

# The Ferrers School

## Now Recruiting – Cover Supervisor

**Principal - Mrs Angela Smith**

The Ferrers School Address: Queensway, Higham Ferrers, Northamptonshire, NN10 8LF

Email: [mail@theferrers.org](mailto:mail@theferrers.org)

Telephone: 01933 313411



## Welcome to The Ferrers School

Our unwavering commitment to school improvement has ensured that The Ferrers School is a thriving and vibrant learning community. We are committed to providing a high-quality educational experience and put learning and individual achievement at the centre of everything we do. We share a collective sense of pride in the transformation and rapid improvement that has taken place. We are a school that is really going places! Following our most recent Section 5 Ofsted inspection, we are delighted to have been rated a 'Good' school in all areas.

We believe that our students should experience the broadest curriculum possible, with exposure to a wide range of subjects and experiences. Our curriculum aims to develop and nurture knowledge and skills through rich content and expert teaching. The taught curriculum runs hand in hand with the school's commitment to 'Extending the Boundaries of Learning' which includes personal development, careers education, information and guidance, 'PLEDGES' and Session 6, all of which equip students for life beyond school.



The Ferrers School is part of the successful Cambridge Meridian Academies Trust, a group of primary, secondary and special schools. Many of the schools in the trust are growing and there is a need to develop capacity, expertise and excellence in our staff body. We are currently working very closely with our colleagues in the Sharnbrook Academy Federation and as a school we look forward to playing a key role in the development of CMAT's free school due to open in Weldon, Corby in 2022 or 3.

The Ferrers, like CMAT, is also driven by our ability to adapt to the changing educational landscape led by determined staff who bring our community alive with their enthusiastic personalities, unshakeable work ethic and their commitment to delivering exceptional learning experiences for our children. What makes The Ferrers School, and the Trust different is that we know how to nurture and bring out the very best in our talented staff.

### What we can offer you:

- a philosophy of 100% achievement and inclusion
- a commitment to extending the boundaries of learning enabling all young people to become well-rounded individuals
- a purposeful and caring learning environment, where every individual is known, valued and supported
- motivated and engaged students, and ambitious, dedicated and professional staff

"Leaders and governors have established a positive school culture. Their clear vision has united staff".

"Leaders have ensured that all staff receive high-quality professional development. Staff say that they strongly value these opportunities". **Ofsted report July 2021**

Should you wish to join us, please complete the application form and submit a supporting statement which should be no longer than two sides of A4. We would highly recommend a visit to the school.

**Mrs Angela Smith, Principal**



## Our Mission

To help all our students to be the very best they can be.  
We express this through our motto,

### “Aspire, Achieve, Acclaim”

- ❖ **Aspire** – we have the highest aspirations for our students, and we expect them to have high expectations in all that they do.
- ❖ **Achieve** – we want all our students to achieve their best in all that they do. We set challenging targets and constantly seek ways to raise levels of achievement for all.
- ❖ **Acclaim** – we celebrate and reward the achievement of our students. We foster a climate in which success is recognised and celebrated to support students’ aspirations and achievements.

Our vision is to send our students out into the world as confident, motivated, aspirational and high achieving young people who will make a positive contribution to the local and wider community as responsible and ambitious citizens.

## Our Values

- ❖ **We are committed to the pursuit of excellence** - There is a culture of continuous self-improvement, informed by systematic benchmarking against the best practice nationally, and modelling of our best practice for, and in, other schools.
- ❖ **We value people** -There is a single-minded commitment to value, and know, every student, engage with parents and develop all of the staff.
- ❖ **We are committed to the achievement of all** - ‘Every Child Matters’ (ECM) translates to ‘Every Child Achieves’ (our 100% philosophy) in recognition of the links between genuine access to achievement and self-esteem and motivation.
- ❖ **We provide a high-quality learning experience** -There is a recognition that schools need to remodel themselves in terms of workforce, team structures, use of ICT and resources to focus on the individual and specific needs of every child.
- ❖ **We extend the boundaries of learning** - The Academy is outward looking; positively engaging with other schools, organisations and events locally, nationally and internationally to expand our horizons and experiences.



The Ferrers  
School

COVER SUPERVISOR



The Ferrers  
School

**'Aspire, Achieve, Acclaim'**



## Job Description

---

<b>POST:</b>	Cover Supervisor
<b>REPORTING TO:</b>	Cover Manager
<b>RESPONSIBLE TO:</b>	Deputy Head Teacher
<b>HOURS:</b>	32.5 hours per week, 39 weeks per year (term time + 1 week)
<b>SCALE:</b>	Grade G, points 8 – 12 (actual salary £15,394 - £16,664)

### JOB ROLE

To provide cover across the curriculum in the short-term absence of teaching staff to supervise classes, keeping students on task and generally assisting them to undertake set activities in line with the school policies and procedures. To contribute to raising standards by providing support to departments and the whole school.

