

Cover Supervisor

Orleans Park is a happy, thriving, successful and oversubscribed 11-18 mixed comprehensive that serves its local community in Twickenham with over 1,350 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".

Our Sixth Form has over 250 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.school

Ms E Ball
Headteacher

Cover Supervisor

32.5 hours per week, 39 weeks per year (term time only)

NJC Salary Scale 5 (actual salary for hours worked: £19,406 - £20,474)

Hours 8:15am to 3:15pm, Monday to Friday

Required for September/October 2021

Fixed term 1 year contract in the first instance

Are you looking to join an extremely popular & successful school, committed to providing the best opportunities to students & to developing the professional skills & career opportunities of its staff, within a supportive environment? If so, read on.

We are a happy, thriving, successful and oversubscribed 11-18 mixed comprehensive that serves its local community in Twickenham with over 1,350 students.

Orleans Park is currently recruiting for a Cover Supervisor to join our successful Academy.

You will work with our Cover Administrator who oversees timetabling daily cover and will be responsible for supervising students when a teacher is absent. There may be additional roles to support students in lessons or work in small groups with students where appropriate.

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

What Orleans Park has to offer:

- a commitment to the professional development of all its staff
- employee assistance programme – supporting staff wellbeing
- situated on a 16-acre site close to the River Thames and the centre of Twickenham
- easy access to central London and excellent transport links for bus, train, Underground and Overground services
- close to the M3/M4/M25 with staff parking on site
- staff travel card loans
- Cyclescheme

Here's what Ofsted have to say:

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".

If you are interested in this position, please do apply today. We look forward to receiving your application.

Applications are shortlisted for interview as they are received so early application is encouraged.

Closing date for applications: 10am on Monday 20 September 2021

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. We are an equal opportunities employer.

THE POST

Job Title:	Cover Supervisor
Reporting To:	A member of the Leadership Team/Cover Administrator
Grade/Salary Range:	NJC Scale 5
Hours/Weeks:	<ul style="list-style-type: none">• 32.5 hours per week during term time (39 weeks per year)• Hours 8:15am to 3:15pm, Monday to Friday (includes a 30 minute unpaid break)• Holidays are not to be taken during term time

JOB PURPOSE

- To provide non-teaching supervision to cover absent teachers and, at times, support in lessons or offer some small group/one to one support
- To provide administrative support for the school when not required for cover as advised by the Line Manager.

MAIN DUTIES AND RESPONSIBILITIES

1. Take sole charge of a class or group of students in the event of a teacher's absence.
2. Take electronic registers at the beginning of each period of supervision.
3. Supervise lessons, maintaining good order and safety.
4. Respond to questions from students about instructions for completing the work set.
5. Monitor, evaluate and record student progress and report as required.
6. Administer tests, and invigilate exams as required.
7. To promote the inclusion and acceptance of all pupils within the classroom.
8. To create a calm and purposeful environment in which pupils can complete work set by the classroom teacher and engender high expectations.
9. To follow school systems and procedures on behaviour management.
10. 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.
11. Contribute to the overall ethos/work/aims of the school.
12. Establish purposeful relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress for pupils.
13. Attend and participate in regular meetings, including staff meetings.
14. Participate in training and other learning activities and an annual performance review as required.
15. Supervise pupils on visits, trips and out-of-school activities as required.
16. Support in lessons or offer small group/one to one support 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

Experience:	Essential or Desirable	How Assessed
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
Qualifications:		
Good standard of literacy and numeracy	Essential	Application & documentary evidence
Relevant Level 2 qualification or higher	Desirable	Application & documentary evidence
Knowledge:		
Safeguarding Children	Essential	Application & Interview
Appreciation of confidentiality	Essential	Application & Interview
Familiar with a range of learning difficulties	Desirable	Application & Interview
Skills:		
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
Other:		
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.

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

September 2021



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.

Mr Gladstone 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.school/policies-and-procedures/11241.html>

September 2021