

Working Hours: Mon-Fri: 08.30 - 15.30

Hours per week: 32.5

Job Description

Number of Weeks: 39 weeks; Term Time Only + 5 Training Days (Sept/Oct/Jan/Feb/April))

Grade: Scale 5 / 6 Point 12 (£27711(£23235)) to point 22 (£32654(£27379))(Pro Rata)(Dependent on Experience).

Purpose:

• To supervise whole classes during the short-term absence of the class teacher.

- Always maintain the highest standards of student behaviour.
- Work in conjunction with all staff to support student behaviour, welfare and achievement.
- Ensure that students understand and subscribe to the values and ethos of the school.

Responsible to: SLT Link in charge of cover

Duties & Responsibilities

- To supervise classes/students across the curriculum in following a programme of study during the short term absence of their class teacher.
- Act as a role model, maintaining high standards of student work, conduct and behaviour and use a range of strategies to deal with classroom behaviour as a whole and also individual behaviour.
- Log any behaviour incidents and follow them up in line with academy policy.
- Encourage students to interact and work cooperatively with others and engage all students.
- Promote the inclusion and acceptance of all students within the classroom and be aware of the targets outlined in a student's EHCP and the reasonable adjustments required for SEND/PP students.
- Ensure that students use equipment safely.
- You may be asked to Cover in New Horizons or the Refocus room.
- Attend any briefings. (Overtime will be paid if outside normal working hours. But will need to be pre-agreed).
- Take class register in a timely manner and alert the SSO team if students are not in lesson.
- Liaise with departments where possible to ensure the instructions are clarified.
- Liaise with Teaching Assistants regarding individual students being supported in class.
- Administer clear instructions to class, based on detailed work set, and actively supervise students as they carry out instructions.



- Inform the class teacher of any non-participating by individual students.
- Provide feedback to the class teacher on work set for covered lessons.
- Provide feedback on learning activities and contribute to school review and development planning.
- Attend and actively participate in the appropriate Staff Meetings.
- Contribute to the maintenance of a safe and healthy environment.
- Contribute and participate in school events and activities. (Overtime will be paid if outside normal working hours. But will need to be pre-agreed)
- Develop and maintain effective working relationships with other staff and students.
- When not needed to perform Cover Supervision undertake some general administration support duties as and when required.
- Where necessary cover break/lunch duties of class room teachers during short term absence.
- You may be asked to support in New Horizons or the Refocus room.
- In a controlled environment, to supervise students who have been isolated from their peers as a behaviour sanction.
- Invigilate internal and/or external examinations.
- Support with the supervision of students during detentions.
- Ability to teach PE preferable
- Available support for the right candidate to complete teacher training
- Suitable for NQTs (ECTs)

Policy and Practice

• To uphold and actively support the school's policies and procedures.

Health & safety

• Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons in accordance with the school's Health & Safety Policy

Events

- To Support the calendar school activities and events, in particular Transition Days and Open Evenings. (Overtime will be paid if outside normal working hours. But will need to be pre-agreed)
- Attend specific Cover Supervisor courses. To Support the calendar school activities and events, in particular Transition Days and Open Evenings.

Review, Induction, further training and development

• To participate in the current arrangements made for the appraisal or review of your performance.

Other

- To inspire excellence and develop potential
- Undertake appropriate professional development and participate in the appraisal and related procedure



Wellbeing

Ensure all pupils have equal access to learning using appropriate strategies and resources, where necessary.

Liaise with pastoral staff members to ensure the wellbeing of pupils and their full participation in school life.

Raise any concerns regarding pupils' behaviour with the relevant Raising Standards Lead.

Implement any specific arrangements for individual pupils, ensuring that relevant staff members are aware of the measures in place.

Provide individual pastoral support to pupils, where necessary.

Continuously motivate and challenge pupils, whilst promoting and reinforcing self-esteem.

Safeguarding

To have the ability to safeguard and promote the welfare of children and young people.

Appreciate the significance of safeguarding and interprets this accurately for all individual children and young people whatever their life circumstances.

To have a good understanding of the safeguarding agenda and can demonstrate an ability to contribute towards a safe environment.

The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post.

Variation Clause

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Headteacher or line manager in consultation with the post-holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserves the right to make changes to the job description following consultation.



