Royal Alexandra & Albert School

Cover Supervisor

JOIN OUR TEAM

ABOUT OUR SCHOOL

The Royal Alexandra and Albert School has a long history. Originally the School was two orphanages: the Royal Alexandra School, founded in 1758, and the Royal Albert School, founded in 1864 as a national memorial to Prince Albert. An Act of Parliament amalgamated both institutions in 1949 to create the current School. For much of their history both orphanages enjoyed Royal Patronage which has continued to this day; the School's President is Her Royal Highness the Duchess of Gloucester.

The School is located in 260 acres of beautiful parkland in Gatton Park near Reigate, Surrey, within short distance of Gatwick and Heathrow airports, as well as London. It is in an ideal location for students and staff to live. Our large site allows us to have extensive sporting facilities, including floodlit all-weather sports pitches, fitness centre, indoor swimming pool and equestrian centre.

The Royal Alexandra and Albert School is a co-educational, non-selective state boarding school, for boys and girls aged 7 - 18, with compulsory Saturday morning enrichment lessons and longer holidays.

This is a boarding school with Flexi Boarding students attending from the local area and a lively community of around 300 Full Boarders, heavily involved in a wide range of after-school and weekend activities and trips. With around 1,000 pupils, the School has grown gradually, maintaining its focus on strong academic results and quality pastoral care.

Our Ofsted inspection of March 2024 states "pupils are happy and well cared for at Royal Alexandra and Albert School. They benefit from positive relationships with staff across the school. Pupils feel safe, confident that if they report any concerns or worries they will be dealt with".

The Royal Alexandra and Albert School continues its long history of providing pupils with rich and valuable life experiences and opportunities, in and out of the classroom, with remarkable wrap around care in a close-knit community.

"Pupils benefit from an exceptionally wide variety of opportunities to develop their skills and interests outside of their taught lessons"

Ofsted 2024

A STATE BOARDING SCHOOL?

What is a state boarding school?

In a state boarding school, the education provided between 8.30 am and 3.35 pm is financed by government through the Local Authority - in our case Surrey County Council. Everything else: the boarding provision, meals and the activities that we run, is financed by the charges paid by parents.

We have two categories of students:

Full Boarders - whose parents currently pay around £22,000 per year (compared to around £38,000 for a major independent boarding school). There is no reduction in charges for weekly boarders. Around 200 boarders remain at School on Saturday nights.

Flexi Boarders - who are attached to boarding houses, are entitled to all meals, take part in all activities and sleep between 7 and 10 nights per year in School. Flexi Boarders can stay at the School from before breakfast until the bedtime of their year group. The yearly charge for Flexi Boarders is less than £9,000.

We have Saturday morning enrichment lessons, compulsory for all students up to Year 11. There are no compulsory exeat weekends.

Places for local Flexi Boarder students are very heavily oversubscribed.

A MESSAGE FROM OUR HEADTEACHER

At The Royal Alexandra and Albert School, we pride ourselves on our commitment to providing a nurturing environment where every individual is valued, supported and encouraged to reach their full potential.

Our recent Ofsted report highlights the significant strides we've made in addressing areas for improvement, including reading, curriculum progression and personal development. Through the dedication and industriousness of our colleagues, we've seen marked improvement in our school's performance, a testament to our shared vision of enhancing the life chances of our young people.

A key strength of our school is the positive relationships between staff and students, fostering a culture where pupils feel safe, cared for and confident in reporting any concerns. We believe in not only academic achievement but also holistic development, as evidenced by our 'Outstanding' grading for personal development. From our diverse co-curricular offerings to our commitment to adaptive teaching and consistent behaviour policies, we are continuously striving to provide the best possible learning environment for all.

As we celebrate our achievements, we also recognise that there is still work to be done. Moving from 'Good' to 'Outstanding' is our next goal, and we are committed to the ongoing journey of improvement.

I invite you to join us on this journey of excellence, where together, we can empower the next generation to thrive and succeed. Thank you for considering The Royal Alexandra and Albert School as a place to inspire and be inspired. We look forward to welcoming you to our vibrant community.

M.P.Thomas BSc(Hons), PGCE (Cantab)
Executive Head

WHAT WE STRIVE FOR

PURPOSE

We exist to give our children a distinctly different start in life, preparing them for the world with hope, optimism, compassion and empathy.

VISION

Our community enhances lives, ignites curiosity and inspires compassionate leaders.

