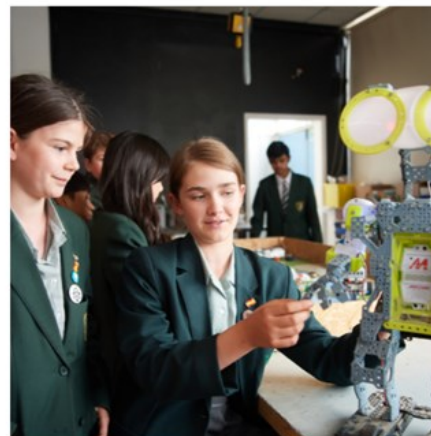


St. Crispin's  
Excellence for all



# St. Crispin's School

## Recruitment Pack



Cover Supervisor

# Cover Supervisor

## St. Crispin's School

Headteacher:

Andy Hinchliff

NOR 1391, 11-18

Mixed Comprehensive, London Road, Wokingham, Berkshire RG40 1SS

Tel: 0118 978 1144

[www.crispins.co.uk](http://www.crispins.co.uk)

**Cover Supervisor Monday to Friday, 8.25am—3.30pm**

**Circle Trust Support Staff Grade 4 Point 11 £24,054      Term time + 5 INSET days**

**Job share opportunity if required**

### Looking for a career in a secondary school?

- **Gain experience in the classroom with support from a qualified teacher**
- **Improve your work/life balance with generous school holidays**

We are recruiting a flexible, engaging Cover Supervisor to join our friendly team who enjoy an excellent reputation both within and beyond the school.

You will play an invaluable role in supervising lessons where students complete work set by a qualified teacher; maintaining the good behaviour of students to both support their own learning and the learning environment for the class as a whole. You will gain invaluable experience and support under the supervision of a qualified teacher.

St. Crispin's School is a happy and oversubscribed 11-18 mixed comprehensive school.

Our school motto is "Excellence for All" and this encapsulates our commitment to do the very best for both our students and staff. Standards within the school are high and St. Crispin's is a lovely and positive place to work. Our school has a great many strengths, is far from complacent and has the potential to do even better.

Visits to the school are warmly welcomed!

**To apply:** Visit our website [www.crispins.co.uk/vacancies](http://www.crispins.co.uk/vacancies) or contact Sarah Hales, PA to Headteacher, at [haless@crispins.co.uk](mailto:haless@crispins.co.uk)

**Closing date:** Applications will be considered upon receipt

**For more information:** Sarah Hales on 0118 978 1144 or email: [haless@crispins.co.uk](mailto:haless@crispins.co.uk)

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. Appointments are subject to enhanced DBS clearance and satisfactory employment references.

# Job Description

**Salary:** Circle Trust Support Staff Grade 4 Point 11 £24,054    Term time + 5 INSET days

## **Aim and main purpose of the job:**

To promote the good behaviour of pupils to both support their own learning and the learning environment for all pupils.

## **General Accountabilities:**

### **Covering Lessons**

- Establish productive working relationships with pupils, acting as a role model
- To supervise lessons in the absence of a teacher, making sure work that is set is completed and managing pupil behaviour to ensure a purposeful and safe working atmosphere
- To promote and reinforce the school's values
- Prepare and maintain the learning environment
- Use ICT to support pupils learning
- Invigilate tests and examinations
- Escort and supervise pupils on educational visit and out of school activities
- To support in managing the speedy/effective integration of pupils who have been excluded for a fixed period of time
- Attend and participate in regular meetings as required
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Participate in training and other learning activities and performance development as required
- Contribute to the overall ethos/work/aims of the school

### **Other**

- Maintain confidentiality about home - school / pupil - teacher/ school - work matters
- To follow statutory guidance and school policies including child protection and safeguarding
- Any other duties reasonably required by the Headteacher

# Job Description



## Details of Line Management:

This post is line managed by the Deputy Headteacher with oversight for cover.

## Notes:

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, which are commensurate with the salary and job title.



# Personal Specification

Key Criteria	Essential	Desirable
Qualifications and Training	<p>Good literacy/numeracy skills</p> <p>Supervisory skills</p>	<p>HLTA standard or equivalent qualification or experience</p> <p>Training in relevant strategies e.g. Behaviour management, special needs, bi-lingual, signing etc</p> <p>Have undertaken appropriate first aid training</p>
Competence Summary (knowledge, abilities, skills, experience)	<p>Able to form positive relationships with pupils while exercising authority in the classroom</p> <p>Extensive experience of working with young people in a learning environment</p> <p>Experience of working with pupils with additional needs</p> <p>Able to use ICT to effectively support learning</p> <p>Able to relate to and communicate well with children and adults, motivate pupils to learn, clarify and explain instructions to pupils and respond sensitively and flexibly to competing demands</p> <p>Able to work constructively individually and as part of a team, understand classroom roles and responsibilities and work effectively with teaching staff</p> <p>Able to work with pupils within an agreed behaviour management policy</p>	<p>Working knowledge and experience of implementing national curriculum, relevant learning programmes/strategies and understanding of child development and learning processes (in particular barriers to learning)</p>

# Personal Specification

Key Criteria	Essential	Desirable
Work related personal requirements	<p>Commitment to equality of opportunity</p> <p>Commitment to continuing professional development</p>	
Other work requirements	<p>Suitable to work with children</p> <p>Able to identify own training needs and actively seek learning opportunities, share knowledge with others, support their development and participate in training and development activities</p>	

## General Accountabilities:

St Crispin's School has four full-time cover supervisors, one of whom coordinates the day-to-day timetable for all supervisors. External training specific to the role will be provided for the suitable candidate and there is an internal Continuous Professional Development programme for staff. Whilst not an expectation, the team have the opportunity to be involved in wider aspects of school life such as attending Team Building weekends or taking on a lunch duty as a way of continuing to build positive relationships with the students.



# About Us

St Crispin's is a mixed comprehensive secondary school. We offer students of all abilities and interests the opportunity to be the best they can be. Ofsted describe us as a good school with outstanding leadership and exemplary student behaviour.

We believe in promoting excellence, while providing an atmosphere in which our students can learn, enjoy, grow and show support to others. We have a strong focus on the basics: excellent learning and teaching, a safe disciplined environment and an ethos, which promotes the highest aspirations. Good qualifications are the key to a young person's future success and for this reason, they are our main priority. Nevertheless, developing young people to become well rounded, articulate, confident and happy is of equal importance.

We have a team of committed staff that provides support, challenge and expertise, enabling every student to achieve.

On 1st February 2018, St Crispin's converted to an academy and became part of [www.thecircletrust.co.uk](http://www.thecircletrust.co.uk).

Our trust was created to serve the local area and be geographically committed to surrounding counties. It was borne out of a desire that all children and young people have an excellent well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them.



## Policy Statement

To view our Recruitment Privacy Policy please see link below:

[St Crispin's School Recruitment Privacy Policy](#)

St. Crispin's School is an academy and part of The Circle Trust, a charitable company limited by guarantee registered in England and Wales, company number 11031096, registered at The Circle Trust, London Road, Wokingham, Berkshire, RG40 1SS. Tel: 0118 332 0011 [www.thecircletrust.co.uk](http://www.thecircletrust.co.uk)

