



Bishop David Brown



Our vision is to be an outstanding school, providing a stimulating educational environment enabling students to achieve their full potential

# Candidate Brief

## Cover Supervisor - Temporary



Unity Schools Trust  
*Excellence through collaboration*



**Dear Candidate**

### **Cover Supervisor - Temporary**

Thank you for showing an interest in the role of Cover Supervisor at Bishop David Brown School. This is a temporary position due to staff absence with an immediate starting date. I hope that this information pack will give a flavour of what we are aiming to achieve as a school and whether we are the right school for you at this stage in your career.

I am extremely honoured to be leading this fantastic school and I am looking for a colleague who has the foresight and determination to support us in taking the school to outstanding.

We have recently joined a Multi Academy Trust, the Unity Schools Trust, and this alliance will create exciting opportunities to develop all aspects of the school. It will provide additional support and wider strategic leadership to the Academy as it enters the next phase in its development.

My vision is that we do whatever it takes to ensure every student at Bishop David Brown reaches their full potential. No shortcuts, no excuses, just hard work in order to ensure this happens.

My aim is that we create a culture of excellence and become the school of choice in Woking. We will do this by being relentlessly positive, showing resilience and treating each other with respect.

If you feel you have what it takes to support our school on its journey then we want to hear from you.

The closing date for this post is **Thursday 4 January 2018 at 12 noon**. Interviews will take place as soon as possible thereafter although we reserve the right to interview suitably qualified candidates on receipt of application. Please do not hesitate to contact our HR Manager, Rebecca Daniels, at [vacancies@unityschoolstrust.co.uk](mailto:vacancies@unityschoolstrust.co.uk) if you wish to arrange a visit to the school prior to interview.

Yours faithfully

**James Rodgers**  
**Head of School**





## Background Information

Bishop David Brown is a small school where everybody knows each other well. Our average class sizes are below national expectations and this is valued by all.

Students work to the best of their ability in a school where they are healthy, enjoy their education, stay safe and make positive contributions to the community. Visitors always comment on the caring, friendly atmosphere and the polite, happy students.

We want all our students to value their time with us, to develop lasting friendships, have positive experiences and develop the confidence to exceed expectations in whatever they do. We continually strive to support our students in gaining skills, qualifications and achievements in preparation for their life after school.

To provide this positive environment we strive to employ excellent staff who want to give, and gain, from the enriched learning environment. They work well together to make this school a successful and happy community.

The role of cover supervisor is critical to the continued high quality teaching experience we want to provide to our students. The absence of a regular teacher is always a challenge and we are seeking to appoint an individual who will become known to our students and provide continuity of education. A wide range of support will be provided to the successful candidate, including input from subject leaders, the cover manager and deputy headteacher to ensure they are able to undertake this role effectively.







This is a diverse role and will be ideal for a flexible and confident candidate. You may have gained experience through overseas teaching, voluntary work, tutoring or coaching. Alternatively you may have experience of working in a school in a supportive role such as an HLTA. It may be that you are considering applying for a PGCE or SCITT post and are looking for experience prior to application. If so, this will be an ideal role for you.

This is a temporary role in the school to cover the long-term absence of a member of staff. The successful candidate will be subject to a six month probation period.

This role is for 33.5 hours per week, 8.15am-3.30pm (30 minutes unpaid lunch per day), Monday to Friday, and for 39 weeks per year (including inset days). Annual leave should only be taken during school holidays.

The salary will be based on a range from Grade S6, £20,628 to £23,670, dependent upon experience. This salary will be paid in twelve equal payments over the year. The actual salary, pro rata, will be between £16,830 and £18,776 per annum or £1,391 to £1,565 gross per month.





## Location

Sheerwater is a residential neighbourhood on the outskirts of Woking, Surrey. It has excellent transport links being close to West Byfleet and Woking mainline stations with good bus links and quick access to the A3, M25 and M3 road networks.

## Staff Benefits

Alongside our continued focus on professional development we also offer a well-being and medical treatment package with benefits including:

- Physiotherapy
- Online Health Management System
- Relationship and Stress Counselling
- Medical Treatments for a range of conditions

Staff are also able to subscribe to a package that gives a range of flexible benefits that include childcare vouchers and staff discounts.

## A Commitment to Training and Professional Development

We are committed to recruit, develop and support excellent staff and provide a range of opportunities to enable staff to reach their full potential. Staff engage in a full and varied staff development programme that runs on a termly cycle and includes an infrastructure for developing and sustaining improvement with a developed induction course for new staff.



“Students make good progress from their different starting points. Their attainment is rising rapidly as a result of effective action taken by leaders to improve the quality of teaching, which is now consistently good.”

**Ofsted 2014**



# Interview Process

## Shortlisting

Only those candidates meeting the right criteria will be taken forward from application.

## Interview

Those shortlisted will take part in activities designed to gain an impression of your skills and experience that will include teaching a lesson and an interview.

Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

## Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.



“The curriculum caters extremely well for different groups of students. It contributes very positively to students’ spiritual, moral, social and cultural development, and **helps to ensure that they are well prepared for the next stage of their education and for future employment.**”

**Ofsted 2014**

*Bishop David Brown School is operated by the Unity Schools Trust which is a charitable company limited by guarantee and registered in England and Wales with company number 07692130. The Registered Office is at Thorpe Road Staines upon Thames TW18 3HJ*



## Job Description

Job Title: Cover Supervisor

Reporting to: Deputy Head of School

## Job Purpose

To support the school with the day to day cover of classes in order to provide continuity of student learning.

