Southchurch High School



Information for Candidates

Cover Supervisor

Required As Soon As Possible

Letter from the Headteacher

Dear Candidate

Thank you for taking an interest in this post at Southchurch High School. I hope the information enclosed in this pack gives you a good sense of what makes our school a special place to work and provides the information you need about the post.

Southchurch High School is an amazing place to learn and work and our philosophy of being 'A community of opportunity, learning and aspiration' sits at the centre of everything we do. Our belief is that people achieve the best outcomes when they enjoy what they're doing, feel safe and are rewarded for their commitment and success. We therefore support and invest in our students and staff, whilst maintaining high expectations. Our values are clear and as an inclusive learning community we are determined to realise our vision and achieve our goals. We continually reflect on our practise and evaluate our performance; taking collective responsibility for learning together.

Our students are, of course, at the heart of what we do and it is essential, whatever position you are applying for, that you relate well to children and young people. The students at Southchurch High School are a pleasure to work with; they are keen to learn, talented and well-behaved. Our school is oversubscribed and has a waiting list.

It is important to read the information provided carefully. We want you to be happy in the role you are applying for and committed to performing the job to the best of your ability.

I very much hope you are encouraged to apply for the position and look forward to meeting you soon and please do not hesitate to contact us if you need any further information.

Yours sincerely
Stuart Reynolds
Headteacher



About Us

Southchurch High School is a popular 11-16-year mixed comprehensive academy having converted in 2018. Our fundamental beliefs about education are summarised in our mission statement of ***'A community of opportunity, learning and aspiration'***. The school already houses a flourishing community of over 750 pupils, and is expected to continue growing strongly over the next few years. We have waiting lists for entry into years 7 and 8 and fully expect to be in the same position with our next intake in September 2021.



Great emphasis is placed upon the need for learners to develop self-discipline and respect for others. The wearing of school uniform is insisted upon. High levels of attendance and punctuality are viewed as vitally important. Good manners and courtesy to others are expected from everybody. Good order and the importance of personal relationships are insisted upon throughout the school to allow genuine learning, academic and personal development to take place.



The moral, spiritual, social and cultural development of all learners permeates throughout the curriculum. We aim to maintain a just and caring school community in which all learners, teachers and members of the associate staff are given personal recognition and a sense of security, respect and dignity. We believe that it is only in such an environment that learners can recognise and appreciate achievement in its various forms including high academic standards and good examination results.





In general, the school aims to create an ethos that supports a sense of co-operation, pride, identity and purpose in all students, members of staff and parents. The raising of standards is a key theme throughout Southchurch High School. Our students deserve the best.

At Southchurch High School, every effort is made to stress the positive and celebrate achievement to boost the self-esteem, confidence and dignity of the students. An array of out of class activities give learners the opportunity for self-expression and the enjoyment and satisfaction which comes from achievement. Motivation is enhanced through the relationships that are strengthened by engaging with staff in different situations.

Will you join us in reaching our aspirations?

If you share our values, have an entrepreneurial spirit, and are excited by the prospect of making a real contribution to a new and growing school, we want to hear from you.



Living and Working in Southend-on-Sea

The school is located in a quiet suburb of Southend-on-Sea and benefits from excellent transport links. We are within easy reach of Chelmsford, Brentwood, Colchester and London.

Whether you fancy screaming around the loops of a rollercoaster, exploring the world beneath the waves, or venturing down the longest pleasure pier in the world, there's plenty to do in Southend. Standing for over a century it extends 1.3 miles into the Thames Estuary, and is a well-loved and recognised symbol of Southend. With stunning views, it's the perfect place to go for a taste of the invigorating fresh air, and experience the freedom of the sea.

Southend is blossoming with parks and gardens in which to spend a lazy afternoon with a picnic, or packed with fun play equipment and sports facilities to entertain the kids. Whether you're after an open-air concert at the historic Bandstand, art exhibitions, or a weekend of fantastic music, art and dance there's so much going on all year round.

Whether you're looking for fine dining with sea views, or a maybe a quick meal before a show at the Cliff's Pavilion, Southend has the answer. For panoramic views of the Thames Estuary head to one of the fantastic seafront restaurants. There's the RBG Grill at the Park Inn Palace Hotel, the stunning Royal Hotel and the Seven Hotel, a brand-new and exquisitely designed boutique hotel with its 70-seater modern British restaurant, 'Gin-centric' cocktail bar and outdoor sun terrace They're all unique, but all offer the perfect place to watch the sun set over the Estuary.

Southend High Street is home to a broad range of international retailers, as well as independent shops and boutiques. Visiting farmers and craft markets provide an opportunity to purchase fresh, local produce and unique gifts.



Cover Supervisor - Person Specification

Qualifications and experience	Essential	Desirable
Educated to degree level or equivalent.		✓
GCSE – 'C' minimum (or equivalent) in English and Mathematics.	✓	
Prior experience of working in the education sector and/or with secondary school aged children.	✓	
Working successfully as part of a team, which plans its workload and has to respond to situations that arise.	✓	
Understanding and experience of using SIMS and IT applications e.g. word processing, spreadsheets, databases and emails.	✓	
Skills & Abilities		
Ability to set and maintain high standards	✓	
Ability to effectively manage classroom activities.	✓	
Understanding of a range of strategies to deal with classroom behaviour as a whole, group and with individual behaviour.	✓	
Ability to prioritise tasks, manage time effectively and meet deadlines.	✓	
Ability to cope with a fragmented day.	✓	
Excellent interpersonal skills to form and maintain positive working relationships with young people and colleagues.	✓	
Discrete and considerate when dealing with sensitive and confidential matters.	✓	
Proven ability to work on own initiative and make decisions.	✓	
Ability to work as an effective member of a team.	✓	
Ability to adapt to new situations.	✓	
Excellent organisation and administrative skills.	✓	
Personal Qualities		
Physical and emotional resilience and reliability under pressure.	✓	
Warmth, confidence and empathy informed by a clear sense of purpose in working with young people.	✓	
The ability to model the behaviour, values and attitudes we expect of young people.	✓	
Knowledge and understanding of safeguarding.	✓	
Commitment to equal opportunities.	✓	
Current driving licence.		✓
General		
Awareness of and promotion of equality.	✓	
Good understanding of Health & Safety.	✓	
Good understanding and effective implementation of Child Protection procedures.	✓	
Understand and comply with procedures and legislation relating to confidentiality.	✓	

