

Support Staff Applicant Pack

Cover Supervisor



Welcome to our school

Dear Applicant,

Thank you for expressing an interest in a vacancy at Derby Cathedral School. On behalf of the whole school community, I extend you a very warm welcome.

I am really proud to be the Headteacher of a relatively new school for the city of Derby.

Derby Cathedral School is the first ever Church of England Secondary School in the Derbyshire Diocese. The 11-19 secondary school was established jointly by the Derby Diocesan Academy Trust (DDAT) and Derby Cathedral. The principle aim of the school was to help meet the need for additional high-quality secondary places in the Derby area. The school has had a successful start and is currently over-subscribed for every year group. We will welcome an additional year group every year until reaching capacity in September 2024 which will also include the opening of a sixth form provision in September 2023.

Our aim is to be an outstanding school for our community with high aspirations for all of our students both academically and socially no matter what their starting point. As a school based on Christian values, we celebrate the diversity in our city and welcome students of all faiths and none. Our FAITH (fellowship, aspiration, integrity, tenacity and humility) values are a thread that runs through all aspects of school life.

Derby Diocesan Academy Trust (DDAT) are committed to Safer Recruitment practices and use a variety of methods throughout the selection process to ensure we are satisfied with candidate's suitability working with children within our schools. Upon offer of employment, we will apply to the Disclosure and Barring Service (DBS) for an enhanced disclosure which will give details of a person's criminal record.

Please also note that if you have lived anywhere outside of the UK since the age of 18, you will require a certificate of good conduct from all the countries of residence.

Please do take some time to read the key information below about our vision for the school and this post. Further, more detailed information can be found on our school website.

The next few years will be a very exciting time as we grow and develop together and we are looking for staff with a flexible approach and a desire to be part of an excellent new educational provision.

Jenny Brown
Headteacher

School Vision



Derby Cathedral School is a Christian community that welcomes students, families and visitors of all faiths and none. The diversity and richness of such a family brings depth and a vibrancy to our core.

Students of Derby Cathedral School are given every opportunity and challenged to be the best that they can be, demonstrating FAITH in all they do.

- **Fellowship** Collaborating with others, we treat everyone with respect, dignity and kindness.
- **Aspiration** We are ready to learn and grow, striving to be the best that we can be in every aspect of our lives.
- **Integrity** We demonstrate fairness, equality and honesty.
- **Tenacity** We are determined and resilient when faced with challenges.
- **Humility** We are gracious, calm and understand the importance of forgiveness.

All students will be well prepared for their next step into future education, training and employment. They will be happy, healthy, confident, life-long learners who 'experience life in all its fullness'

(John 10:10)

Job Description

Job Details

Job title: Cover Supervisor

Reports to: School Business Manager

Hours of work: Term-time only, 37 hours per week
– 8am to 4pm Monday to Thursday, 8am to 3.30pm on Friday.

Salary: SC5 Pt 12 £24,496 full time equivalent
(reduced pro-rata to £20,624 for term time only working).

Job purpose: To assist with the planning of cover for absent teaching staff and teaching assistants. To cover lessons for absent colleagues. To support students in lessons and small groups or one-to-one. To contribute towards the aims and vision of the school.

As per the updated guidance in Keeping Children Safe in Education 2022, online checks will be carried out on all shortlisted candidates eg Google search, Social Media platforms etc.

Job Review

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. The content is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and the post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

Job Description

Main duties/responsibilities

Main Duties

- Assist with planning, booking and organisation of cover for absent teachers and teaching assistants - both for planned and sickness or emergency absence.
- Cover lessons for absent colleagues.
- Induct supply staff into the school and provide all necessary information.
- Support students in lessons or in small groups or one-to-one settings when not needed to cover lessons
- Sharing in the administrative / break rota duties of the school.
- The precise duties would be determined by the Head Teacher consistent with the main areas of responsibility set out above. Some examples of the kind of duties which may be required are set out below.

Management

- Assist with the entering of all cover requirements onto Bromcom (school MIS).
- Assist with the arranging of appropriate cover for teachers/teaching assistants in advance for planned absences.
- Plan and arrange appropriate cover for teachers/teaching assistants at short notice for sickness or emergency absences.
- Liaise with supply agencies to arrange supply cover.
- Liaise with the HR/Finance administration team in relation to cover requirements.
- Meet supply staff on arrival and induct them into Derby Cathedral School.
- Oversee the cover work set by teachers and ensure this is ready for the staff covering the lesson.
- Report back as appropriate using the school's agreed referral procedures on the behaviour of students during lessons or any other issues that may arise as reported by other cover/supply staff.
- To be willing to undertake training as necessary.

