

Reading School

Vacancy Information Pack

**Cover Supervisor and
Parents' Evening Administrator**

Erleigh Road, Reading, Berkshire, RG1 5LW





Reading School

Introduction

We all need to belong and Reading School invites staff to work together, acting with purpose and leading, in order to serve the school community and beyond.

Belonging is an essential component of wellbeing, because when we feel that we belong, we are more likely to achieve our potential, add value and make a positive difference.

As a school of character we believe that your actions can and will make a difference to you and others. We role model positive behaviour and celebrate success.

We support our staff to learn, lead and serve.

Learn: What are my opportunities for development in the year ahead?

Lead: How can I role model a culture of character and belonging to colleagues?

Serve: How can my skills positively shape the school community?

We are a values-based organisation that contributes to meaningful work and focuses on growth and development. Our values underpin everything that we do.

If you are thinking about joining our team you can find out why it might be the right fit for you. Our team is proud to make a positive impact and strives to put values in to action – excellence, integrity, leadership and community.

We believe that when you feel, safe and included, you will be at your most engaged and productive.

We are committed to developing our staff by providing opportunities for growth to empower you to achieve your best.

Mr AM Robson
Headmaster

We are seeking to appoint an organised and enthusiastic individual to Cover a range of classes when teaching staff are absent and to work proactively on a range of administrative tasks. This role is integral to the smooth operation of the school and the successful candidate will have strong interpersonal skills and a creative approach to supporting our students' learning.

The Cover Supervisor and Parents' Evening Administrator will be able to motivate young people, will have excellent IT skills and will enjoy using their own life experiences as part of a team. They must be able to work independently to manage bookings for six parents' evening a year, and collaboratively to provide the best possible experience for students when their own teacher is absent.

They must also be comfortable dealing with confidential information and willing to undertake training relating to the delivery of public examinations.

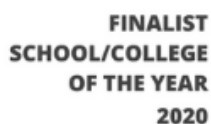
This is a permanent full-time role, term time only (plus 5 INSET days). The successful candidate must be willing to undergo an Enhanced DBS Disclosure.

It could be an excellent opportunity for an individual looking for a career change, as it synthesis administrative function and classroom management

Combining a distinguished heritage, a positive reputation for outstanding academic achievement and a commitment to high standards of pastoral care, at Reading School we aspire to be a "World Class School" with excellence at the heart of everything we do. We are situated 15 minutes' walk from central Reading and close to transport links. Reading is a diverse place to live with arts, culture and heritage at the heart of the town.

We offer an exceptional all-round education enabling each student to realise his academic, cultural or sporting potential. A Selective Boys' School, Reading School takes both day and boarding students. In 2020, the school was rated the Sunday Times South East State School of the Year and awarded 'outstanding' in the Boarding Ofsted Inspection in February 2020.

We are committed to developing all our staff, and have a track record of recruiting cover supervisors who develop through this role into other administrative or teaching specialisms.



What we can offer you...

Excellence

- A 'let's make it happen' attitude to growing and developing your role
- Opportunities to participate in extra-curricular or pastoral projects if desired

Integrity

- 28 annual leave days (increased to 30 days after 5 years' service)
- Local Government Pension Scheme
- Employee Assistance Programme
- Annual eye care for regular DSE users
- Generous pension contributions (optional)
- Ride to Work and Technology schemes
- Free on-site car parking near central Reading & in walking distance of train/bus
- Free use of Fitness Suite on site

Leadership

- A supportive, proactive and knowledgeable governing body and staff
- Encouragement for personal and professional development through CPD

Community

- A staff body based on values of support, kindness, calm and caring responses
- A school where you can really make your mark and where you will feel valued
- Belonging



A Rich History and a Promising Future

Reading School has a rich history and we wish to build on our impressive past and current achievements and successfully realise the school's ambitious development plans.

Founded in 1125 as part of Reading Abbey, Reading School is the tenth oldest school in England. In 1486 the school was refounded by Henry VII as a 'Free Grammar School'. After the dissolution of Reading Abbey in 1539, the School fell under the control of the Corporation of Reading, its status being confirmed by Henry VIII in 1541.

This was reconfirmed in the Royal Charter granted to the Corporation of Reading by Elizabeth I in 1560.

During the Civil War the School was used as a garrison by Royalist forces and in 1665 Parliament, forced out of London by the Great Plague, took over the school house.

