

APPOINTMENT OF

 COVER SUPERVISOR

 Require for a.s.a.p.

Closing date: 9am, Monday, 24th February 2020

Interviews to follow thereafter

 **Christ’s School, Queen’s Road, Richmond upon Thames, TW10 6HW**

 **Tel: 020 8940 6982 e-mail: jralph@christs.school**

[**www.christs.richmond.sch.uk**](http://www.christs.richmond.sch.uk)



January 2020

Dear Candidate

Thank you for your interest in the position of Cover Supervisor at Christ’s School.

Christ’s School is a Church of England comprehensive school for 950 young people aged between 11 and 18. Our vision is to deliver Excellence as Standard to every member of our Christ’s family: excellent leadership; excellent staff; excellent outcomes and excellent partnerships.

Our school is situated on an enviable site adjacent to Richmond Park in Richmond upon Thames in South West London. We have very strong links with our feeder primary schools and the local community. We are proud to be a faith school and welcome students from Christian and other religious backgrounds or none.

At Christ’s School we combine our expectations for students' excellent academic achievement with an emphasis on their personal growth as well-rounded individuals. Our aim is for students to become confident, successful, responsible young people, who love learning, have a desire to lead and to serve, and are ambitious for their own futures.

Our learning environment is inspirational, supportive and happy, and based on the Christian values of Love, Justice and Peace. We provide outstanding educational opportunities and experiences for each of our students, to enable all to explore intellectually, to grow emotionally and spiritually and to achieve their full potential.

Our Behaviour for Learning approach focuses on restorative practice and praise: recognising the importance of building positive relationships with individual students. It is based on the work of Paul Dix.

Our results continue to go from strength to strength. We were particularly pleased with our latest Ofsted inspection, in November 2016, where Christ’s performed strongly in every criteria. As a Christian School we were delighted that our work to ‘promote pupils’ personal development’ was judged as ‘outstanding’ and ‘the level of care and support for all pupils is of the highest standard’. Our SIAMS inspection report also found the school to be outstanding at meeting the needs of all learners. Our latest results and reports can be accessed via the school website.

There are currently 47 full time and 11 part time members of the teaching staff. We have 46 support staff on a variety of full and part time contracts.

Applications should be sent in the form of a completed online application form including a supporting statement.  The statement should include how your skills and experience fit the job and person specifications, outline the impact you have made in your current / most recent role and should be no longer than 3 sides of A4, font size 12.

Please email completed applications to Mrs Julia Ralph - jralph@christs.school.   Only complete application forms will be considered and forms with missing elements will be returned for completion.  We are looking for completed application forms (email only) to be returned by **9am** **on Monday, 24th February 2020. Interviews to be held as soon as possible thereafter.**

Early applications are welcome and we reserve the right to appoint before the closing date if we find a suitable candidate.

Christ’s School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

References may be taken up before an offer of a post has been made.  In the interests of safeguarding we reserve the right to telephone referees to clarify any questions which arise from application forms, verify facts and investigate any inconsistencies between a written reference and the form.  Before an appointment can be confirmed an enhanced DBS disclosure will be required. Please also note that any appointment made will be subject to receipt of a satisfactory medical disclosure form.

Please visit our website where you will be able to find out more about our school, ethos and vision. If you have any queries about what is expected in a particular section of the form *or to arrange an informal visit,* please do not hesitate to telephone Julia Ralph on 0208 439 9652.

At Christ’s we deliver Excellence as Standard.  If you believe you can help us realise our vision, we look forward to hearing from you.

Yours sincerely,

**Phil Rushby**

**Chair of Governors**

Job description: Cover Supervisor

Job Title: Cover Supervisor

Grade: Scale 5 point 12 [NJC pay scale]

Salary: £17,433

Hours: 8.15am to 3.15pm (30 hours a week) term time only (39 weeks per year)

Responsible to: Lead Administrator

**Mission**

At Christ’s School we combine our expectations for students' outstanding academic achievement with an emphasis on their personal growth as well-rounded individuals. Our aim is for students to become confident, successful, responsible young people, who love learning, have a desire to lead and to serve, and are ambitious for their own futures.

Our learning environment is inspirational, supportive and happy, and based on the Christian values of Love, Justice and Peace. We provide outstanding educational opportunities and experiences for each of our students, to enable all to explore intellectually, to grow emotionally and spiritually and to achieve their full potential.

Our ambition is that Christ’s is a community where students:

* achieve their full academic, sporting, musical and artistic potential
* have a life-long curiosity and passion for learning
* are creative thinkers, capable of taking risks in their learning and of studying independently
* are spiritual individuals, compassionate and sensitive to the needs of others and of self
* embrace diversity and have a commitment to equality and inclusivity
* are considerate, polite and always act respectfully towards others
* develop personal qualities of leadership, courage, integrity, resilience and determination
* make a positive contribution to their community and to society as a whole
* are team players, who work collaboratively to achieve shared goals
* feel comfortable socially and express themselves confidently in a range of situations.

