



Cover Supervisor Application Pack

Application Forms

Furze Platt Road, Maidenhead, Berkshire SL6 7NQ

Email: office@furzeplatt.com | Website: www.furzeplatt.com

Tel: 01628 625308 | Fax: 01628 782257

Cover Supervisor- To start as soon as possible

Usually, 32.5 hours a week, start time 8.30am, finish time 3.30pm (includes a half hour unpaid break). Monday to Friday, term time only plus two INSET days
Part time/Job Share/Flexible Working considered for the right candidates,
Permanent or fixed term contract
Actual salary (32.5 hours) £19,600 - £21,000 pa depending on experience, pro rata would apply for any hours that differ from the above

Furze Platt is a highly successful mixed comprehensive school serving the children of Maidenhead. At Furze Platt, 1400 students of all abilities develop the skills and qualities to enable them to excel in the future. We are a highly ambitious, high-achieving and fully inclusive school in which our students are challenged and supported to achieve excellence.

We offer a friendly and harmonious campus, and we support the physical and mental wellbeing of all our staff. Discounted membership is available for the use of a fully equipped and well-maintained gym on-site. All staff have access to an employee advice programme which offers information, resources, and a counselling service. We reward long service and encourage community spirit through various social events including a Christmas party, sports after school and various House competitions. Parking is free, as are tea, coffee, and edible treats to help you through the week! Our Senior Leadership team recognises the value of our support staff attending whole school training, job specific training and opportunities to learn about students they may be supporting, hence our commitment to their attendance on our September INSET day and one other INSET day during the academic year. A free lunch is also provided giving staff the chance to welcome new members of staff and share news and ideas.

We are looking for Cover Supervisors to join our support staff team. You would be supervising classes during the short-term absence of the assigned teacher working in a classroom environment alongside students at Key Stage 3 and 4. Your main responsibility would be to instruct students about the work set by the teacher and assisting them to stay on task and complete the work set to the best of their ability. The provision of cover will be varied: you might introduce the work by talking through a Power Point, showing video clips, or reading through texts with students. You may be asked to lead a class discussion, organise group work or supervise PE and Drama activities. You would also learn about school policies and how they are implemented including the school's Behaviour for Learning Policy.

Previous experience of working with or interacting with children or young people is required for this role as well as good communication skills, an ability to work with minimum of supervision and to manage students in a classroom setting. Confidence using a laptop as well as good organisational skills are important for this role.

In addition, if you are a graduate with an interest in a career working with young people in education and you would like this opportunity to gain some experience working in a classroom environment before considering teacher training, we would be delighted to receive your application. For further information about teacher training please refer to www.teachmaidenhead.co.uk

For further information about this role and to complete a **Support Staff Application Form** please refer to our school website www.furzeplatt.com. Application forms should be returned to hr@furzeplatt.net. Only applications submitted on the school application form will be considered.

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. This post is subject to an enhanced disclosure via the Disclosure and Barring Service.

Closing date: 12th January 2023
Interviews will take place: as soon as is practicable

Dear Candidate,

Thank you for your interest in this post. I hope you find the information provided useful and look forward to receiving your application.

Furze Platt Senior School is an extremely rewarding school in which to work. Our school culture is based on our ACHIEVE values. Relationships are a strength of our school with students and staff wanting to work with and for each other.

‘Pupils are friendly, courteous and polite. They say that they are happy and that they feel safe. Pupils’ relationships are shaped by the ACHIEVE values of the school, which stands for ‘Ambitious, Collaborative, Happy, Integrity, Endurance, Versatility, Excellence’. Pupils behave well in lessons and around the school.’
Ofsted 2021

We are a highly inclusive, comprehensive and local school with virtually all students living within walking or cycling distance. As the largest school in Maidenhead we are able to offer our students a wealth of options within and beyond the classroom. Similarly, our staff have a wide range of CPD and promotion opportunities.

We are keen to encourage every child to ACHIEVE *their* excellence whether that be a highly academic place at Oxbridge, a more vocational route or one of the many other pathways open to them. By offering opportunities throughout their school careers, we ensure students are not just well-qualified but mature young adults who we are proud to know.

Furze Platt Senior School was rated ‘Good’ by Ofsted in our most recent inspection (November 2021). We have nearly 180 caring, committed and good humoured teaching and support staff together with an oversubscribed school population of approaching 1500 students. This is a school where staff and students work together to achieve high standards and excellent outcomes.

Our student body is taken from the town of Maidenhead, 30 miles west of London, and from other parts of Berkshire and Buckinghamshire. Whilst overall the area is affluent, ours is a truly comprehensive school, with students from all social, economic and ethnic backgrounds. The school is popular and well regarded in the local community. Parents and carers are supportive, seeking to work with us to support their children.

‘School leaders are ambitious for the school. They enjoy positive relationships with the rest of the staff and work with them to ensure the success of the school. Teachers are grateful for the support offered in terms of induction and the consideration given to their workload.’ Ofsted 2021

Our vertical tutor group system emphasises our sense of community. The House system is the basis for our pastoral care and support, as well as offering friendly competition. We have a specialist unit for students with autistic spectrum disorder and provide excellent support for those with academic or emotional difficulties.

Our curriculum is broad and balanced and aims to meet the differing needs of students. Students follow the National Curriculum at Key Stage 3 including learning two modern foreign languages. Towards the end of Key Stage 3 students are supported with the selection of their GCSE options and the school works hard to ensure every student is able to study the subjects they have chosen.

