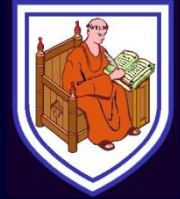


St Bede's School

'Christian Education at its Best'



Cover Supervisor

32.5 hours per week, 39 weeks per year

Actual Gross Salary £21,759

To start ASAP

Application Deadline: 09:30 on 2 October 2023

64 Carlton Road, Redhill, Surrey, RH1 2LQ Telephone: 01737 212108

Belonging

Education

Determination

Excellence

Service

Ofsted
Outstanding
Provider



About St Bede's

At St Bede's we are proud to serve roughly 1900 boys and girls of all abilities, age 11-18, from the Reigate, Redhill, Caterham, Horley and surrounding areas. This includes over 300 studying academic courses in the sixth form. The school has an Anglican, Catholic and Free Church foundation and we work hard to create an inclusive ethos. Our aim is to ensure that pupils thrive academically, socially and spiritually within a Christian framework.

In March 2023 Ofsted carried out an inspection of St Bede's and judged the school outstanding. The report acknowledged that pupils behave exceptionally well and they are happy and safe. They are unfailingly respectful to each other, to staff and to visitors and their positive attitudes mean that lessons are rarely disrupted. The inspection highlighted that leaders in subjects across the school have created an ambitious curriculum. Teachers have a very high level of subject knowledge and expertise which they use to provide pupils with explanations that are rich in details, bringing the subject to life.

Attainment and progress scores at GCSE and A level are consistently above national averages. We are particularly proud of the English and maths results achieved at GCSE. Both departments achieved fantastic results at 4 and 7 grades.

Measure	2019	2022	2023
Attainment 8	58.27	61.01	58.63
Progress 8	+0.73	+0.69	TBC
EBACC	54%	59%	45%
EBACC entered	84%	70%	57%
4+ English	92%	92%	92%
4 +Maths	89%	92%	94%

Our school is committed to the safeguarding of children so all appointments are subject to a satisfactory enhanced DBS check. Only applications made on our School Application Form will be considered; we do not accept CVs or unsolicited testimonials. It is our policy always to request references prior to interview.

Please see our staff prospectus for further information about working at St Bede's.

"Pupils enjoy their time in class and describe their lessons as 'inspirational'. The content of these inspirational lessons reflects the high expectations that staff have for what pupils can accomplish."
Ofsted 2023

Support Staff at St Bede's

We are seeking a self-motivated person to join our team of cover supervisors; full training will be provided. The post holder will work 08:20 to 15:20 Monday to Friday (with a 30 minute unpaid lunch break) during term-time only. You will work with students and staff across the school. The work is varied; in any one day you could cover lessons in a diverse range of subject areas, including desk based learning and practical subjects such as physical education or you could provide administrative support to middle leaders, if the requirement for lesson cover is low.

Support staff are valued members of the school community and fill vital roles. They are respected for the expertise they bring to their area of work. As you would expect in a large secondary school, support work is varied. St Bede's support staff work in the following areas:

- **Central Administration Team** – providing general administrative support to senior and middle managers, this team includes our Reprographics officer and Receptionists
- **Exams Office** – responsible for all administrative work related to public examinations (GCSE – A level)
- **Finance** – managing school budgets, administration of school trips, lettings, purchasing and payment of invoices
- **Human Resources** – providing a generalist HR service and liaising with Surrey County Council payroll team
- **Premises Team** – responsible for maintenance & development of the school site, setting up rooms for exams, concerts etc.
- **School Shop** – shop assistants
- **SIMs Office** – maintaining student records in various systems and completion of data returns to external agencies; monitoring attendance and liaising with external agencies; administration of assessment and reporting system to parents; administering school admissions and liaising with Surrey County Council School Admissions and Transport team; providing first aid; dealing with day to day student issues including illness, lockers, canteen accounts and lost property, etc.
- **Timetabling & Cover** – working with senior leaders to develop and maintain whole school timetables, arranging short to medium term cover for absent teaching staff and planning room changes.
- **Curriculum Support** - roles such as Learning Support Assistants, Library Assistants, Cover Supervisors, Science Technicians and IT Technicians.

Annual salary reflects the contractual hours and weeks per year and is calculated using a Surrey Pay formula which includes payment in respect of statutory annual leave allowances. Salary is paid in 12 equal monthly instalments.

There is no entitlement to take leave during term time. All holidays must be taken during school breaks.

Job Profile

St Bede's is a voluntary-aided school in which staff are employed by the Governors and are firmly expected to work within the policies approved and adopted by the Governing Body and under the direction of the Headteacher. We expect all staff to support the Christian ethos of the school, maintain the highest professional standards and contribute to the development of St Bede's as a thriving community.

The contractual basis of this post is the current School Teachers' Pay and Conditions Document

Job Family: Children Learning & Educational Support **Grade:** 6

Purpose

The Cover Supervisor provides staffing for classes in the absence of teachers, training requirements and staffing levels to ensure the safe running of activities both in and out of school. The main objective is to oversee the smooth running of lessons or activities which meet the school's teaching and learning goals.