OBJECTIVES

- An ambitious and effective curriculum
- Exceptional behaviour and attitudes
- Exemplary personal development
- Inspirational and transformative leadership
- Excellent boarding and co-curricular provision
- Life enhancing opportunities through our charitable aims

GOALS

- Outstanding Section 5 inspection
- Outstanding Boarding and Social Care inspection
- Effective and sustainable use of resources

VALUES

Ambition

Courage

Integrity

Respect

MEET OUR STUDENTS

"pupils are happy and well cared for at Royal Alexandra and Albert School. They benefit from positive relationships with staff across the school. Pupils feel safe, confident that if they report any concerns or worries they will be dealt with"

Ofsted Report 2024

We are incredibly proud of our students. The School's renewed behaviour policy is effective in supporting good behaviour, as was stated in our recent Ofsted report.

You will be teaching and supporting children who know the value of their education and have a strong willingness to learn.

Happy children are the easiest to teach which is why pastoral care at our school is one of our highest priorities.

The School has a large number of informed and engaged parents who actively support the work you will be doing with their child. We communicate with parents in a variety ways, including weekly newsletters, one-to-one meetings, parental consultation evenings, social media and emails.

Our School Foundation supports around 10% of our total students with life-changing bursaries. The core purpose of the Foundation is to accommodate and educate 'Foundationers'. These are students who would benefit from a boarding education and whose parents or guardians are unable to afford such boarding charges.

OUR COLLEAGUES

We believe we have excellent teaching and support teams. There is a high level of professionalism and mutual respect across all our staff. The school leadership will always be ready to support you wherever necessary. As a member of staff at The Royal Alexandra and Albert School you will be part of a strong community that includes over 100 members of staff who live on site, some with their families and pets. There is also a collective sense of pride in the School and the children.

You will work within a departmental structure ensuring that you have key colleagues to liaise with and who offer ongoing support and guidance. Departments meet regularly and there are many informal opportunities to meet and discuss issues. Performance management is run via departmental line management.

As a School we have a large number of support staff, including Learning Coaches. Team work and continuous dialogue ensure that we can provide the best teaching and learning experience for students.

A large number of teaching and non-teaching staff also work within one of our eight boarding houses. This provides extensive opportunities to get to know students, both Boarders and Flexi Boarders, outside of the classroom. Teachers and support staff are able to provide ongoing academic support as well as ensuring that all children feel safe, secure and happy in their boarding house.

JOB DESCRIPTION

Post Title: Cover Supervisor
Reporting to: Deputy Head - Academic
Salary: £18,197.76 (FTE £27,031.73)
Contract type: Permanent
Hours: An average of 35.04 hours per week, term time only (35 weeks per year plus 2 INSET days). (Monday – Friday 8.30-3.35pm, Sat 9.00-11.30am)
Start Date: ASAP

The Role
Cover Supervisors are required to cover lessons during the short-term absence of the normal teacher who will have set suitable work for the duration. At a very basic level the role of the Cover Supervisor is to supervise the class whilst they complete tasks set by the teacher. This requires no active teaching, marking, planning etc. In order to maintain high standards and the sustain drive for a high-quality learning experience, the role of Cover Supervisor at The Royal Alexandra and Albert School has been developed beyond the basic description above.

This post would suit anyone looking to gain further school experience before undertaking teacher training.

Key Responsibilities
Cover Supervisors will be required to manage groups of around 30 students independently and to appropriately deliver the work set to a high standard, answering any questions to the best of their ability that students may have surrounding the tasks set.

You will be expected to:

- Provide cover for registration
- Deliver lessons where the normal cover has been left, to a high standard with limited preparation time and on occasion at short notice
- Provide students with a positive climate for learning, using the gold classroom standards and school's behaviour policies consistently and fairly where necessary to effectively manage the behaviour of students
- Collect work at the end of the lesson and return it to the teacher along with any feedback regarding pupils who may deserve praise or otherwise.
- Evacuate your class from the building during a fire alarm and take students to the designated area
- To undertake INSET and training relevant to the role
- On occasions when cover is not needed, Cover Supervisors may also be required to carry out the following agreed tasks:
  - Support identified SEN pupils in lessons
  - Carry out suitable administrative tasks
  - Attend staff briefings, and the weekly meeting with the rest of the cover supervisor team

Classroom Expectations
This section outlines what is expected of you, your cover work and your students in every lesson, and what is unacceptable. Unacceptable behaviour should be dealt with following the departmental and school's behaviour policies and reported to the appropriate teacher and/or Head of appropriate department. Persistent issues and concerns are to be reported to the Head of Year.