After a period of declining numbers, the School was given a renewed lease of life with the passing of the Reading School Act in 1867 which clearly set out its administration and funding.

"Reading School is the tenth oldest school in England."

The new buildings designed by Alfred Waterhouse were opened in 1871. The development of Reading School was strengthened following the 1944 Education Act and the school retained its selective status in 1973 after a petition signed by a third of all voters in Reading.

February 2011 witnessed Reading School converting to Academy status.

Since 2012, there have been improvements to examination results at both GCSE and A Level in addition to the development of a new Refectory, Computer Science facilities and 4 new Biology laboratories and 3 new Chemistry laboratories.

Academic Excellence

Our aim to be a World Class School is shaped by the central importance of academic achievement. We have an outstanding academic track record. Indeed, recent examination results have placed Reading School among the top five performing state schools in the country. In terms of its academic performance, the 'free Grammar School' competes strongly with independent schools costing up to £40,000 per year. For instance, in 2019, 88.6% of Year 13 students were awarded A*- B grades at A Level, with over 25% of candidates achieving at least 3 A* grades. In addition, 71% of candidates gained at least AAB. Furthermore, at GCSE 90.9% of entries were awarded grades 9-7 (47.7% of entries were awarded the highly coveted grade 9 and 76% were awarded grades 9-8) and 100% of pupils gained five grades 9-4 including English and Maths. In addition, 97.6% gained five grades 9-7, 58.9% gained ten grades 9-7 and over 94% of candidates achieved the English Baccalaureate. In 2021, 23 students have been offered places at Oxford and Cambridge Universities. Regularly, over 80% of places are gained at Russell Group Universities. A broad and balanced academic curriculum is one of Reading School's greatest strengths. All students study separate science and a modern or ancient language at GCSE. All students follow a three year KS4 and will be eligible for the English Baccalaureate. The large sixth form of over 360 students offers a wide range of subject combinations covering Maths, Sciences, Humanities, Languages and the Arts.

Building Good Men

Whilst academic excellence is important, Reading School also offers an exceptional all-round education designed to give each student an opportunity to fully explore his talents. The school offers an extensive extra-curricular programme and has an enviable reputation in Music. Students from Year 9 are able to participate in the Combined Cadet Force (CCF) and there is a thriving 'Future Stories' programme through which the School is able to share expertise and resources with Primary Schools. Reading School is especially proud of the development of International Partnerships and since 2012 we have nurtured links with Schools in Australia, New Zealand, Denmark and Kenya. In addition, our students have represented the UK in competitions held in St Petersburg, Hong Kong, Pittsburgh, USA and Sydney, Australia. The myriad of enrichment opportunities offered are only possible through the commitment of staff, support of parents and the generosity of the Reading Foundation and the Old Redingensians Association. Learning beyond the classroom, whether it be on a Geography Field Trip in Iceland or a Cricket tour to St Lucia is a crucial component of the experience of Reading School. Enrichment activities complement and extend the experience of academic lessons. We are fully committed to developing and extending opportunities for students, through the Reading Way. We are committed to both academic excellence and building people of substance.

Pastoral Care

Reading School prides itself on delivering high standards of pastoral care. Each student is a member of a House. Currently there are five houses: County, East, School, West and Laud.

In Year 7, each student has a Form Tutor who is also the Head of House. This system helps Heads of Houses to get to know all students.

The School offers an excellent personal development programme which focuses on nurturing integrity and character. This is supplemented by the work of the Chaplain, Learning Consultant and the Special Educational Needs Co-ordinator.

Therefore, it is true to say that at Reading School we believe in the development of the heart and the head.

Boarding

Boarding is an integral part of the fabric and character of Reading School. The quality of the Boarding experience was judged to be 'outstanding' by Ofsted in March 2020. There are 80 weekly boarders from Years 7-13 in two boarding houses, East Wing and South House. As Reading School is a state school, boarders do not pay tuition fees. The Headmaster is currently Head of Boarding.

Admissions

Students are admitted to the School at the age of 11 and are required to sit entrance examinations. External qualified post-16 students are admitted to the Sixth Form.

Reading School is an academically selective, state school and is oversubscribed. The Governing Body are committed to encouraging increased social mobility through the 'Future Stories' project which seeks to encourage students from disadvantaged backgrounds to apply to sit the Entrance Test.

