



**Humphrey Perkins**  
School

## **Cover Supervisor** Recruitment Information

Employment Status	Fix Term Contract – to August 2019
Hours / Weeks	30 hours per week. Term time only
Required From	ASAP
Job Location	Humphrey Perkins School, Barrow upon Soar
Salary	Grade 7
Application Closing Date	Friday 15 <sup>th</sup> March 2019





## Welcome to Humphrey Perkins!

Humphrey Perkins School, an 11-16 academy in Barrow upon Soar, is on a journey. Following our Special Measures judgement in June 2017, much work has already been undertaken to improve the school and to raise standards, including a new Governing body and joining outstanding multi-academy trust, the Lionheart Academies Trust, led by Beauchamp College in Oadby, a nationally recognised outstanding school, in October 2018. We now are looking to strengthen our Humphrey Perkins team through recruiting outstanding members of staff, who share our belief that every child deserves the very best standard of education.

We are a warm and friendly village school of approximately 800 students, taking students from our local and surrounding villages and are fortunate to have excellent parental support. Many of our students enter the school with high prior attainment and they are very aspirational and are courteous, polite and respectful.

Staff and students enjoy the benefits of being based on a large site, with lovely open green spaces and set within a safe and vibrant village setting, with excellent transport links to larger towns and cities within the East Midlands.

We believe in supporting and developing colleagues to achieve excellence and allow them to pursue their professional goals. We are a forward thinking school and value staff wellbeing. At Humphrey Perkins we are committed to improving and aspire to excellence amongst our students and our staff.

Mrs Jenny Piper-Gale  
Executive Principal

Mrs Della Bartram  
Associate Principal

## Humphrey Perkins School

Humphrey Perkins School is steeped in history and tradition dating back to 1717, when The Humphrey Perkins School was founded as a 'Free Grammar School' in the will of the Barrow on Soar born Reverend, Humphrey Perkins, rector of Holme Pierrepont, Nottinghamshire, who left money for the School to be built in Barrow-on-Soar. The Humphrey Perkins Grammar School was built on an orchard near the centre of the village in 1735. In 1902 the School moved to larger premises on Cotes Road with the school's first non-clergyman Headmaster and 33 students.

Until 2011, Humphrey Perkins was an 11 -14 school; in 2015 the first cohort of students sat their GCSE's the first public exams to be sat at the school since the early 60s.

In October 2018, Humphrey Perkins joined The Lionheart Academies Trust, currently made up of a family of ten schools based in and around Leicestershire. Each one of our schools is unique in that it reflects the students and local community in which they are a part. With the support of the Trust, Humphrey Perkins has introduced a new Governing Body with a new Chair, a new Executive Principal and Associate Principal.



Humphrey Perkins students enjoy a wealth of extracurricular activities from Dance Club to Debate Club. We have high achieving Sport Teams including Football, Cricket, Netball and Basketball. Students enjoy sport workshops run by Leicester Tigers and UK Badminton. Students are welcome to join our Librarian every day for Book Club, Homework Club and Chess Club in our original library, which is run by our dedicated Library Ambassadors. The Performing Arts Department

produce the Annual School Show, which is enjoyed by both the school and village community, with over 100 students involved in the cast and backstage; the show is a sell out each year!

All students are encouraged to join the Student Leadership Pathway from year 7, whether that is being an ambassador for a particular department, become a member of the school council or joining the charity team ME to WE, with the opportunity to join the Student Leadership Team as a Prefect in Years 10 and 11.

We are proud to have an excellent day and residential trip programme that runs throughout the year for all year groups, from theatre trips and university taster days to New York and Skiing Residential trips.

There are strong links with the local community, with many families now seeing second and third generations enjoying life at Humphrey Perkins. We regularly support the parish council with village community events. Through our Charity Team, we raise funds for local charities and organise collections to support members of the community.

Humphrey Perkins has enjoyed considerable development and refurbishment over recent years, with an investment of several million pounds into refurbishment of older buildings and a complete refresh



Staff benefit from the wealth of knowledge and support from The Lionheart Academies Trust including whole trust training days, sharing best practice and ensuring our staff have an exceptional professional journey. Our Middle Leaders enjoy the support from dedicated Trust Directors who ensure a professional and coherent environment for our teams. We have a dedicated team of Teacher Champions lead by a member of SLT who run weekly CPD sessions and pathway options that are bespoke to staff needs and in line with department and whole school priorities. Staff enjoy a robust and supportive appraisal cycles that ensure continued career development.

Humphrey Perkins takes staff Wellbeing seriously; staff enjoy Well Being Week in the Autumn and Summer Term, which includes activities, guest speakers, sport events and discounts at local gyms, businesses and shops. We are currently working towards the Carnegie Mental Health Award, affiliated with Leeds Beckett University, to demonstrate our commitment towards staff and student wellbeing.