You:
- Take direct responsibility for pupils' safety as you work without the direct supervision of the classroom teacher.
- Communicate effectively with students, staff and the rest of the team.
- Never carry out any personal work during a cover lesson.

Your cover work:
- All cover sheets should be clearly written with the work set suitable to be delivered by someone other than a subject specialist. The quality checklist on the back of the cover sheet should be used. If this is not the case, seek advice from the subject leader.
- If you do not feel comfortable delivering particular work set for a lesson, whether due to a lesson's sensitive content, or the work requires subject specialist knowledge or you have concern for health and safety (e.g. a practical lesson), you should seek further advice from your line manager.

Your students:
- Students should treat you in the same way as they would any other teacher, following the same expectations and standards as in any classroom where the normal teacher is present.
- The duties and responsibilities of individual posts may change from time to time, and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate to the existing level of responsibility vested in the post, e.g. supervision of homework club, admin. support etc.

Other
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person.
- To contribute to the overall ethos and aims of the School.
- The postholder will demonstrate a commitment to maintaining confidentiality, promoting the ethos of the school and upholding the key values of Ambition, Courage, Integrity and Respect in all aspects of the role. These are the foundation upon which (a) we conduct our work and (b) conduct ourselves both internally and externally with stakeholders. All employees are expected to demonstrate these values in their interactions with others and through their day-to-day responsibilities.

The school reserves the right to appoint prior to the closing date.

Person Specification

Criteria	Essential	Desirable
Qualifications	• GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths	• Further qualifications relevant to the role.
Experience, knowledge and skills	• Ability to work as part of a team and to be flexible in their approach to daily routines • Good literacy and numeracy skills • Good organisational skills • Ability to build effective working relationships with pupils and adults • Skills and expertise in understanding the needs of all pupils • Excellent verbal communication skills • Active listening skills • The ability to remain calm in stressful situations • Good ICT skills, particularly using ICT to support learning	• Experience working in a school environment or other educational setting • Experience planning and delivering learning activities • Knowledge of guidance and requirements around safeguarding children • Knowledge of how to help adapt and deliver support to meet individual needs • Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils
Personal	• Enjoyment of working with children • Sensitivity and understanding, to help build good relationships with pupils • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupil's wellbeing and equality • Resilient, positive, forward looking and enthusiastic about making a difference • Capacity to inspire, motivate and challenge children and young people	

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post if successful, including an Enhanced DBS check. Staff must be aware of and comply with policies and procedures relating to child protection, health and safety regulations, security and confidentiality, reporting all concerns as appropriate. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

EXTRA BENEFITS

As a member of staff at the Royal Alexandra and Albert School, you will be part of a dedicated, diverse and vibrant community. We value our teachers and support staff, and aim to make the School an environment that is supportive and welcoming.

Benefits include:

WELLBEING:

- All staff are entitled to free lunch in the School's Dining Room when on duty. There is a varied menu, including vegan and vegetarian meals, which is constantly changing to meet the wants and needs of students and staff.
- The School's 25-metre indoor swimming pool and fitness centre are open to members of staff free of cost. For both facilities, time slots are scheduled for the use of members of staff only.
- Access to an Employee Assistance Programme to support physical and mental health and wellbeing.
- Consideration for flexible working.
- Free eye tests.
- There are a number of social events for staff which take place throughout the year, including theatre trips, book clubs, quizzes and staff sports such as yoga, football and rugby. Reduced price theatre tickets are also available as part of the staff extra-curricular activities programme.

ADMISSIONS:

- The School's Admissions Policy gives a higher priority to the children of members of staff.
- All full time staff, teaching and non-teaching, are entitled to a discount on remission of charges (pro rata for part-time staff).

PENSION SCHEME: The School offers membership to appropriate pension schemes for non-teaching staff members and membership to the teachers' pension scheme.

PROFFESSIONAL DEVELOPMENT:

- The school supports continuous professional development.
- Supportive appraisal policy.

EVENTS:

- Possibility to be involved with school excursions, including trips abroad.
- Members of staff and their families are entitled to free entry to some Gatton Park events.

OTHER:

- Free car parking onsite.
- Beautiful estate set in 260 acres of parkland.

ROYAL
ALEXANDRA
& ALBERT
SCHOOL

Royal Alexandra & Albert School
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Patron: Her Royal Highness The Duchess of Gloucester
Founded: 1758
Registered charity No. 311945