Cover Supervisor – Job Description

JOB TITLE: **Cover Supervisor**

NJC SCALE RANGE: **Point 12-17 [Essex Scale 6]**

RESPONSIBLE TO: **SLT Link**

Purpose:

To supervise whole classes during the short-term absence of teachers. Cover Supervisors will give instructions for the lesson as provided by a teacher and the primary focus of the role will be to maintain good order and to keep students on task.

Cover Supervisors will respond to general questions and provide general feedback to teachers but will not be required to undertake 'specified work' (planning, preparation, delivery, assessment, recording and reporting of achievement, progress and development).

Cover Supervisors will not therefore be subject to a system of supervision other than the general supervision applicable to all staff and will act under the professional direction of teachers.

Main Duties:

- To supervise students engaged in learning activities
- To provide objective and accurate feedback to the teacher on the conduct of the lesson

Support for students

- Act as a role model and set high expectations of conduct and behaviour
- Promote the inclusion and acceptance of all students within the classroom
- Keep students on task and respond to general queries

Support for teachers

- Keep appropriate records as agreed with the teacher
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour

Support for the Curriculum

- Support the use of ICT where appropriate
- Make appropriate use of equipment and resources

Support for the school

- Be committed to safeguarding and promoting the welfare of children and young people.
- Be aware of and comply with policies and procedures relating to, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, and support, difference and ensure all students have equal access to opportunities to learn and develop.
- Participate in training and other learning activities as required.
- Attend relevant school meetings as required.
- To respect confidentiality at all times.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Line Manager.
- To comply with individual responsibilities, in accordance with the role, for Health & Safety in the workplace.
- Ensure that all duties and services provided are in accordance with the school's Equalities policies.
- Adhere to professional business standards of dress, courtesy and efficiency, in line with the ethos of the school

The Selection Process

We read every application carefully to identify the key skills and qualities we are looking for. These include:

- A commitment to the school's values
- Relevant teaching experience (for teaching positions)
- A passion for learning and developing young minds
- Reflective practice
- Willingness to contribute to the wider life of the school
- A commitment to the safeguarding of children and young people

Shortlisted candidates are invited to the school for interview. All interviews involve the following:

- A formal interview with the Headteacher or other senior and middle leaders.
- An observed lesson. The lesson objective and background information will be provided in advance.
- A tour of the school and insight into how the school and department operates.
- Opportunities to meet future colleagues.

References

Please include with your application the names and contact details of two professional referees. One of these should be your current employer. We will collect full references before shortlisting for interview. If you prefer that we do not contact one or more of your referees, please notify bring this to our attention on your Application Form.

Qualification, Background and Identity Checks

We are committed to the safeguarding and promoting the welfare of students and operate safer recruitment practices. We expect all staff to share this commitment and an Enhanced DBS disclosure will be sought if you are successful at interview. You will be asked to provide documentation at interview as proof of your identity and qualifications. If you have lived in a country other than the United Kingdom in the past 5 years, clearance from this country will also be requested and a certified translation may be required.

If you would like to visit the school or have an informal discussion please contact the School's HR Manager on 01702 900777 or email to hr@southchurchschool.com.

Recruitment and Selection Policy Statement

1. The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

2. The Governing Body recognises the value of, and seeks to achieve, a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or belief.

3. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.

4. We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.

5. The following pre-employment checks will be required:
   - receipt of at least two satisfactory references*
   - verification of the candidate's identity
   - a satisfactory DBS disclosure if undertaking Regulated Activity.
   - verification of the candidate's medical fitness
   - verification of qualifications
   - verification of professional status where required e.g. QTS status
   - the production of evidence of the right to work in the UK
   - verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)

   NB It is illegal for anyone who is barred from working with children to apply for, or undertake Regulated Activity.

   *In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons when you return your Application Form. Where it is agreed to defer, referees will be contacted immediately after interview before an offer of employment is made.

6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the DfE requirements.

7. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police).

Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service.

The Governing Body is committed to ensuring that people who have convictions/ cautions/reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. Positive disclosures will be managed on a case-by-case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case:

- The seriousness/level of the disclosed information e.g. was it a caution or a conviction.
- How long ago did the incident(s) occur?
- Whether it was a one-off incident or part of a repeat history/pattern.
- The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then.
- The country where the offence/caution occurred.
- Whether the individual shows or has shown genuine remorse.
- If the offences were self-disclosed on the SD2 form or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

When making a recruitment decision the Governing Body will disregard any filtered convictions/ cautions/reprimands which were disclosed in error.

A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate checks have been satisfactory.

The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. This Governing Body is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of Disclosure information.

A copy of our Recruitment Procedure is available upon request.



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Southchurch Boulevard
Southend-on-Sea
Essex
SS2 4XA

www.southchurchschool.com
info@southchurchschool.com
01702 900777