Facilities and Finance

Situated near the centre of Reading, the School offers good facilities which have undergone improvement recently – a Refectory in 2012, new Computer Science laboratories in 2013, refurbished Lecture Theatre in 2014, Fitness Suite and 7 new Biology and Chemistry Laboratories in 2018.

The School has ambitious plans to develop the site, especially relating to Sports Facilities.

Leadership and Governance

Leadership

The Headmaster, Mr AM Robson, is supported by the Senior Leadership Team, comprising of the Deputy Headteacher, five Assistant Headteachers, Finance Director, Executive Assistant and the Chief Operating Officer. This group meets every morning, with a fuller meeting after school every Monday.

Governance

As an Academy Trust, Reading School is a charitable company limited by guarantee under the overall authority of the Governing Body and the Headmaster. The school site is owned by a charitable trust, The Reading Foundation, established in 1986.

The Governing Body is chaired by Mr Robert Kenwick and comprises 16 Governors who are Directors of the Reading School Academy Trust Company and is served by an effective, experienced Clerk to the Governors.



Cover Supervisor and Parents' Evening Administrator

Reports To

Assistant Head

Reviewed

Annually - last review November 2021

Grade / Pay Scale

RS03 (Scale 5-11)

Annual Salary

FTE: £19,312 to £21,748 per annum

Actual Salary: £16,684 - £18,789 per annum

Employment Status

Permanent

Hours of Work

37 hours per week, term time only + 5 INSET days

Monday to Friday, 8am to 4pm

Job Purpose

To supervise whole classes during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities.

Organisation Chart

Main Tasks and Accountabilities

- Supervise Classes when a teacher is absent, as requested by the Cover Administrator.
- Complete registration for absent teachers, ensuring registers are completed correctly.
- Collect work that has been set by the Head of Department or sent in by the absent teacher and use this work when supervising a class.
- Manage student behaviour according to the School Behaviour Policy and report any problems to a senior member of staff if necessary.
- Supervise students during morning break or lunch.
- In the summer term the cover supervisor will provide two days a week of cover for the school's examinations officer to ensure that exam invigilation and logistics are managed appropriately. The cover supervisor will be trained for this task, and will be expected to participate in ongoing training as and when this is required.
- Undertake occasional exam invigilation (under Exam Officer's instruction).
- Work proactively with our online booking system to maximise the number of Parents evening appointments available to parents in each year group's annual parents' evening..
- Put up classroom displays or assist others with this.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

READING SCHOOL**JOB SPECIFICATION**

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications and Experience	<ul style="list-style-type: none">• GCE A Level equivalent qualifications• GCSE Grade C or above in Maths & English	<ul style="list-style-type: none">• Degree Level qualification or equivalent	<ul style="list-style-type: none">• Application form• References• Interviews• Certificate(s) (to be available at interview)
Knowledge, Skills and Competencies	<ul style="list-style-type: none">• The ability to form effective relationships with groups of students• The ability to manage student behaviour in a consistent and effective way• High level interpersonal skills• The ability to work well under pressure• Willingness to learn new skills• Personal organisation skills• Flexibility and a willingness to undertake any level of task• ICT and keyboard skills	<ul style="list-style-type: none">• Coaching & Mentoring Skills• The ability to offer any extra curricular activity for students related to an area of personal interest• ECDL qualification or equivalent	<ul style="list-style-type: none">• Application form• References• Interviews
General Attributes	<ul style="list-style-type: none">• Confident when dealing with groups of students & colleagues• Hardworking and conscientious• Reliable and trustworthy• Good attendance record• Self motivated and proactive	<ul style="list-style-type: none">• Willing to take a full and active part in school life	<ul style="list-style-type: none">• Application form• References• Interviews• Certificate(s) (to be available at interview)

Reading School is committed to safeguarding and promoting the welfare of children and young people.

The successful candidate must be willing to undergo an Enhanced DBS Disclosure.

How to Apply

Please complete the Associate Staff application form and submit it to:

hr@reading-school.co.uk

or by post for the attention of
The Headmaster, Mr AM Robson

Deadline for Applications:
3 January 2022

Interviews are anticipated to take place on:
6 January 2022

If you have any queries regarding this role, please contact:

hr@reading-school.co.uk

or by telephone:

0118 901 5600

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