

Cover Supervisor

Application pack



THE REGIS SCHOOL – LIMITLESS AMBITION



Thank you for your interest in our vacancy at The Regis School. I feel privileged to be leading this successful school and I am resolute in my determination to deliver a high performing fully inclusive school, that provides a first-class education for the community it serves.

The staff here share that ambition, and you would be joining a highly qualified, motivated, and dedicated team, who are passionate about ensuring they bring out the best in everyone. We have high expectations of the students and a shared purpose; to ensure when they leave us, they will be motivated lifelong learners, kind citizens and productive young adults.

This is achieved through delivering an ambitious curriculum that equips students with powerful knowledge, maximising their cognitive development, and drawing out and building on their talents. Our curriculum is broad and balanced, not just our academic curriculum but also in terms of Character Education, where we are fully committed to our co-curricular provision, and the 'hidden curriculum' of the school - intended to spark curiosity and to nourish the head and the heart.

Our ethos is centred around 'the best in everyone' and therefore we expect the best from everyone, constantly challenging the students and ourselves. As a hardworking and passionate Headteacher I believe in many things including: high professional standards (of ourselves and our work); in personal responsibility and the value of discipline; that all students deserve disruption free learning; in kindness and good manners; in inclusion; in smiling; in being respectful and most importantly in showing limitless ambition, setting goals high.

I am proud of the commitment shown daily from our staff and the students to ensure The Regis School is a centre of educational excellence. This permeates out into the community, where parents' confidence in our ability to do so is shown in The Regis School being the school of choice for the community we serve. We are delighted to have been oversubscribed for the fourth consecutive year and early indications predict this trend will continue.

If the above aligns to your values and educational beliefs and feel excited that The Regis School could be the right school for you, we would welcome your application. There is more information in your pack and on our website about our school, and we hope you enjoy finding out more about us. We recognise that moving to a new school is a significant decision and therefore offer an open invite to prospective candidates to meet with myself and visit the school in person. I very much look forward to meeting you.

Best wishes
Dave Oakes
Principal

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Cover Supervisor

Salary: £19,356.34 (FTE £23,802) – pay award pending

35.5 hours per week – term-time only plus 5 days

Permanent post

Due to some internal promotions and the expansion of our cover team, we are seeking to appoint an enthusiastic individual to support teaching and learning within our school. The role involves delivering lessons in the absence of a class teacher, to ensure that students continue to learn new knowledge and or have opportunities to revisit prior knowledge, so that they continue to progress through the curriculum.

This post is ideal for those who have a passion for working with young people, and a love of learning who are looking for a new rewarding career pathway OR for someone considering a career in teaching and thinking of applying for a PGCE, Teach First or School Direct course, OR for a qualified teacher either looking for a more flexible way of working or wanting to continue to gain experience before securing permanent post in their subject specialism.

The key responsibilities of the role will include:

- Supervising students to complete their learning, delivering pre prepared resources when a teacher is absent, promoting engagement and supporting progress of students.
- Creating a calm and purposeful environment in which students can complete work set productively
- Setting and maintaining high expectations and standards.
- Following the school's systems to ensure a disruptive free learning environment for all pupils.
- Establishing purposeful and positive relationships with students.

The role involves you being in front of a class of students (across the secondary age range), delivering a lesson. You would be sharing preprepared resources with students across multiple subjects, rather than one subject, ensuring students complete the work that has been set to the best of their ability.

This role is incredibly rewarding and by possessing the following skills and qualities, it is likely that you will be highly successful and enjoy the work you do:

- Highly adaptable, responsive, and flexible in how you work
- Have excellent communication skills
- A calm, fair, positive, and warm manner, as well as being firm and assertive when needed
- A love of learning and working with young people

Please contact Vicky Ovens: vicky.ovens@theregisschool.co.uk with any questions.

We reserve the right to close this vacancy early should we receive an overwhelming response as interviews may be arranged on the receipt of positive applications.

Closing date: Tuesday 17th October at 9am

Interview date: tbc

The Regis School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the school to share this commitment. All positions are subject to an enhanced disclosure through the Disclosure and Barring Service (DBS).

THE BEST IN EVERYONE – EVERY LESSON COUNTS – EVERY GRADE COUNTS

Job Description

There are various reasons why teachers may be absent from a lesson. Cover supervisors play a vital role in ensuring that a high-quality continuity of learning is sustained for the students affected by the absence and in maintaining stability in the school.

You will ensure that students are able to access their learning by providing clear instruction and by giving regular feedback and guidance to help them to complete and master the work set. A warm/strict approach will build productive relationships and students will quickly learn to meet your high expectations, creating a purposeful, hard-working environment that enables them to thrive.

Main responsibilities:

Your role in the classroom will be varied, demanding and creative. You will need to think on your feet, have plenty of patience and maintain an energising presence to motivate a class.

You may also be a tutor for a tutor group for 45 mins each morning (training will be provided, this could be in any of the year groups 7-11)

You will need to be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and reporting all concerns to an appropriate person.