Main duties/responsibilities – continued

Cover Lessons	<ul style="list-style-type: none">• Supervise students in class in the absence of a teacher and deliver the work set.• Manage student behaviour to ensure a constructive working environment.• Respond to students about the work that has been set.• Collect any work completed after the lesson and return it to an agreed person/place.• Leaving the room in a good order at the end of the lesson.• Supervise entry and departure of students in accordance with the school policy.• Record and report attendance to lessons in accordance with the school policy.• Assist in exam/assessment invigilation under the supervision of relevant senior leaders/examinations officer.• Report back as appropriate using the school's agreed referral procedures on the behaviour of students during lessons or any other issues that may arise.
Support for the Students	<ul style="list-style-type: none">• When not needed for cover lessons, support students in lessons as directed by the SENDCo, either in the classroom or with individual students/small groups.• Cover for an absent teaching assistant by supporting students in the classroom or individually/in small groups.• Support students at break and lunch times.
Support for the School	<ul style="list-style-type: none">• Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.• Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.• Contribute to the overall ethos/work/aims of the school.• Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.• Attend and participate in regular meetings.• Participate in training and other learning activities as required.• To support, uphold and contribute to the development of the school's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community.• Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.

Job Description

Person specification

	Essential	Desirable
Qualifications and training	<p>The successful candidate will have:</p> <ul style="list-style-type: none">• At least five A*-C GCSEs, including English and Mathematics.• Excellent knowledge of Microsoft Office programmes.• A-Level or equivalent qualification• Level 1 Safeguarding as a minimum.	<ul style="list-style-type: none">• An Enhanced DBS• An up-to-date first aid certificate.• Further education, e.g. ND, HND or degree• Health & Safety certificate• QTS
Experience	<ul style="list-style-type: none">• Experience of working with young people aged 11-18 in a voluntary or paid capacity.• Experience as a cover supervisor/teaching assistant or learning support assistant within a secondary school.	
Knowledge and skills	<p>A good understanding of:</p> <ul style="list-style-type: none">• Behaviour management strategies.• Equal opportunities.• Safeguarding. <p>Ability to:</p> <ul style="list-style-type: none">• Assist students on an individual basis, in small group and whole class work.• Explain tasks simply and clearly and foster independence.• Supervise children, and adhere to defined behaviour management policies.• Accept and respond to authority and supervision.	<ul style="list-style-type: none">• demonstrate the ability to learn and adapt from past experience.• contribute to the wider life of the school including extra-curricular activities.

Person specification – continued

	Essential	Desirable
Knowledge and skills – continued	<ul style="list-style-type: none"> • Work with guidance, but under limited supervision. • Liaise and communicate effectively with others. • Demonstrate good organisational skills. • Reflect on and develop professional practice. • Display work effectively, and make and maintain basic teaching resources. • Work supporting individual students on programmes to improve literacy and numeracy • Support students in learning outside of the classroom including educational trips and visits. • Deliver information clearly to young people. • Self-evaluate learning needs and actively seek learning opportunities. • Experience of delivering small group interventions. 	
Personal qualities	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • Excellent verbal and written communication skills. • Excellent time management and organisation skills. • High expectations of self and a desire to maintain professional standards. • The ability to work as both part of a team and independently. • The ability to maintain successful working relationships with colleagues. • High levels of drive, energy and integrity. • A commitment to equal opportunities • A commitment to supporting others. • An excellent understanding of confidentiality. • A warm, engaging and transparent personality. 	<ul style="list-style-type: none"> • Flexibility – occasionally working hours might be changed, e.g. for parents evening, after school events such as Fayres, international evening. • Able to work in small teams

Person specification – continued

	Essential	Desirable
Personal qualities – continued	<p>The successful candidate will be:</p> <ul style="list-style-type: none">• Committed to promoting high quality and consistent practices.• Dedicated to their professional development and achieving desired qualifications.• Able to plan and take control of situations.• Committed to contributing to the wider school and its community.• Capable of handling a demanding workload and successfully prioritising work.• Professionally assertive and clear thinking.• A good team player, with the ability to also work using their own initiative.• Willing to go the extra mile.• Able to quickly adapt to changes.	