

Days Lane Primary School



Candidate Application Pack

Cover Supervisor



Welcome to Days Lane Primary School

Days Lane is a popular and successful three-form entry stand-alone Academy providing an inclusive caring and stimulating learning environment for children aged three to eleven. The school has a tradition of high academic standards and offers an exciting range of enrichment and extra curriculum activities.

For further information about the school, please visit:

<https://dayslaneprimary.co.uk/bexley/primary/dayslane>

A virtual tour of the school is also available on the homepage of our website.

Days Lane is committed to safeguarding and promoting the welfare of children, expect all staff, and volunteers to share this commitment. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place, which promote safeguarding and safer working practice across the school.

Our Values

Our Days Lane School Values form the basis of the way children and staff engage with each other in the school; they provide guidance for children and staff when responding in a range of situations and underpins the key learning habits of successful learners.

- **Respect**
- **Resilience**
- **Responsibility**
- **Compassion**
- **Community**
- **Excellence**

Our Ethos

At Days Lane Primary School, we provide a foundation for life in a happy, high achieving school, where all individuals have high expectations of themselves, respect each other and strive to excel. The school offers a wide range of learning experiences based on a progressive and exciting curriculum, which we continually evaluate and develop.

We believe passionately in providing a blend of academic challenge, moral development and enrichment that allows for the holistic development of each child in our care and recognise the importance of every child as a unique individual, each with their own gifts and talents.

It is our aim to build a successful partnership with parents so that our learners are given every possible opportunity to flourish. We nurture good behaviour through building relationships with pupils and engaging them in exciting learning experiences.

We are a school to which the whole school community, children, staff, parents and governors are proud to belong and hope that the children of Days Lane, and their parents, will come to regard the years spent here to be enjoyable, valuable, purposeful and productive.

Our aims are to:

- **Promote a fully inclusive community where everyone feels happy, safe and secure.**
- **Create an enquiry-based curriculum that is engaging and purposeful for all children set in real life contexts.**
- **To ensure excellence permeates every aspect of school life.**
- **To develop resilient learners who take risks and learn from their mistakes.**
- **To instil a lifelong thirst for learning**

We are looking to appoint an enthusiastic and committed cover supervisor who can facilitate high quality learning within the classroom. The ideal candidate will be one who is committed to developing pupil potential, be a team player and have excellent communication skills to work positively with young children, parents and staff. A good use of English in written and oral communications and good organisational skills are also required.

The role is part time, working 4 days, starting at 8:00am, and finishing at 4.30pm with a 1 hour lunch break (unpaid). The contract is permanent for 38 weeks of the year, term time only, including 5 staff training days.

Main Duties:

- To supervise classes across the school in the absence of the class teacher
- To ensure that the lesson objectives are met and that work set is completed
- To establish and maintain a constructive, purposeful and safe working atmosphere
- To support the administration of the cover procedures
- To promote and reinforce the school's values

Knowledge & Skills

- A good standard of education, minimum requirement: Math's ad English GCSE grade A-C, or equivalent
- A broad interest in the Primary curriculum
- An interest and understanding of how young people learn
- Able to form positive relationships with school pupils while exercising authority in the classroom
- Sound judgement in the classroom including patience, tenacity and a sense of humour
- Able to understand broad issues in an educational context.

What we can offer you:

- An opportunity to be part of an enthusiastic and motivated team
- A strong commitment to your professional development
- Competitive salary and pay progression

- Support for your health and wellbeing with free access to a 24 hour confidential counselling service and employee assistance programme
- Termly staff events including Christmas and summer parties, and regular school fun days.
- Equality and diversity: We are committed to promoting an equal and inclusive community, attracting a diverse range of candidates.

How to apply

The Job Description and Person Specification attached below will give prospective candidates a further insight into the position. If you feel you have the skills and experience for this role, we invite you to apply by the deadline of **30th September 2024**

To apply for this role, please click on the link below complete the application form found in the downloads section.

Please note that CVs will not be accepted and applications must be typed and not handwritten. Applicants are encouraged to pay particular attention to Section 4, where they should explain their suitability for the role.

Only those shortlisted for interview will be contacted. References will be requested for those shortlisted prior to interview.

Days Lane Primary School is committed to equality and diversity in employment practice and service delivery.

This post is considered a customer-facing position; as such, it falls within scope of the Code of Practice on English language requirement for public sector workers. Days Lane Primary School therefore has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. The appropriate standards are set out in the person specification. These will be applied during the recruitment/selection and probationary stages.

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In line with KCSIE 2023 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence. The online search is made on publicly available information and care will be taken to avoid unconscious bias and discrimination. Therefore, only information relating to suitability to work with children will be disclosed to the selection panel.

