SUPERVISOR

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications/ Training/ Knowledge</b>	Education to Level 3 (A level or equivalent). Maths and English min Grade C GCSE. Knowledge of the secondary school curriculum.	Educational qualifications beyond 'A' Level/Degree Level.
<b>Experience</b>	Some experience of work with secondary school age students.	Experience in a secondary school context
<b>Skills</b>	Communication skills, able to command attention.  Ability to relate positively to young people and enjoy their company.  Ability to promote good behaviour  Ability to adapt to a range of curriculum areas	Leadership skills  IT skills  Organisational skills
<b>Aptitudes</b>	Ability to be flexible and to learn in post  Patience, resilience and a sense of humour.	Stamina
<b>Other</b>	Ambitious to do the job well.  Willing to engage in training during the school day and occasionally after school	