Humphrey Perkins is a happy place in which to learn and teach, where great careers are launched and genuine friendships are forged

## Our Mission and Our Philosophy

- **Every** young person deserves an **equal chance** to be successful in whatever they choose to do
- Our approach is **wholly student-centred** and underpinned by the principle that every child is an individual who has a right to access the very **highest quality education**
- We value **academic excellence** and **holistic development** equally
- We **actively promote** our **love of learning** and invite you to join us to celebrate this passion

*Ultimately, we believe that any young person from any background deserves an equal chance to be successful in whatever they choose to do. We want to share our love of learning with these young people in order to open the doors to their futures and prepare them with the knowledge and confidence to thrive in a competitive world.*

## Job Description

Accountable to: Assistant Principal

### Job Purpose Summary

Provide supervision of classes across the curriculum in the event of the absence (planned or unplanned) of the teacher, ensuring that pupils are engaged in pre-set work, managing pupil behaviour and ensuring a safe environment.

### Key Skills

1. ICT skills in the use of MS Office or equivalent, e-mail and the internet
2. Ability to manage multiple projects and work assignments from a variety of staff and volunteers and accomplish projects with little supervision
3. Ability to work under pressure and be willing to work with tight deadlines
4. Numerate and literate to a high standard (any of the following):
  - NVQ 3 in Supporting Teaching and Learning, or equivalent
  - Able to demonstrate the ability to meet the STL Level 3 National Occupational Standards relevant to this post and Level 2 qualifications in maths/numeracy and English/literacy
  - Able to demonstrate competency in literacy and numeracy equivalent to level 2.
5. Excellent verbal and written communication skills
6. Excellent planning and prioritisation skills
7. Methodical with an attention to detail
8. Up to date, or willingness to receive a First Aid qualification
9. Understanding of relevant health and safety issues for learning in and out of school
10. An aptitude for working with young people and an appreciation of their needs and aspirations

### Generic Requirements

1. Ensure the values of Humphrey Perkins School are evident in every aspect of the discharge of the duties of the post
2. Model the highest professional standards to staff and pupils in all aspects of the role, leading by example, working at all times to the standards as set out in the staff Code of Conduct
3. Be committed to working with a cohesive, supportive and forward-thinking team of colleagues which shares an ambitious vision to secure Outstanding and Flagship status for Humphrey Perkins High School
4. Contribute to the formulation and implementation of The Humphrey Perkins High School Development Plan
5. Be prepared to work 'across the piece', being flexible and interested in other areas
6. Act as Mentor within the School and in the role of Mentor perform wellbeing duties including but not limited to pupil support, counselling pupils with academic problems and providing pupil encouragement
7. Offer, or be willing to offer, an Elective to broaden, deepen and enhance the learning

experience at Humphrey Perkins School

8. Proactively undertake pupil supervision as required as part of a wider staff team
9. Be aware of and take part in the schools Performance Management framework participating in training and development activities as required
10. Work in a manner that actively safeguards the wellbeing and safety of pupils, ensuring pupil voice and appropriate confidentiality
11. Carry out duties placed on staff by Health and Safety legislation
12. Carry out appropriate additional tasks at the request of the Headmaster

### **Key Requirements of the Post**

1. In the absence of a teacher, to be solely responsible for a class of pupils, ensuring they are engaged in learning activity that has been set by a teacher
2. Support pupils to engage with the work provided, including providing support where necessary with literacy, numeracy and organisational skills
3. Liaise with teachers and other relevant staff with regard to work set for a class, and ensure you are suitably equipped and informed to be able to effectively supervise the assigned lesson
4. Feedback to the class teacher on pupil engagement in the set work and also on any issues that may have arisen during the covered lesson(s)
5. Help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans
6. Support the maintenance of an activity bank, contributing general activities as appropriate, and draw upon this in the event that pupils complete the pre-set work more quickly than expected, in order to ensure that pupils are engaged in constructive activity
7. Assist in the evaluation of the impact of covered lessons on pupils and throughout the school
8. Undertake pupil registration of a class, as required
9. Promote positive behaviour and relationships, using effective strategies in a timely manner in accordance with school policy
10. Develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team
11. Assist with the organisation of cover for absent colleagues (teachers or support staff), for both planned and unplanned absences
12. Assist in the creation and maintenance of curriculum resources, and creation of visual displays in order to ensure a relevant physical learning environment
13. Undertake administrative duties relevant to the role
14. Invigilate internal and external tests and examinations under formal conditions
15. When not required to undertake any responsibility falling within the above, Cover Supervisors may be directed to provide additional support in the school, in accordance with the duties of other similarly or lower graded jobs for which they are suitably skilled/qualified
16. Use relevant technology to support the learning process and to ensure that all such learning resources are available to pupils via the Humphrey Perkins High School Learning

platform

17. Maintain accurate and complete electronic records of pupil's progress and development and update all necessary records accurately and completely as required
18. Manage pupil behaviour in the learning environment by establishing and enforcing rules and procedures in accordance with the rules and behaviour management systems of Humphrey Perkins High School
19. Participate in subject and school meetings, parent meetings and to communicate necessary information regularly to pupils, colleagues and parents regarding pupil progress and pupil needs
20. Support the induction programme for new colleagues to Humphrey Perkins High School and those in initial teacher training

#### **Key Accountability Measures**

1. Proactively and successfully engage with the Performance Management Process within Humphrey Perkins School

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

## The Package

Working hours:	30 Hours Per Week. Term Time
Salary:	Grade 7
Pension:	Leicestershire County Council
Benefits:	Additional duty free lunch and beverages during term time Free off road parking Reduced country club discounts* Staff discounts at local businesses Salary Sacrifice Schemes Free summer social event Monthly staff wellbeing events Annual flu immunisation * Conditions apply