



Warlingham School & Sixth Form College

Cover Supervisor

32.5 hours per week, term time only

Part-time hours also considered

TLT6 From £29,697 p.a. FTE

Warlingham School & Sixth Form College
is part of Tandridge Learning Trust.

Tandridge
Learning Trust

Excellent Teaching
Inspiring Leadership
Innovative Training

CONTENTS

CONTENTS	2
WELCOME	3
JOB ADVERTISEMENT	4
JOB DESCRIPTION	5-7
PERSON SPECIFICATION	8
CONTACT DETAILS & HOW TO APPLY	9

Tandridge Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to safer recruitment checks, including an enhanced DBS check.

As an equal opportunities' employer, Tandridge Learning Trust is also committed to achieving a diverse and inclusive workplace and strongly encourages suitably qualified applicants from a wide range of backgrounds irrespective of personal characteristics.



WELCOME

Dear Candidate



Thank you for enquiring about this post.

This information pack has been designed to give you, a potential applicant, essential information about our vacancy, school and trust, so you can decide if this should be the next step in your career.

“Wide Horizons, High Aspirations” is our school motto and this underpins our whole school philosophy. We are a school community which does not stand still. Whilst our expectations of academic performance are high, of equal importance are that students enjoy the experience of coming to Warlingham School & Sixth Form College and have opportunities which enable them to develop into young men and women who will contribute positively to society.

Our students tell us they consider this a place where they are challenged by the work, where they are supported by the staff and fellow students and where achievement is part of the everyday vocabulary. We have high expectations in terms of learning, behaviour and attendance which leads to excellent academic progress. We provide an environment that excites, motivates and challenges our students to place no ceiling on achievement and to develop an interest in the world around them. Our ambition is for students to leave Warlingham as successful, confident young people ready to face all of life’s challenges and make a positive contribution to society. We measure our success by meeting the needs of all our students in this truly comprehensive school and believe everyone has a role to play in achieving this aim.

Should you decide this is not the school for you then we thank you for the interest you have shown; however, if this ethos aligns with yours, then I hope you will apply to join our team, support our drive to become outstanding and I look forward to receiving your application. We hope that this pack provides sufficient information to encourage you to take your application to the next stage.

Do telephone or email, if you wish to discuss any aspect of the post.

We look forward to hearing from you.

Paul Foster

Paul Foster
Headteacher



JOB ADVERTISEMENT

We have an exciting new opportunity for a full or part-time Cover Supervisor to join our dedicated and enthusiastic team supporting Warlingham School.

The role of Cover Supervisor involves supervising students as directed by the Cover Manager and Class Teacher. You will need to ensure effective classroom management to enable students to achieve the lesson objectives and be able to offer support with learning as appropriate.

This role is a fantastic opportunity for someone who is considering working in education, term time only and would like some valuable experience in a friendly and supportive school. Please note that success in this role could support candidates with gaining potential teacher training opportunities.

Benefits include :-

- Flexible working arrangements, family friendly policies, with generous holiday entitlement.
- Workplace pension through LGPS;
- Generous occupational sick pay;
- HR and wellbeing support;
- Focus on continuous professional learning and development

If you feel you have the skills and experience, and would like to make a difference to the outcomes of students, then this is a really exciting opportunity.

Please read the enclosed job profile for further details and do not hesitate to contact us if you have any queries.

Please note that applications will be considered upon receipt. Early applications are encouraged as we reserve the right to close the recruitment process once a suitable candidate is appointed.

This post is exempt from the Rehabilitation of Offenders Act 1974, subject to the filtering rules which 'protect' certain spent convictions and cautions from disclosure



JOB DESCRIPTION

Job Title Cover Supervisor

Phase Secondary

Accountable To Cover Manager

Responsible For N/A

Grade / Scale / TLR TLT6

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Trust reserves the right to review and amend the job families on a regular basis.

Job Purpose

To provide cover for classes where a teacher is absent or otherwise engaged, ensuring student outcomes are met

Key Outputs

- Covering in classes as needed on a day to day basis, supervising students;
- Communicating the work set by the class teacher to students;
- Oversee the use of resources and materials during the lesson;
- To ensure the room is left tidy, and work is returned to the teacher;
- Report any problems, successes etc. as appropriate.
- Ad-hoc administrative work as required.



JOB DESCRIPTION

Representative Accountabilities

Support delivery

- May provide specialised support /interventions for individuals or groups. This may include leading on a specific allocated intervention.
- Monitoring and maintaining a programme of activities / interventions e.g. wider curriculum support, lunchtime resourcing & coordination.
- Use of specialised tools/equipment.
- Provide support with whole class supervision, on a regular basis, for teachers' planned lessons.

