



HASTINGS HIGH SCHOOL

COVER SUPERVISOR

Application Pack





HASTINGS HIGH SCHOOL

Care and Excellence for All

September 2019

COVER SUPERVISOR (GRADE 7 – Actual Salary £14,924 - £16,191)

Thank you for your interest in this post which has arisen due to a review of the pastoral support provision across the school. This is a permanent role which begins on October 21st 2019 or earlier by negotiation. The hours of work will be 8.15am to 3.15pm Monday to Friday during term-time only, plus one week.

In the last OFSTED inspection the school was judged “Good” but with an outstanding rating for behaviour and personal development. We are committed to further improvement to ensure that we provide “Care and Excellence for All”; a motto which underpins and informs everything we do. We achieved record results last year and are expecting similar or better outcomes in subsequent years.

We have included some information about the school with this letter and also the requirements of the post. If you would like to apply, please include a letter of application (no more than 2 sides of A4 in font size 11) to support your completed application form.

The closing date is 12pm on Friday 27th September. Shortlisting and interviews will take place during the following week. If you do not hear from us by 11 October, please assume that you have been unsuccessful on this occasion.

Should you require any further information about Hastings please visit our website: www.hastings.leics.sch.uk or contact our HR administrator, Mrs Anna Murphy, who will endeavour to answer your questions (a.murphy@hastings.leics.sch.uk).

The school takes its safeguarding and child protection responsibilities very seriously and the post will be subject to agreeing to our ICT staff user policy, staff code of conduct, two supportive written references, a pre-employment medical health check and an enhanced DBS clearance.

We very much hope you will apply and look forward to receiving your application.

Yours sincerely,

Claire Bradley and Steve Shipman
Co-Headteachers



HASTINGS HIGH SCHOOL

Care and Excellence for All

PERSON SPECIFICATION

Criteria	Essential	Desirable	Evidence
Qualifications & Professional Development	<ul style="list-style-type: none"> NVQ3 in Supporting Teaching and Learning or equivalent, or the ability to meet the STL Level 3 National Occupational Standards relevant to this post 	<ul style="list-style-type: none"> First Aid Qualification Level 2 qualifications in Maths/Numeracy and English/Literacy 	<ul style="list-style-type: none"> Application Form Certificates
Application	<ul style="list-style-type: none"> Well-constructed and well-presented application, addressing the specific requirements of this post 		<ul style="list-style-type: none"> Letter
Experience	<ul style="list-style-type: none"> Experience of working with young people in a formal setting without immediate supervision 	<ul style="list-style-type: none"> Working in a secondary school 	<ul style="list-style-type: none"> Letter / References
Knowledge	<ul style="list-style-type: none"> Ability and willingness to undertake professional development Knowledge of a range of strategies to achieve a good learning environment 	<ul style="list-style-type: none"> Behaviour Management training 	<ul style="list-style-type: none"> Application Form
Professional Skills	<ul style="list-style-type: none"> Ability to work with and support other colleagues and work effectively as part of a team Good oral and written communication skills Ability to effectively manage pupil behaviour in accordance with school policy and procedure The ability to develop effective relationships with pupils and colleagues A genuine enthusiasm for young people and an ability to engage them in learning An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day to day situations 		<ul style="list-style-type: none"> Letter / Interview References
Personal Qualities	<ul style="list-style-type: none"> Excellent attendance and punctuality record Ability to use own initiative to work flexibly and respond positively to a range of situations and work to deadlines Understand and uphold the school's policies and procedures Awareness of the need for confidentiality Evidence of a sense of humour, enthusiasm and commitment 		<ul style="list-style-type: none"> References / Interview
Safeguarding	<ul style="list-style-type: none"> Evidence of knowledge of current child protection procedures Commitment to promoting the welfare of our pupils 		<ul style="list-style-type: none"> Interview

Extra-curricular activities	<ul style="list-style-type: none"> • Understanding the importance of the extra-curricular dimension of our school • Willingness to contribute to our enrichment programmes, including enrichment week. 	<ul style="list-style-type: none"> • Experience of participating in school trips and residentials 	<ul style="list-style-type: none"> • Letter / Interview
Factors not already covered	<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010. 		<ul style="list-style-type: none"> • Medical questionnaire



HASTINGS HIGH SCHOOL

Care and Excellence for All

JOB DESCRIPTION – COVER SUPERVISOR

JOB SUMMARY

Under the direction of class teachers and other relevant staff, provide supervision of classes across the curriculum in the event of the absence (planned or unplanned) of the teacher, ensuring pupils are engaged in pre-set work, managing pupil behaviour and ensuring a safe learning environment.

KEY TASKS

Provide supervision of classes across the curriculum in the event of absence of the teacher

- In the absence of a teacher, to be solely responsible for a class of pupils, ensuring they are engaged in learning activity that has been set by a teacher.
- To effectively manage instances of poor behaviour and any other immediate issues or emergencies that arise in accordance with school/college policy.
- To support pupils to engage with the work provided, including providing support where necessary with literacy, numeracy and organisational skills.
- To liaise with teachers / other relevant staff with regard to work set for a class, and ensure you are suitably equipped and informed to be able to effectively supervise the assigned lesson.
- To feedback to the class teacher on pupil engagement in the set work and also on any issues that may have arisen during the covered lesson(s).
- To assist in the evaluation of the impact of covered lessons on pupils and throughout the school.
- To undertake pupil registration of a class, as required.
- To promote positive behaviour and relationships, using effective strategies in a timely manner in accordance with school policy.
- To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.

Undertake administrative duties relevant to the role

- To create and maintain in conjunction with Middle Leaders an activity bank, contributing general tasks as appropriate, and draw upon this in the event that pupils complete the pre-set work more quickly than expected.
- To contribute to the development and review of relevant policies (e.g. Cover, Behaviour Management, etc).
- To assist with the organisation of cover for absent colleagues (teachers or support staff), for both planned and unplanned absences.
- To assist in the creation and maintenance of curriculum resources, and creation of visual displays in order to ensure a relevant physical learning environment.
- To undertake administrative duties relevant to the role.
- When not required to undertake any responsibility falling within the above, Cover Supervisors may be directed to provide additional support in the school, in accordance with the duties of other similarly or lower graded jobs for which they are suitably skilled / qualified.
- To attend, from time to time, relevant meetings and training events

Health & Safety

- To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
- To carry out the duties placed on employees by the Health and Safety at Work Act 1974.
- To adhere to all policies relating to Health & Safety and Equal Opportunities as determined by the Governors of the School.

Safeguarding

- Hastings High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012. Therefore **a DBS enhanced check is an essential requirement.**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.