Abbey College – Cover Supervisor

		Met	To be addressed by	
Education and Qualifications	 Willingness to continue to develop own expertise (evidenced through continuing professional development). Appropriate qualifications, experience and any other requirements needed to perform the role in relation to safeguarding and promoting the welfare of children and young people. 		Application	
Teaching Experience	 An understanding of what constitutes good teaching and learning in schools. Experience or desire to be involved in a curriculum or extra-curricular initiatives. Experience or desire to raise standards of achievement for young people. 		Application/Interview	
Skills, Knowledge and Aptitude	 Excellent understanding of requirements of role. Able to motivate students and staff. Able to build good relationships with students. Ability to communicate effectively with different audiences, orally and in writing. Well organized and able to maintain accurate records and track students' performance. Awareness of current educational developments Ability to reflect on practice. 		Application / Interview	



Abbey College – Cover Supervisor

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Personal Qualities and being an Ideal Team Player (Humble, Intuitive and Passionate)	 Humble by: accepts praise and praises the team, apologising immediately when necessary; uses good manners, humour appropriately and allows others to speak and be heard; shows a willingness to model what the team has agreed. Intuitive by: actively listens and maintains good eye contact; pays attention and remembers the detail; chooses the time and method of communication to suit the circumstances to build positive relationships. Passionate by: being solution focused and uses positive language volunteering to contribute to the team beyond their immediate role publically displaying and living the school values having a sense of responsibility for the team and their objectives; being curious, proactive, ambitious and optimistic 	Interview	
Commitment	 Committed to inclusive education. A belief in the value of individuals and that every child genuinely matters. 	Application/Interview	



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Welcome from the Headteacher



"At Abbey College, Ramsey, we believe in creating an extraordinary workplace, where your growth, both personally and professionally, is paramount.

We're committed to your development and offer an extensive programme of CPD and development activities. We've earned the Early Career Development Quality Mark underlining our commitment to excellence and offering exceptional frameworks that support our teachers in their early years.

We know that our children only get one chance at school. Our mission is to provide high-quality education and ensure the best possible opportunities for our students.

If you're ready to make a real impact on young lives and be part of a supportive community, we invite you to join us."

Mr Andy Christoforou













Your new workplace

Explore the college...

Explore our school's prime location, nestled beside the historic Ramsey Abbey building amidst its picturesque countryside.

Despite our tranquil setting, we're just 20-25 minutes from bustling cities Peterborough and Huntingdon. Plus, thanks to our prime location near the Al motorway, you can reach Cambridge in just 40 minutes and London is a swift 45 minutes from the Peterborough train station.

Join us in Ramsey, where the blend of historic charm, urban accessibility and natural beauty creates an ideal setting for educators to thrive.

CLICK HERE FOR A STUDENT-LED TOUR

About Abbey College, Ramsey











Our virtues

Introducing Abbey College Spirit

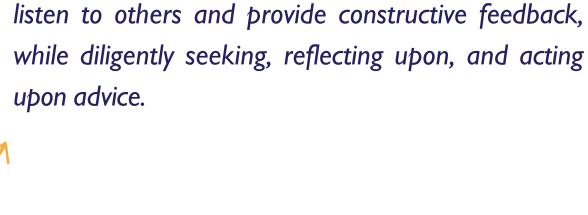
At the core of our community lies our Spirit; a dynamic set of virtues that define who we are and how we thrive together.

We invite every member of our school community to work towards these values. Students are recognised and rewarded when they demonstrate the virtues, both within the wider school and in the community. Throughout Key Stage 3, students have the opportunity to earn bronze, silver, and gold awards.

You have the chance to impart these values, ensuring our students wear their badges with pride when receiving them.







We practice praise, good manners and appropriate

humour, whilst embracing collaboration with diverse

responsibility for our actions, and support each other.

We consider the impact of our actions on others. We

individuals.

We celebrate difference, take



We use positive language and go above and beyond. When faced with challenges, we take proactive measures with determination. We show pride in our work, our school, and our community.

About Abbey College, Ramsey



Our Ofsted success





Click each button to see videos of how our school showcases aspects of our 'Good' Ofsted rating



Staff testimonials

Read about our staff member's career journeys with us by selecting their photos....