Our Key Stage 4 curriculum provides an appropriate mix of GCSE subjects including English Language and English Literature, Maths and Single Sciences, Humanities, Languages, Art, Drama, Music, Technology, Computing, Business, Psychology and Philosophy and Religion. Students can also opt for more vocational subjects such as Creative iMedia, Leisure and Tourism and Child Development. Standards are very high; students make good progress and many departments have results above the national average.

The Sixth Form is an undoubted strength of Furze Platt Senior, with around 300 students. The broad curriculum offer and high standard of teaching has led to excellent examination results. A very large number of sixth formers progress to highly rated apprenticeships and university. Sixth Form students are also expected to undertake community work in or out of school, including paired reading and maths schemes, and acting as subject prefects or mentors. They make a significant contribution to the school.

‘Behaviour is calm around the school site and conducive to learning in lessons. Interactions are courteous and respectful. Teachers quickly pick up any inappropriate behaviour. Behaviour in the sixth form is exemplary. Sixth-form students are good role models for the rest of the school.’

Ofsted 2021

We also believe passionately in music, drama, the arts and sport, and have some excellent facilities to support these including a Dance studio, two state of the art Drama studios, a professional recording studio, practice rooms and a recent addition of a gym and all-weather astro-turf. There are a large number of music and drama productions, along with recreational and competitive sport.

In recent years we have opened a new English and Science block, along with a new 400 seat state-of-the-art Theatre. We invest in our staff, facilities and resources enabling our students to benefit from the great opportunities we have to offer.

We have a strong team of teaching staff and are committed to developing our teaching to ensure that even more students reach their full potential. To this end, we invest heavily in teachers’ professional development. Staff are encouraged to pursue their interests in all aspects of pedagogy and benefit from staff coaching. Staff attend a range of internal and external courses, and we encourage staff to visit other schools to see examples of best practice.

Furze Platt Senior School is an exciting school in which to work. I hope that the information in this pack inspires you to apply to work with us. Should you require any further information, then please visit our website (www.furzeplatt.com) or contact me via my P.A. Mrs Jacky Phillips email jacky.phillips@furzeplatt.net.

With best wishes

Dr Andrew J Morrison (BA Hons, PGCE, MA, PhD)
Headteacher

Cover Supervisor

Job Description: Cover Supervisor

Line Manager:	Senior Cover Supervisor
Main Purpose of Role:	To supervise classes during the short-term absence of the assigned teacher.
Main Responsibilities: 1. Ensure classes enter and exit in an orderly fashion, taking appropriate action with the school's behaviour policy. 2. Ensure students sit according to the teacher's seating plan. 3. Complete the class register. 4. Instruct students about the work set by the teacher, ensuring understanding of the task set. This may include but is not limited to talking through a Power Point, showing video clips, writing examples on the white board, reading through text with the class, leading a class discussion, organising group work, supervising PE and Drama activities and assisting students with the use of laptops. 5. Manage the behaviour of students whilst in the classroom within the guidelines of the school's behaviour policy, referring students with inappropriate behaviour to the Head of Department or Head of House. 6. Monitor students to ensure they are on task, working in a safe way and completing the work set to the best of their ability. 7. Collect and return work to the teacher as required. 8. Issue behaviour points according to the 'Ready to Learn' rules. 9. Ensure the classroom is left in an acceptable condition for the next lesson. 10. Email the relevant class teacher with any issues. 11. Deal with immediate problems or emergencies according to the school's policy. 12. Perform duties in line with Health and Safety rules and to take remedial action where hazards are identified. Where a hazard is serious report to a member of the Senior Leadership Team (SLT) immediately.	
OTHER 1. Assume the role of form tutor in their absence and follow the guidelines set out in the staff guide under Tutor Time Activities. 2. Assist the Administration Team with ad-hoc tasks such as student filing, confidential shredding or other suitable tasks.	
This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. I have read the Job Description and understand the outline of my responsibilities as set out above. I accept that these may change from time to time in accordance with business requirements and will be reviewed annually as part of my performance appraisal. I also understand that I may be requested to carry out other reasonable activities from time to time which are in line with the requirements of the business.	
Name:	Signature:
Date:	

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Cover Supervisor

**Person Specification: Cover Supervisor Created:
May 2020**

	Essential	Desirable	How to be tested
Qualification criteria: 1. Qualified to degree level. 2. Basic knowledge of Microsoft Office. 3. Eligible to work in the UK.	✓ ✓ ✓		Application form
Experience of: 1. Working with or interacting with children and/or young people		✓	Application form
Behaviours, Skills and Strengths: 1. Be willing to develop an awareness of and support difference and ensure that pupils have equality of access to opportunities to learn and develop. 2. Be interested in training to teach in the future 3. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person. 4. A willingness to acquire an understanding of the educational objectives and ethos of the school. 5. Able to relate sympathetically to young people. 6. Able to communicate effectively and confidently with staff and students. 7. Able to work well under pressure and be decisive in a busy school environment. 8. Ability to work with a minimum of supervision and within a team. 9. Ability to manage pupils in a classroom setting. 10. Good organisational skills and able to manage own time, prioritise and use initiative. 11. High levels of honesty and integrity. 12. Confident using a laptop.	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		Application form and interview
Other: 1. This post is subject to an enhanced DBS disclosure. 2. The post holder must be committed to safeguarding the welfare of children.	✓ ✓		DBS Process References