If you require any other information, please contact recruitment@dayslaneprimary.co.uk

Job Description – Cover Supervisor

Job Title:	Cover Supervisor
JD Reference:	Cover Supervisor
School/Academy:	Days Lane Primary School
Weeks:	38 Weeks- term time plus 5 staff training days
Hours of work:	30 hours (worked between 8.00am – 4.30pm Tuesday to Friday)
Salary:	Bexley 07 (negotiable dependant on experience)
Responsible to:	Class Teacher, Senior Leadership Team

Purpose of the Job

To supervise whole classes during the short-term absence of teachers. The Cover Supervisor will give instructions for the lesson as provided by a teacher and the primary focus of the role will be to ensure that lesson objectives are met and that the work set is completed.

To work under the instruction and guidance of teaching and senior members of staff, to undertake work, care and support for pupil access learning, including those with special needs. To assist the teacher in all aspects of the management of pupils.

Main Duties and Responsibilities:

- Act as a role model and set high expectations of conduct and behavior
- Promote the inclusion and acceptance of all pupils within the classroom
- Keep pupils on task and respond to general queries
- Keep appropriate records as agreed with the teacher
- Promote positive value, attitudes and good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Support the use of ICT where appropriate
- Make appropriate use of equipment and resources
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Be aware of and support difference and ensure all pupils 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
- Understand and apply the school's educational and behavioural policies for developing pupils.
- Prepare, maintain and use equipment/resources required for learning activities, assisting pupils as necessary.
- Establish constructive relationships with parent/carers.
- To attend all five staff training days (INSET) throughout the school year alongside teaching staff.
- Provide appropriate guidance and supervision and assist in the training and development of other staff as appropriate.
- To converse at ease and provide advice in accurate spoken English, this is essential for the post.

Other specific responsibilities:

- To undertake any reasonable request from the Headteacher, School Business Manager and other members of the Senior Leadership Team.
- With the support, of the academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the children and young people.
- To understand and support any health and safety procedures in accordance with the academy's health and safety policy.
- To be aware of and comply with all school policy and procedures.
- Occasionally staff may be required to work beyond usual hours, for example during parents' evening – flexibility is required by staff to help accommodate the smooth running of these events and administration of the school. There is no automatic entitlement to paid overtime unless expressly agreed beforehand by your line manager.
- Maintain confidentiality at all times, ensuring compliance with GDPR with regards to handling and storage of data.

Personal and professional conduct:

The post holder should conduct themselves professionally at all times, treating pupils and staff with mutual respect, regardless of personal beliefs, in accordance with the School ethos, policies and practices.

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the School at the reasonable discretion of the line manager.

The successful candidate must have a commitment to safeguarding and promote the welfare of children and young people.

Person Specification - Cover Supervisor

	Essential	Desirable	Evidence
Qualifications And Experience	<ul style="list-style-type: none"> • Meet Higher Level Teaching Assistant standards or equivalent qualification or experience. • Excellent Numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths. • Training in relevant learning strategies e.g. literacy • Experience working with children of relevant age in a learning environment. 	<ul style="list-style-type: none"> • Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT. 	A, I, D
Skills	<ul style="list-style-type: none"> • Ability to use a range of technology • Effective use of ICT and various software packages to support learning • Ability to plan and organise. • Good problem solving skills • Ability to record and pass on information accurately. • Ability to encourage and enable others to develop their full potential. • Full working knowledge of relevant policies/codes of practice/legislation. • Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies. • Good understanding of child development and learning processes. • Constantly improve own practice/knowledge through self-evaluation and learning from others. 	<ul style="list-style-type: none"> • Understanding of the importance of parental involvement. • Understanding the principles of child development and learning processes. • Knowledge of processes and barriers to learning, including e.g. behaviour management strategies. • First aid, music, art and computing skills 	A, I, R

	<ul style="list-style-type: none"> • Ability to relate well to children and adults. • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these 		
Disposition and attitudes	<ul style="list-style-type: none"> • Ability to build relationships and work as part of a team. • The flexibility to adapt to changing workload demands and new challenges. • Open-mindedness and patience. • A commitment to equal opportunities. • Ability to maintain confidentiality in all school matters. • Able to attend appropriate meetings and training. • Well presented. • Excellent punctuality. • 	<ul style="list-style-type: none"> • High levels of self-confidence. • Ability to relate well to other professionals. • Ability to self-evaluate learning needs and actively seek learning opportunities. 	I, R

Evidence

- A = Assessed at application
- I = Assessed at interview
- R = Assessed through references
- D = Assessed through supporting documents at interview