A typical cover supervision lesson:

1. Greet the class at the door, using a technique known as threshold, ensuring they settle quickly into their seating plan and into learning as they begin the 'Do Now' activity (lesson settler). Complete the register.
2. Instruct the students through each task from the work that has been set. Ask questions to check students understand what is expected of them, or to support learning. Give guidance and feedback where needed. Create and maintain a purposeful working atmosphere. The tasks will be varied in type and length and should be delivered in manageable chunks.
3. When students are engaged in a task, circulate around the room, tracking the work students are completing. Where/when appropriate talk to pupils, asking questions, providing feedback, and supporting them. Check they are on task and completing work to a high standard.
4. Allow 5 minutes to pack up in an orderly manner, check the room is tidy, all resources are collected, and check that there is nothing on the floor. Ensure the class are settled with blazers on. When the bell goes dismiss them calmly, by row or table, ensure they put their chairs under, and then thank them for a positive lesson.

What you will gain from this role in education

- A varied and rewarding career in a supportive and friendly work environment
- A pathway into teacher training through PGCE, United Teaching or Schools Direct route
- A pathway into student support and working in the pastoral system
- A pathway into being a Teaching Assistant

Person Specification

It is anticipated that evidence of meeting these criteria will be gathered from scrutinising the candidate's application and observing the various aspects during the interview process.

Person Specification	Essential	Desirable
Qualification & Professional Membership		
▪ A good general educational background	✓	
▪ Relevant Level 2 and 3 qualifications and/or relevant experience	✓	
▪ Minimum GCSE grade 4/C in Maths and English	✓	
Experience		
▪ Experience working with children of relevant age		✓
▪ Expertise and recent experience of behaviour management		✓
▪ Previous experience of working with children in an educational environment		✓
Knowledge		
▪ Working knowledge of national curriculum and other relevant learning programmes		✓
▪ Understanding of how students learn and in particular barriers to learning	✓	
▪ Knowledge of Child Safeguarding procedures		✓
Skills/Attributes		
▪ Effective interpersonal skills	✓	
▪ Excellent communication and presentation skills	✓	
▪ Work constructively as part of a team as well as take initiative and work independently	✓	
▪ Ability to manage and monitor a student's learning/behaviour choices		✓
Personal Qualities		
▪ Initiative to respond to and cope with unexpected problems and situations positively	✓	
▪ Self-motivated	✓	

You should have the ability to work in a way that promotes the safety and wellbeing of children and young people

What makes The Regis School and our cover teaching department a great place to work?

You will:

- Be working for the biggest Multi Academy Trust in the UK.
- Work in a disruption free learning environment, enabling teachers to teach and students to learn.
- Work within a team who are friendly, supportive, and ambitious, who all share a passion for teaching.
- Be able to access excellent professional learning and career opportunities each year both within the school and the wider trust.
- Work in a continuously improving school with a passion for high expectations and standards
- Work in a school that makes a difference to the students and their community
- Work in a great working environment with high staff morale and a strong sense of community
- Have access to enhanced pay scales and progression.
- Have access to a the TPS or the Local Government Pension Scheme
- Receive the resources you need to teach well, including a laptop for use at home and a fully equipped classroom with interactive whiteboard and visualiser.
- Have access to reduced Gym Membership (50% off standard anytime membership) in a state of the art gym facility on campus.
- Have access to United Learning's Staff Benefits package. Including: a car leasing scheme, access to 'Perkbox' offering hundreds of discounts on shopping, holidays and much more.
- Have access to 10% discount on nursery place at Stepping Stones on-site nursery.
- Have access to an Employee Assistance Programme for wellbeing and access to Mental health trained staff on-site.

United Learning Child Protection Statement

United Learning is fully committed to the safeguarding of children – ensuring the wellbeing of the child is paramount. For students to feel that they can do their best and achieve their true potential, it is important that they feel safe and supported in the school environment.

Everyone working within our schools and academies, whatever their role, is acutely aware that issues to do with the protection of children are of the highest possible importance. Trust underpins everything that we do in schools. The parents of our students entrust the care of their children to us and together we are all responsible for their well-being.

In relation to safeguarding, United Learning aims to ‘prevent’, ‘protect’ and ‘support’ all its students by addressing child protection in the curriculum, pastoral activities and in the management of the school, and by empowering and enabling staff to be vigilant for vulnerable students through training and information dissemination.

All United Learning schools have policies which deal with safeguarding, child protection and safer recruitment, which are in accordance with the relevant local authority procedures, and which comply with the DFE’s safeguarding children and safer recruitment statutory guidance. The individual school policies are available via each school’s website or by contacting your school directly.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Schools are now required, as part of their shortlisting process to carry out an online search as part of their due diligence. If shortlisted for the role an appropriate online search will be undertaken on your name(s). Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

How to Apply

To apply and see more details please visit our website: www.theregisschool.co.uk/working-for-us/vacancies. Once you have applied via the online application process we will contact you to let you know whether you have been offered an interview or not. If you are invited for an interview we will then ask for references in advance of the interview (unless specified) and documents will be collated for a DBS check.