The duties detailed in this job description provide a summary of the main areas of responsibility.

## Key Responsibilities:

- Report to the school cover office daily to ensure that all classes requiring cover are planned for and that the work is organised and appropriate
- Take registration as required to ensure that an accurate record of student attendance is made and to use lesson monitor for all lessons covered.
- Liaise with the relevant subject leader concerning work for classes so that all students can access the work and make progress
- Supervise classes and take class registers as required so that appropriate behaviour for learning emanates from each class being covered
- Report for duties as required so that students are appropriately supervised even if the regular teacher is absent
- Record, report and follow through issues in class via the school's normal procedures so that any incident of lack of learning is followed up and acted upon
- Provide clear feedback to subject teachers for each lesson covered
- Work to an identified set of professional standards and compile appropriate documentation to evidence these standards are being met on an ongoing basis.
- Maintain good order and discipline amongst students, safeguarding their health and safety on and off the site
- Take an active role in your own performance management and of others where required
- Consolidate and extend learning and get students to take responsibility for their own learning
- Inspire students in their learning
- Apply a range of successful strategies to manage groups and individuals
- In line with the needs of the school to undertake other duties that could include supervision of exams, in class support, accompanying a trip or assisting another teacher

**Knowledge and Understanding:**

- Principles and practices of effective teaching and learning
- Keep well informed with regards to contemporary issues in teaching and learning
- Ensure that all work is conducted in line with school and departmental policy on health and safety

**Skills:**

- Promote the school's aims positively
- Demonstrate good personal relationships within a team
- Demonstrate effective communication skills to a variety of audiences
- Create a happy, challenging and effective learning environment
- Deal promptly and effectively with administrative procedures

**Principal Accountabilities:**

- To lead a class and keep students on task and completing work
- Show commitment to the student so that they feel safe and supported
- Enable all students are included in learning so that all are able to achieve and enjoy
- Ensure that the school's safeguarding processes and procedures are followed and regular training attended

**Additional Duties:**

- To take responsibility for their own professional development.
- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.
- To engage actively in the performance review process.

**Review and Amendments:**

*The job description should be seen as enabling rather than restrictive and will be subject to regular review.*

***Please note that this school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***





## PERSON SPECIFICATION

Application Form AF; Work-related task T; Interview I; Certificate C; References R

Skills	Essential	Desirable	How Assessed
Teach to Key Stage 4		√	AF/T
Ability to take initiative, lead, motivate, inspire and support students to achieve excellence	√		AF/I/T
Excellent interpersonal and group skills	√		AF/I
Good organisational and planning skills	√		AF/I
Able to ensure that technologies are used effectively to improve learning	√		T
A range of strategies for creating a positive climate for learning	√		AF/T/I
Excellent organisational and planning skills	√		AF/I/T
Evidence of good/outstanding classroom practice	√		AF/T/R/I
A sound knowledge and understanding of current curriculum developments	√		AF/I
Ability to undertake self-evaluation and plan and execute improvements	√		AF/I
The ability to plan lessons and sequences of lessons with clear objectives to ensure progression for all students		√	T
Have the capacity to manage own work pressure and that of others effectively	√		AF/I



**“Students throughout the school benefit from many opportunities to take on responsibility, for example, as assistant librarians or sports leaders. This contributes very well to their moral and social development and helps them to develop skills which will serve them well in the future.”**

**Ofsted 2014**



Qualities	Essential	Desirable	How Assessed
The ability to inspire young people to learn	√		AF/I
A willingness to be involved in extended curriculum opportunities across the school		√	AF/I
Knowledge of changes to SEND		√	AF
The ability to manage time effectively and prioritise work	√		AF/I/R
A commitment to own personal and professional development	√		AF/I/R
Be a successful team player and be able to make sound judgments	√		AF/I/R
Patience, sense of humour	√		AF
Reflective practitioner	√		AF/I
A commitment to inclusive education	√		AF/I
Ability to work under pressure and meet deadlines	√		AF/I
Able to learn and develop pedagogy and practice from others in your team	√		AF/I/R
An ability to understand and appreciate your current strengths and the ways in which these might be further developed	√		AF/I
The ability to form and maintain appropriate relationships and personal boundaries with students	√		AF/I/R

Equal Opportunities	Essential	Desirable	How Assessed
Commitment to ensuring inclusion, addressing diversity and access	√		AF/I
Must be able to recognise discrimination in its many forms and willing to put equality policies into practice	√		AF/I



Experience	Essential	Desirable	How Assessed
Ability to IT systems effectively	√		AF/I
Some experience of understanding and interpreting data to identify and act upon underachievement and underperformance	√		AF/I
Experience of working with students with social, emotional and learning difficulties		√	AF
Experience of performance management cycles and systems	√		AF
Recent experience of teaching		√	AF/I
Recent experience of whole class teaching		√	AF/I

Education & Qualifications	Essential	Desirable	How Assessed
Degree level qualification		√	AF/C
QTS Status and experience of teaching across at least two key stages in training		√	AF/C
Post Graduate Qualification		√	AF/C
Relevant professional development over the last 2 years		√	AF/C
Numeracy and Literacy qualification equivalent to NVQ L2 or GCSE Grade C	√		AF
Educated to A Level standard or NVQ L4	√		AF

### **Special Requirements**

An enhanced Disclosure and Barring Service (DBS) check will be requested in the event of a successful applicant and references will be requested.