### PRINCIPAL RESPONSIBILITIES

#### Cover Supervision

- Under the direction of the Cover Manager, supervise students in class during the absence of their class teacher.
- Take class registers, as and when appropriate.
- Liaise with Head of Department, where possible, to ensure that instructions are clarified.
- Liaise with Teaching Assistants regarding individual students being supported in class.
- Administer clear instructions to the class, based on the detailed work set, and actively supervise students as they carry out the instructions.
- Inform the class teacher of any non-participation by individual students through cover documents.
- Contribute to the evaluation of work set for covering lessons.
- Contribute to the preparation and maintenance of teaching and learning resources.
- Provide feedback on learning activities and contribute to school review and development planning.
- Contribute to behaviour management within the school, in accordance with the school's Behaviour Policy.
- Attend Staff Briefings

#### Support for Departments

- Under the direction of the Curriculum Leader, support departments with the preparation of resources including classroom displays, filing etc.
- Support the Student Support Assistants in the running of the house areas.



- When time allows, under the guidance of the Curriculum Leaders oversee small group work / intervention as requested.
- Escort and supervise students on educational visits and out-of-school activities.

### **Support for the School**

- Attend and actively participate in Staff Training Days.
- Attend and actively participate in appropriate Staff Meetings.
- Support the whole school by complying with all policies/procedures and contributing to the overall ethos/work/aims of the school
- Contribute to the maintenance of a safe and healthy environment including display work.
- Contribute and participate in school events and activities.
- Develop and maintain effective working relationships with other staff and parents/carers.
- Undertake some general administration support duties as and when available according to skill set.
- Carry out all duties in the strictest confidence and in compliance with the Data Protection Act.
- To carry out duties in line with the School's policy on Equality and diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- To promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
- To undertake any additional duties as deemed reasonable by the Head Teacher

### **Health and Safety**

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

The job description is subject to review and may be changed following consultation with the post holder. It is expected that the post holder will attend appropriate and relevant training courses which will enhance the performance of the post holder as required by the Trust, at the Trust's expense.



## Person Specification

Personal Specification – Cover Supervisor	ESSENTIAL / DESIRABLE E or D
<b>Qualifications / Training</b>	
GCSE English & Mathematics (Grade A*-C)	E
Willing to undertake all relevant training as requested	E
<b>Personal and Professional Skills and Attributes</b>	
Ability to build positive and professional relationships with students and their parent(s)	E
Ability to motivate students to improve and sustain attendance, behaviour and strive for success	E
High level administrative skills including use of Microsoft packages, Sims	E
Excellent communication skills	E
Highly motivated outlook with the ability to enthuse students	E
Highly ambitious on behalf of the students	E
High expectations of students in terms of behaviour and achievement	E
Ability to work as an effective team player	E
Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstances/situations.	E
Have a creative approach to problem solving and use this to inspire and motivate students.	E
Prioritise and organise workload to meet deadlines, cope with interruptions and remain calm under pressure	E
Previous experience working in a school environment	D
The motivation to work with children and young people.	E
Previous experience of working with young people.	E
The ability to communicate with students and staff of all abilities and ranges.	E
Punctual and reliable	E
<b>Knowledge and understanding</b>	
Knowledge and understanding of issues surrounding Safeguarding, Child Protection and the care of Looked After Children.	E
Knowledge and understanding of GDPR compliance	E

The postholder has an implicit duty to promote the welfare and safeguarding of all children and young people. The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure and Barring Service.



## A Great Place to Work



We care passionately about our staff, their well-being and professional development and this is reflected in the fact that we are an enthusiastic team committed to working collaboratively and sharing the very best practice.

We can offer:

- a strong team environment that takes staff well-being seriously;
- a dedicated Senior Leadership Team who want to see staff progress and flourish in their career;
- an active teaching and learning research and development group;
- a post with the potential for future progression both within this role and the wider trust;
- support from the wider trust including numerous CPD opportunities;
- a full induction programme alongside weekly training sessions and staff meetings to ensure effective communication;
- a strong track record of staff development within the Trust;
- Employee Assistance Programme to help support you in everyday life as well as career decisions;
- ample on-site car parking;
- supportive parents and an improving standing in the community with close and successful working relationships with our partner schools in our shared sixth form.