If you have any questions, please email vicky.ovens@theregisschool.co.uk

We are working hard to become a more diverse organisation – which is key to our commitment to bringing out the best in everyone. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates, who are currently under-represented in the Group as a whole. We always appoint on merit. We are open to discussing flexible working options.

The Regis School

THE REGIS SCHOOL – LIMITLESS AMBITION

The Regis School is part of United Learning, a unique group of independent and state schools working together to achieve the best in everyone.

Our vision is to provide an excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient, our high quality, hardworking staff.

The Regis is a school that we all feel proud of and our teachers are passionate about their work. We know that teaching can be a challenging profession, but with the support we offer and a commitment to seeing the best in each other, we work tirelessly to find creative ways to educate. We have access to a Group-wide curriculum, an intranet platform that enables sharing of resources and opportunities for work shadowing and mentorship.

The Regis School is a secondary 11-18 school with over 1600 students on roll. We are an inclusive comprehensive school that aims to achieve the best for every student. This philosophy is reflected in the successful Sixth Form of 160+ students who are offered a broad range of academic and vocational programmes. Over 70% of our students progress to Higher Education each year.

The Regis School has a well-qualified, dedicated supportive and enthusiastic staff team. We have approximately 200 staff, all of whom are committed to providing the best possible education for our students. As one of the biggest employers in Bognor Regis, we emphasise the learning of adults and young people. Staff are involved in further study, research projects and in the training of teachers in partnership with local universities.

The school boasts superb facilities in all subject areas. Each teaching area has audio-video facilities and a range of ICT suites throughout the school provides access to specialist equipment. All teachers have a laptop provided, to support teaching and administration.

The Regis School aspires to be an outstanding centre of learning, serving its community and transforming lives. We seek to equip our students for a changing world through building confidence, encouraging creativity and fostering enquiry to achieve excellence. These qualities will allow our students to flourish as leaders of the future and to take their place as caring, ambitious and responsible citizens in their communities.

Academic achievement is at the heart of what we do, ensuring students leave with the highest qualifications that enable them to be competitive in the global economy. We have a strict behaviour policy that enables teachers to teach in classrooms that are mainly free from disruption. Students who prevent others from learning are given a single warning, then learn elsewhere in the school under the supervision of senior staff.

The Regis School is part of the United Learning group. United Learning is a large, and growing, group of schools aiming to offer a life-changing education to children and young people across England.

United Learning schools work as a team and achieve more by sharing than any single school could. On our intranet site United Hub, for example, we share lesson plans and many other resources, helping to simplify work processes and manage workloads for an improved work-life balance.

As a group, we reward our staff better: with good career opportunities, better pay, benefits, and ultimately, the satisfaction of helping children to succeed.

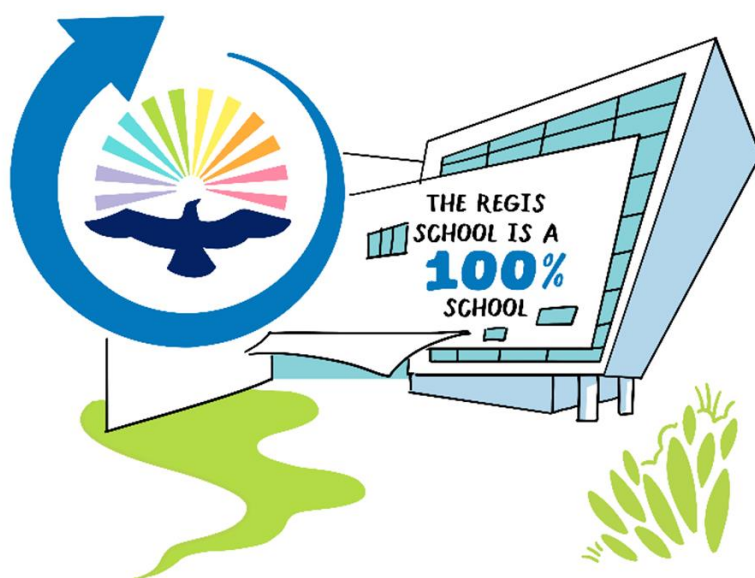
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We greatly value our staff and want them to know it. Starting with financial rewards and solid career progression, we believe in leading the industry with better remuneration packages. As such, you can expect to earn more at United Learning than if you took a role in the maintained sector, with up to 5% better pay for new teachers. In addition, our benefits options are undoubtedly competitive, with every member of staff being entitled to a core benefits and lifestyle package.

Your wellbeing is a priority. It is vital for us to have healthy and happy members of staff, which in turn ensures you are providing the best education for our children. We offer great benefits to support the health and wellbeing of colleagues, such as discounted gym memberships, Cycle2Work schemes and free counselling. We also provide you with more time to think and prepare for the term ahead, with a minimum of eight INSET days a year – with at least three dedicated to planning. Further information about United Learning is available at www.unitedlearning.org.uk

The strength of United Learning is determined by its people, which is why we seek to recruit and retain the very best. Just as we seek to provide the best education and opportunities for the children and young people in our schools, we want the very best for colleagues too, ensuring everyone feels valued, appreciated and able to thrive at work. Because we are a group, we can reward you better than any school could alone, and this includes your employee benefits.



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