Responsible to:

Assistant Headteacher

Key Accountabilities

- Covering in classes and tutor groups as needed on a day to day basis
- Supervising work that has been set for pupils and responding to any questions from pupils about process and procedures
- Managing the behaviour of pupils while they are undertaking this work to ensure a constructive environment and reporting under agreed referral procedures on the behaviour of pupils and any issues arising during the class
- Collecting completed work at the end of the lesson and returning it to the appropriate teacher
- Dealing with any immediate problems or emergencies according to the school's policies and procedures

Accountabilities & Tasks

The key accountabilities are numbered below. Additional information/responsibilities are shown as bullet points under each accountability and are not considered to be exhaustive.

1 Service & Support Delivery

1.1 Deliver a range of learning support for existing systems or processes to agreed standards, to maximise quality of teaching & learning.

- Provide class supervision in the absence of a teacher to ensure student safety, good order and behaviour
- Check arrangements for supervision each morning and afternoon, collecting and organising work for supervised groups, and returning completed work to the relevant teacher
- Ensure the correct work is set for each group, that students are clear about the tasks required and that work is completed as far as possible
- Liaise with teaching staff to ensure that appropriate work is set and collected, that necessary resources are available and that teachers are aware of the progress made by their groups(s) during absence
- Where absence of a teacher is known in advance, work with that teacher or Head of Department to organise a sequence of work and supervision that will support effective cover of the group
- Support and work (within the limits of cover supervisors training and experience) with students so that they can complete the work set to the best of their ability
- Supervising tutor groups where the tutor cannot be present, taking registration, performing routine daily checks and tasks
- Follow school procedures and apply policies relating to record keeping, registration of classes, students with special needs, safeguarding and any other aspect of welfare (including personal care routines where appropriate) relating to the groups covered
- Carry out lunch time supervision duties

1.2 Monitoring and assist with routine tasks such as cleaning equipment, tidying up and maintaining supplies of materials and equipment.

- When not needed for cover, take on wider support of departments, classrooms, pupils, exam invigilation and admin tasks as arranged

2 Planning & Organising

2.1 Support more senior staff in classroom management and behaviour Techniques.

2.2 Plan and deliver specified work to individual pupils, groups and the whole class.

3 Policy & Compliance

3.1 Adhere to established standards of service delivery to support any associated regulatory or technical compliance requirements.

- Follow School procedures and apply school policies in taking a class register, enforcing discipline, applying basic sanctions and following up any concerns or problems.

4 Work with others

4.1 Receive and respond to everyday enquiries to provide a timely, courteous and effective service.

4.2 Report any concerns, problems or incidents, e.g. safeguarding, behaviour in accordance with relevant reporting procedures.

5 Analysis Reporting & Documentation

5.1 Prepare and despatch a range of correspondence/documents connected with the defined area of activity.

6 Duties for all

6.1 Values: To uphold the values and behaviours of St Bede's School.

6.2 Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

6.3 Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of yourself and others.

6.4 Core National Standards for Supporting Teaching & Learning

- To understand and carry out role in line with agreed standards, expectations & qualifications.
- Contribute to and influence children's learning and personal development.

6.5 To have regard to and comply with safeguarding policy and procedure as appropriate.

7 Additional Requirements

7.1 Carry out any other task which might reasonably be required.

Person specification

	Essential	Desirable
Christian Commitment	<ul style="list-style-type: none"> • Strong personal commitment to the ethos of St Bede's School • Able to work effectively within an explicitly Christian context 	<ul style="list-style-type: none"> • Personally committed and practicing Christian, member in good standing of any denomination served by the school • Informed and thoughtful about current Christian issues
Education and Training	<ul style="list-style-type: none"> • A good standard of education – (Minimum GCSE Grade C or 5 in English & Mathematics or equivalent experience demonstrable by testing) 	<ul style="list-style-type: none"> • Knowledge of safeguarding • Additional qualifications or academic experience
Experience / Skills	<ul style="list-style-type: none"> • Good IT skills • Experience of working with children / young people • Good interpersonal skills 	<ul style="list-style-type: none"> • Successful work in secondary school environment • Successful experience in teaching or training people
Personal qualities	<ul style="list-style-type: none"> • Credibility and confidence in dealing with people at all levels • Relates to and understands students well • Resilient and determined • Excellent communication skills • Calm and organised under pressure • Team player and multi-tasker • Self-motivated and hardworking • Patience and perseverance • Passion for learning, committed to excellent for all • Creative and imaginative • Good sense of humour and able to enjoy work 	

How to apply

If you would like to apply, please complete our application form for support posts and send it to us with a supporting statement (no longer than 2 sides of A4) which explains what attracts you to the post, as well as detailing the skills and experience you would bring to it.

Your completed application can be emailed to:

peopleteam@st-bedes.surrey.sch.uk

If you have any queries please ring the People Team on 01737 214048 or send an email to peopleteam@st-bedes.surrey.sch.uk

The deadline for receipt of completed applications is 09:30 on 2 October 2023.

We look forward to hearing from you.

Our data protection policy for job applicants is available [here](#).