## About Us

---

The Ferrers School is an 11-18 co-educational comprehensive which opened in 1980. A new all-weather 3G sports surface was completed in 2015. Our Expressive Arts Area was fully refurbished in 2020 to incorporate a 2nd Dance Studio, Recording Studio, Music Technology Suite, Media Suite and a Film studio. The school is available for community lettings out of school hours.

In September 2020, there were 971 students on the roll including over 130 in the Sixth Form. At Post-16, we work in partnership with neighbouring secondary schools - Huxlow and Rushden - within the context of The East Northamptonshire Sixth Form Consortium (TENC). Our standard admission number is 180 in each year group.

Higham Ferrers is a small town of over 7,000 and lies on the edge of the Nene Valley close to the Cambridge-Northamptonshire border. Higham Ferrers itself has a long and interesting history. It was one of the first towns in England to receive a Charter and still retains its own Mayor. It has a beautiful main street of stone-built houses and a large parish church which has the Bede House and a tiny 15th century grammar school building in its close. Also in Higham Ferrers are to be found the ruins of a school founded in the 15th century and the site of a castle.



Higham Ferrers and its neighbouring town of Rushden are served by two comprehensive schools which share the common “catchment area” of the two towns. The two comprehensive schools draw students from six primary schools in Higham Ferrers and Rushden, including Higham Ferrers Junior School and Henry Chichele, with many transferring to

The Ferrers, in addition to students from the Rushden primary schools. Several students also attend The Ferrers from villages outside of the immediate area.

The area has good transport links to other local towns, for example, Bedford and Leicester from nearby Wellingborough and fast train services to London St Pancras Intl. The average journey time between London St Pancras Intl and Wellingborough is 47 minutes. On an average weekday, there are 48 trains per day travelling from London St Pancras Intl to Wellingborough. It is ideally located close to major trunk routes enabling easy access into and out of the county. There are excellent leisure and shopping facilities in the form of the recently opened ‘Rushden Lakes’, where everyday essentials meet fashion favourites, and all of this is combined with the great outdoors and lots of great places to eat, drink and relax.



The Ferrers  
School

COVER SUPERVISOR

## The Application

---

Applicants should send the completed form along with a covering letter of application to Alison Davies, PA to the Principal at: [ADavies@theferrers.org](mailto:ADavies@theferrers.org)

Closing date for applications is Monday 1<sup>st</sup> November 9.00am

Interview date: Friday 5<sup>th</sup> November 2021

We reserve the right to close the advert early if a suitable candidate is found. Early applications are encouraged.



The Ferrers  
School

**'Aspire, Achieve, Acclaim'**



## Safeguarding

---

Please note that we do not accept CVs – any received will not be taken into consideration during the shortlisting process. The Ferrers School is committed to safeguarding and promoting the welfare of children and young people. In order to meet this responsibility, the school follows a rigorous selection process to discourage unsuitable applicants. This process is outlined below.

**Disclosure:** All applicants for employment are required to disclose any previous ‘unspent’ criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions Except those which are ‘protected’ under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of “protected” cautions and convictions which do not need to be disclosed by a job applicant can be found on the Disclosure and Barring Service website. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children are likely to make you unsuitable since this is a “regulated position” under the Criminal Justice & Courts Services Act 2000. The school’s policy on the recruitment of ex-offenders is available on the school website. If you fail to disclose any relevant offences or give false information then it will disqualify any offer of employment, or result in summary dismissal if you are in post, with possible referral to the police. Confirmation of appointment is subject to a satisfactory Enhanced DBS Certificate.

**Shortlisting:** Only those candidates meeting the person specification criteria will be taken forward to interview. NB: CVs are not accepted.

**Interview:** Those shortlisted will take part in an in-depth interview process – candidates for teaching posts will be required to teach a lesson as part of the interview process. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form. We reserve the right not to take a candidate forward to formal interview if they are deemed unsuitable for the post.

**Reference checking:** References from the previous and current employer will be taken up for shortlisted candidates, and where necessary, employers may be contacted to gather further information.

**Probation:**

All non-teaching staff will be subject to a probation period of six months. The probation period is a trial period to enable the assessment of an employee’s suitability for the job for which they have been employed. It provides the School with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with students. The information collected on the application form will be used in compliance with Data Protection regulations. By supplying information, you are giving your consent, if



appointed, to the information being processed for all employment purposes as defined by statute. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

When the recruitment process is completed, the application form will be stored securely for a maximum of six months then securely destroyed, unless you are employed as a result of this recruitment process, in which case this application form will be retained as part of your personnel record.