KAREN, TEACHER OF CATERING AND PSYCHOLOGY



GEORGINA, HEAD OF ART AND DESIGN



JOHN, LEAD LEARNER FOR HISTORY



FIONA, RAISING STANDARDS LEAD



DOMINIC, MATHS TEACHER



Hear from our staff

"Abbey College, Ramsey is a vibrant community where mutual respect, tolerance, and a love for learning are all embraced. As Head of Moral and Spiritual Education, I am proud to contribute to encouraging these virtues in students. Throughout our curriculum, we prepare students for life in a multicultural society.

"What sets Abbey College apart is its strong behaviour system which encourages educators like me to focus on teaching and students to thrive in a structured, calm environment. For people thinking of joining, I advise you to embrace the behaviour policy, enjoy the routines, and never hesitate to ask any questions.

"As a former student myself, the college has a special meaning for me. I returned because of its supportive environment and the opportunity to give back to a community that has helped shape me into the teacher I am today.

TO SEE OUR OFSTED-APPROVED BEHAVIOUR SYSTEM IN ACTION...

CLICK HERE







"As a Lead Learner for History, I ensure the highest possible standard of history education through engaging and purposeful activities embedded in our lessons, within a diverse and challenging curriculum.

I enjoy collaborating with my team, whether it's over a cup of tea or through our departmental Teams chat. This serves as an invaluable platform for sharing ideas, resources, and of course, the occasional amusing History-related meme!

Seeking to broaden my experience and with the goal of progressing my career into senior leadership, I was drawn to Abbey College. The school has since provided excellent support in my professional development, including funding for a middle leadership course run by the Historical Association, a year-long role as HPA coordinator, an NPQ in senior leadership, and through the network of other History teachers within schools across Meridian Trust.

The supportive environment at Abbey College makes it a truly special place to work.

I highly recommend staff members who join the school see the brilliant work happening in classrooms on a daily basis. It's a brilliant way of gaining inspiration and new ideas."

Hear from our staff

Read about our

TRAIN-TO-TEACH SCHEME





"I've found an incredibly supportive environment at Abbey College, Ramsey. The school's strong senior leadership team encourages a sense of community through their open-door policy and approachable manner. They've not only recognised skills and experience but have provided ample opportunities to grow and explore my interests within the school. From starting as a support staff member to transitioning into teaching, Abbey College has supported my professional development every step of the way, offering courses and mentorship to help me excel.

One of the most rewarding aspects of my role has been witnessing the success stories of our students. Abbey College truly prioritises student wellbeing and shows genuine care to its educators and students alike. It's a place where ideas are shared freely, and everyone works together towards academic excellence and personal growth."

Hear from our staff



"My role as a Maths Teacher is both challenging and incredibly rewarding. Situated in a beautiful rural setting, the school prioritises a disruption-free learning environment. This has been achieved by robust student policies and a dedicated support team.

Abbey College encourages a collaborative environment with regular informal check-ins and time for observing other lessons. Thanks to our innovative and powerful management strategies, the atmosphere throughout the school feels calm and focused, contributing to a positive and productive learning experience for all.

I particularly value the opportunities for professional development and the support provided by colleagues and senior leadership. The school's commitment to staff is evident in the flexibility and variety of continuous professional development options available. I have greatly benefited from this support, which has helped me pursue my professional interests.

Joining Abbey College has been a rewarding experience. Its unique environment and policies, the support from colleagues, and the school's commitment to its staff make it easy to develop your career in the direction that best suits you."

Hear from our staff



"From the picturesque location to the professional development opportunities, Abbey College offers an environment where students and educators alike flourish.

Through our CPD programme tailored to individual needs, everyone has the opportunity to continuously grow within their subjects and refine their skills to deliver the best possible education. Whether just beginning a career or further along the path, the school's selection of programmes enables every staff member to reach their full potential.

Teaching at Abbey College means being part of a culture that celebrates passion and achievement, with rewarding opportunities like one of our students' artwork being showcased at the Royal Academy in London and our Offers and Opportunities Programme (OOP) that encourages staff and students to embrace their hobbies. Our community-driven ethos makes us feel valued and empowered to contribute to the school's success.

Abbey College is like home. It's a supportive community where no one feels alone on their educational journey."

Hear from our staff

<u>Watch more about our</u>

OFFERS AND OPPORTUNITIES

programme here.



What drew me to Abbey College, Ramsey was the chance to make a real difference in the lives of Year 6 students as they take their first steps in secondary school.