Planning & Organising

- Plan and organise own work and work of other members of the team (where appropriate) to meet given priorities.
- Contribute to broader activities by providing specialist support and effective resourcing, coordination and monitoring of those activities.
- Assess the range and volume of work to be undertaken for the days ahead and plan to ensure it is completed to time and to an appropriate standard.

Policy and Compliance

- Adhere to established processes, standards of service delivery and use of equipment to support any associated regulatory or technical compliance requirements.

Work with Others

- Receive and respond to everyday enquiries from customers to provide a timely, courteous and efficient service.
- Develop strong relationships with partners and stakeholders to deliver a timely and efficient service.
- Report any concerns, problems or incidents, e.g. safeguarding, behaviour in accordance with relevant reporting procedures.
- Contribute to and influence children's learning and personal development.



JOB DESCRIPTION

Resources

- Deliver a range of practical services in support of existing systems or processes to agreed standards, to maximise service quality and continuity.

Analysis, Reporting & Documentation

- Assist in the delivery of relevant assessments/ evaluations.
- Ensure information and records are processed and stored to agreed procedures.
- Ability to store data and carry out basic analysis

Duties for all

All support staff are expected to undertake other reasonable duties in support of and to contribute to the smooth operations of our schools. For example, this may include attending open evenings, exam invigilation, accompanying school trips, first aid duties etc.

- Values: To uphold the values and behaviors of the organisation.
- Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.
- Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others. The Core National Standards for Supporting Teaching & Learning: To understand and carry out role in line with agreed standards, expectations and qualifications. Contribute to and influence children's learning and personal development.
- To have regard to and comply with safeguarding policy and procedure as appropriate.

Safeguarding

- All staff have a responsibility to promote and safeguard the welfare of children in line with the school Safeguarding and Child Protection Policy

Role Summary

Roles at this level typically provide a practical support as part of team. They work within established processes and procedures, resolving problems or extending activities with the more difficult issues or behaviours referred to others. They support more senior staff by covering specific aspects of the teaching/learning programme and will be fully versed in the procedures of their specialism. They will usually be subject to



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> Minimum 3 GCSEs at Grade C or above (Including English & Maths), or equivalent, or able to evidence ability at an equivalent level. 	<ul style="list-style-type: none"> Experience of working in a similar service environment.
KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none"> Experience of working with children and young adults. Able to relate well to young people and act as a role model. 	<ul style="list-style-type: none"> Practical knowledge or experience relevant to the role.
SKILLS & APTITUDES	<ul style="list-style-type: none"> Competent in a range of IT Skills Able to prioritise and plan own workload in the context of conflicting priorities. Good written and oral communication skills with the ability to build sound relationships with staff and students. Ability to follow instructions Ability to present to a class of students. 	<ul style="list-style-type: none"> May be required to hold a certificate of competency in a defined area relevant to the role e.g. first aid at work, ADHD, behaviour management, advanced literacy, NNEB or other relevant qualifications at level 2.
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Ability to work with others to provide excellent customer service. Able to remain calm under pressure. Integrity and able to maintain confidentiality. 	<ul style="list-style-type: none"> Ability to guide and support less experienced or more junior colleagues.
SAFEGUARDING	<ul style="list-style-type: none"> Ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the Trust's Child Protection & Safeguarding and related policies. 	

CONTACT DETAILS & HOW TO APPLY

Please note that applications will be considered upon receipt. Early applications are encouraged as we reserve the right to close the recruitment process once a suitable candidate is appointed.

Designated Contact for this Vacancy

Name:	Debbie Westley
Job Title:	Cover Manager
Phone Number:	01883 624067 x 2041
Email Address:	D.Westley@WarlinghamTLT.co.uk

Please note that in accordance with our Safer Recruitment practices, CV's will not be accepted.

References will be sought for shortlisted candidates prior to interview, unless a specific request is made to the contrary.





Warlingham School & Sixth Form College



Tithepit Shaw Lane, Warlingham, CR6 9YB



01883 624067



Info@WarlinghamTLT.co.uk



www.WarlinghamTLT.co.uk



facebook.com/warlinghamschl



instagram.com/warlinghamschl



linkedin.com/school/warlingham-school/



twitter.com/WarlinghamSchl

Tandridge
Learning Trust

Warlingham School & Sixth Form College
is part of Tandridge Learning Trust.

Excellent Teaching
Inspiring Leadership
Innovative Training