



## **Wheatley Park School**

**'Everyone Learning'**

**11-18 Academy Converter (May 2014)**

**1009 on roll 160 Sixth Form**

### **COVER SUPERVISOR**

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

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

**September 2017**

Wheatley Park School is at an exciting stage in its development. We have made strides, enjoyed recent successes and we are ambitious to build on them. We are a busy, friendly and supportive community. We are proud of our students and keen to keep helping them to achieve high standards.

We are pleased to invite applications for a cover supervisor post which involves supervising classes of students aged between 11-16 years. You will receive training and support and have good opportunities to be involved in the life of our busy and friendly school.

We are looking for:

- A person who is a positive team player interested in working with young people in an educational environment.
- A person who can facilitate high quality learning within the classroom.

We will offer you:

- The chance to be part of a strong and developing school team.
- A supportive working environment, ably led to a high standard of professionalism.
- Opportunities for Professional Development

If you would like to know more, or arrange a visit, please contact Mrs Pat Mason (Finance and Personnel Administrator) either by telephone on 01865 877634 or by email to [pmason@wheatleypark.org](mailto:pmason@wheatleypark.org) We are a member of the River Learning Trust, a schools-led trust, based in Oxford. For more information: [www.riverlearningtrust.org](http://www.riverlearningtrust.org).

Full details and an application form can be found on our website: [www.wheatleypark.org](http://www.wheatleypark.org) - Get involved - Vacancies. Please note we can only accept CVs as supporting documentation when submitted along with a fully completed school application form. 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: 9am Monday 11th September 2017**

**Interview date: To be confirmed**

**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>September 2017</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.

<b>Additional Duties:</b>	<ul style="list-style-type: none"> <li>● To play a full part in the life of the school, to support its ethos and development.</li> <li>● To undertake in-service training for professional development.</li> <li>● To comply with all school policies and procedures.</li> <li>● To comply with any reasonable request which is consistent with the post.</li> </ul>
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July 2017



## 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	

July 2017