My role is to guide these students through their exciting, yet daunting transition. I am committed to providing each student with more than just academic knowledge; my goal is to nurture their confidence, resilience, and sense of self as they embark on their journey. Being part of a student's growth and witnessing them succeed as they travel through school is so fulfilling.

The college is truly welcoming, where collaboration across departments is easy. My colleagues and the senior leadership team are approachable and always willing to help. It's incredibly rewarding to leave work knowing that I've helped a once-shy student settle in, make friends and embrace new experiences.

To continue, return to the contents page by clicking the home icon below.



Wellbeing for our team

FIND OUT MORE ABOUT JASPER, OUR WELLBEING DOG



Opportunity to share feedback with leadership team



Wellbeing time with option to leave early every fortnight



Devised marking policy to help manage workload



Assistance programme with mental health first aiders



Increased department time and personalised CPD programme



Dedicated behaviour team and wellbeing committee

Wellbeing & Employee Benefits

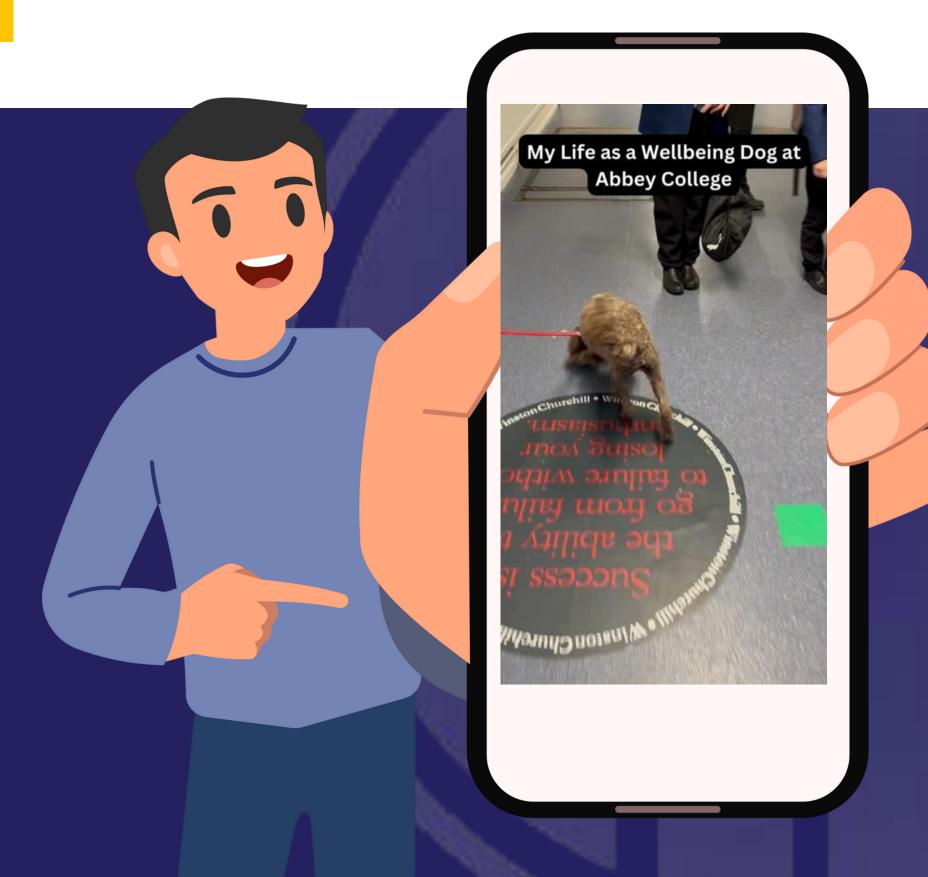


Wellbeing for the whole school

Jasper, our wellbeing dog is a dedicated member of our welfare team.

He shows how our school encourages a positive and supportive environment in a few ways.

CHECK OUT A DAY IN THE LIFE OF JASPER, OUR WELLBEING DOG...



Wellbeing & Employee Benefits



Empowering the next generation of educators

Our Train to Teach scheme

Our school is committed to nurturing talent.

We are proud to work with a number of local training providers such as The Cambridge Partnership, The University of Bedford and the Active Learning Trust which are all designed to equip aspiring teachers with the necessary skills and knowledge to flourish in a rewarding and challenging career.



Train to Teach