**Main purpose of job:**

To supervise whole classes during the absence of teachers. Cover supervisors will give instructions for the lesson as provided by a teacher and the primary focus of the role will be to maintain good order and keep students on task.

Cover Supervisors will respond to general questions and provide general feedback to teachers but will not be required to undertake ‘specified work’ (planning, preparation, delivery, assessment, recording and reporting of achievement, progress and development). Cover Supervisors will not therefore be subject to a ‘system of supervision’ other than the general supervision applicable to all staff and will act under the professional direction of teachers.

When not ‘covering’ classes the Cover Supervisor will be used for administrative support under the direction of the Office Manager.

**Key Accountabilities**

**Support for students**

* Supervise students engaged in learning activities.
* Act as a role model and set high expectations of conduct and behaviour.
* Promote the inclusion and acceptance of all students within the classroom.
* Keep students on task and respond to general queries.

**Support for teachers**

* Provide objective and accurate feedback to the teacher of the conduct of the lesson.
* Keep appropriate records as agreed with the teacher.
* Promote positive values, attitudes and good students behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.

**Support for the curriculum**

* Support the use of ICT where appropriate
* Make appropriate use of equipment and resources

**Support for the school**

* Be aware of, and comply with, policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to John Edwards.
* Be aware of, and support, difference and ensure all students have equal access to opportunities to learn and develop.
* Participate in training and other learning activities as required.
* Attend relevant school meetings as required.
* To respect confidentiality at all times.

**Person Specification: Experience**

* Successful recent working experience with children of relevant age.

**Qualifications**

* Good literacy and numeracy skills
* Good general standard of education.
* Induction training for Teaching Assistants

**Knowledge and skills**

* Basic knowledge of first aid.
* Understanding of relevant policies/codes of practice/legislation
* Working knowledge of ICT to support learning.
* Ability to apply behaviour management policies and strategies, which contribute to a purposeful learning environment.

**Aptitudes**

* Work effectively as part of a team and contribute to group thinking, planning etc.
* Effective time management.
* Build rapport with adults and children.
* To be flexible.
* Follow instructions accurately.
* Use own initiative and work independently.
* Excellent communication skills with adults and children, verbally and in writing.
* Motivate, inspire and have high expectations of students.
* Creative approach to problem solving.
* Ability to adapt quickly and effectively to changing circumstances/situations.
* Work calmly under pressure.
* Committed to personal and professional development.
* Ability to critically evaluate own performance.
* Awareness of, and commitment to, equalities issues.

Christ’s School operates a no smoking policy

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties. Elements of this job description and changes to it may be agreed at the request of the Principal or the incumbent of the post.

**Christ’s School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants will undergo appropriate child protection screening including checks with past employers through the Disclosure and Barring Service.**

**Cover Supervisor**

Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
| CRITERIA | Essential / Desirable |  | Assessed by application / interview process |
|  | E | D |  | A | I |
| QUALIFICATIONS AND REQUIREMENTS |  |  |  |  |  |
| 5 GCSES including English and Maths  | √ |  |  | √ |  |
| Post 16 study  |  | √ |  | √ |  |
| In sympathy with the Christian values of the school | √ |  |  | √ | √ |
| A commitment to the protection and safeguarding of children and young people | √ |  |  | √ | √ |
| KNOWLEDGE AND UNDERSTANDING |  |  |  |  |  |
| Understands how best to engage with young people to help them achieve their potential | √ |  |  | √ | √ |
| Can use IT to best effect | √ |  |  | √ | √ |
| Can use and handle data effectively and efficiently | √ |  |  |  | √ |
| SKILLS AND EXPERIENCE |  |  |  |  |  |
| Good communication skills, orally and written | √ |  |  | √ | √ |
| Quick thinking and organised  | √ |  |  |  |  |
| Experience of working in a school |  | √ |  | √ | √ |
| Experience of working with children of secondary age |  | √ |  | √ | √ |
| The capacity to make decisions based on sound judgements | √ |  |  | √ | √ |
| Ability to work independently and as part of a team | √ |  |  | √ | √ |
| Able to work under pressure in a busy environment | √ |  |  |  | √ |
| PERSONAL ATTRIBUTES |  |  |  |  |  |
| A clear communicator | √ |  |  | √ | √ |
| A commitment to a team ethos | √ |  |  | √ | √ |
| Professional integrity and honesty | √ |  |  | √ | √ |
| Ability to build good working relationships with colleagues; | √ |  |  | √ | √ |
| Ability to work calmly, with patience and perseverance | √ |  |  | √ | √ |
| Self-motivated with an ability to use own initiative | √ |  |  | √ | √ |
| Ability to engage, motivate, enthuse and support students | √ |  |  | √ | √ |
| Good sense of humour | √ |  |  |  |  |