



Appointment of
Cover Supervisor

INFORMATION FOR POTENTIAL APPLICANTS



Letter from Chair of Governors

Dear potential applicant

Thank you for your interest in the position of Cover Supervisor at Kingsmeadow School. I hope that you will find the information pack interesting and inspiring.

The governors are extremely proud of the school. It is a very exciting place to learn, for students and staff. New developments are becoming well established, taking the school forward to achieve its ambition of becoming an outstanding school and provide a 'World Class' education for its students. An innovative curriculum, effective teaching strategies and strong pastoral care continue to raise standards and ensure students become confident, lifelong learners.

Governors and senior leaders are united in their aim that each individual student achieves his or her maximum potential regardless of prior achievement. Behaviour and pastoral care are exemplary. The school has an inclusive ethos and the gap between the achievement of Pupil Premium students (who make up about half of the school population) and others is narrowing year on year.

A very clear vision and school improvement plan all help staff to have clear aims and targets. Teamwork is well developed, with staff learning from and supporting each other, and there are opportunities to develop leadership skills. Staff are very well supported through performance management and a focused, relevant CPD programme which meets individual as well as whole school needs.

This is an exciting opportunity to join the school team and help shape the future of our school. I urge you to visit us to learn more and to see our excellent modern facilities at first hand.

Yours sincerely,

Sarah Diggle
Chair of Governors



Dear Candidate

Cover Supervisor

Thank you for your interest in the above post at Kingsmeadow School.

I am delighted to present Kingsmeadow to you as a great school with many unique and outstanding features. Our most recent OFSTED report acknowledged the excellent work we are doing in raising academic standards. We are looking to appoint a Cover Supervisor who has the drive to join our committed team at Kingsmeadow.

The successful candidate will therefore:

- Not be put off by failure and possess relentless energy
- Have high expectations of students, and of self as a positive role model
- Be a team player
- Have a passion for learning and teaching
- Have a sense of humour

If you require any further information prior to making an application, please contact Michelle Lane; Office Manager at mlane@kingsmeadow.org.uk or on 0191 4606004 ext 222.

Internal visits are welcomed.

I look forward to receiving your application. Further information about our school can be found on our website.

With kind regards.

Yours faithfully

D Volpe
Headteacher



THE POST: COVER SUPERVISOR

PROCEDURE FOR APPLICATION

If you wish to be considered for this vacancy you should complete an application form, giving the names and addresses of two referees (references will be taken-up prior to interview) together with a short covering letter.

The application form and safeguarding documentation, which also must be completed can be found on the school's website under Staff Vacancies. Candidates are kindly requested not to submit a CV instead of the application form.

Completed applications should be emailed to Mrs M Lane, Office Manager mlane@kingsmeadow.org.uk and should arrive **no later than noon on Friday 29 September 2023.**

Interviews will take place on Tuesday 3 October 2023.

Regretfully if you have not heard from us by this time you must assume that your application has been unsuccessful on this occasion, in which case the Governors and I would like to thank you for your time and your interest in the school.



ABOUT KINGSMEADOW SCHOOL

'Kingsmeadow is a Good school..... Teachers teach about the importance of respect, integrity, compassion, courage, pride and quality. They set a good example and pupils conduct themselves maturely.'

OFSTED Sept 2021

Kingsmeadow is a co-educational 11-18 school that provides an excellent range of opportunities for students of all abilities. We have developed strong and successful links with local employers, community groups and other educational organisations.

We pride ourselves on setting the highest academic standards for all our students. We are an inclusive, caring, disciplined and happy school that provides a safe, secure and innovative learning environment for all who learn and work here. We are committed to developing the talents and expertise of each individual at Kingsmeadow and this is reflected in the success and achievements that our students make.

At Kingsmeadow students enjoy first class facilities to help them learn, develop and achieve and the school has made a strong and sustained improvement in recent years, maintaining an OFSTED judgement of Good in our last inspection in Sept 2021. We believe that the success enjoyed by our students is down to our staff and the relationship we have with our students. Our flexible ICT solutions include wireless technology and broadband in every room through a £1.5 million ICT investment. We are a Google Reference school and have Google Chromebooks available in every department. This ensures that our students have unprecedented access to ICT in school, ensuring that our students are given the best possible opportunity to succeed.

Our modern building inspires students to be forward thinking as they prepare for their future in the 21st Century and we are equipped with state of the art facilities in every department. We have excellent partnerships with our link primary schools and meet regularly as a School Improvement Cluster.

Citizenship is taught as an essential part of the curriculum to prepare our students to live in a multicultural society as responsible adults. This forms part of our Character Curriculum programme, in which students take part in enterprise CEIAG, work related and financial activities as well as PSHE, BAWV and RSE.

I recommend Kingsmeadow to you and if you would like to see more of our school please do not hesitate to explore our website for up to date stories and events.

DOMENIC VOLPE
HEADTEACHER



LEADERSHIP STRUCTURE

Headteacher

Mr D. Volpe

Deputy Headteacher

Mr M. Barrett

Business Manager

Miss C. Bulman

Assistant Headteachers

Mrs C. Richardson

Mr R. Mills

Mrs M. Langley

Mrs A. Douglas

Mr G. Dunlop

Job Profile

Job Title	Reports to	Department
Cover Supervisor	Business Manager	
Salary Grade	Hours	Line Management Responsibilities
NJC Point 8 - 11	Full Time – 37 hours Pro-Rata to TTO Fixed Term	None

Summary of Role

Key Responsibilities

1. Set high expectations which inspire, motivate and challenge students.

- To supervise individuals/groups and whole classes during the short-term absence of teachers
- To supervise students learning/work programmes which has been prepared by the subject teacher
- To ensure relevant materials/equipment and resources are available
- To invigilate tests and examinations
- To accompany staff and students on education visits and out of school activities

2. Providing support for students by:

- Supporting students in understanding the process involved in undertaking the work programme prepared by the subject teacher
- Establishing productive working relationships with students, acting as a role model and setting high expectations
- Promoting the inclusion and acceptance of all students within the classroom
- Supporting students consistently whilst recognising and responding to their individual needs.
- Encouraging students to interact and work co-operatively with others and engage all students in activities
- Promoting independence and employ strategies to recognise and reward achievement of self-reliance

Duties when not covering classes will include supporting departments and any imitative or any duty set by the Head Teacher commensurate with the grade and level of responsibility of this post.



COVER SUPERVISOR

AF – Application Form

SP – Selection Process

Ref – Reference

Specification	Essential/Desirable	Method of Assessment
QUALIFICATIONS & TRAINING		
• Suitably Qualified for the Post	Essential	AF
• Evidence of continuing professional development	Desirable	AF
PROFESSIONAL EXPERIENCE		
• Cover Supervisor or school experience	Desirable	AF
SKILLS, KNOWLEDGE & ATTRIBUTES		
• Well organised	Essential	AF, SP & Ref
• Ability to meet deadlines	Essential	AF & SP
PERSONAL QUALITIES		
• Enthusiasm, drive and love for the job	Essential	SP & Ref
• Clear vision and innovative approach	Essential	SP & Ref
• Excellent communication skills	Essential	SP & Ref
• Ability to organise, plan and prioritise time effectively	Essential	SP & Ref
• Ability to act decisively	Essential	SP & Ref
• Sense of humour	Essential	SP
• Excellent attendance and punctuality	Essential	Ref