



APPLICATION PACK

POSITION:

**COVER SUPERVISOR x2 POSTS
(PERMANENT POSITIONS)**



**Churston Ferrers
Grammar School**

Learning to create a better world




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Grammar School**
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WELCOME

FROM THE STUDENT PRESIDENT

Dear Applicant

Thank you for expressing interest in becoming a member of staff here at Churston.

Having attended the school since 2017, I've now spent over 6 years here, and I can safely say that deciding to come here was one of the best choices that I have ever made, which is in no small part due to the superb standard of teaching, as well as the wonderful atmosphere that exists within the school.

As a selective school, Churston is very academic, which I feel is shown through the tremendous amount of passion that all of the teachers have towards their subjects, something which is very inspiring to all members of the school community. This is reflected in the school's academic results, which are consistently outstanding. Alongside this, the school places a great deal of emphasis on student welfare, something which creates a very unique and positive culture, where students are driven to be the best that they can be, in all aspects. There is also a wide variety of enrichment opportunities for students, further enhancing the very positive culture that exists within the school.

The school has three core values, Active Citizenship, Social Justice and Sustainability, all of which are upheld in every way possible by all members of the school community, something which constantly shows to students that they can make a difference.

I hope that all of this goes to show why Churston is such an excellent school, and why working here can be a thoroughly rewarding experience, something which is enhanced by its beautiful coastal surroundings. If you feel that these values resonate with you, then you will fit in perfectly here at Churston, and we look forward to meeting you!

Joshua Goode
Student President



WELCOME

FROM THE HEADTEACHER



James Simpson
Headteacher

Welcome to Churston Ferrers Grammar School, and thank you for your interest in the position of Cover Supervisor. Churston Ferrers is the most westerly of England's co-educational grammar schools, sitting in a beautiful location at the bottom of Torbay with easy access to stunning coast and countryside as well as excellent transport links to Plymouth, Exeter and beyond. We work in partnership with other schools in the area, as well as nationally through the Grammar School Heads Association.

Churston is a school where we all believe in the importance of a truly rounded education that combines academic excellence with outstanding personal development and pastoral care. As an academically selective school, we work with motivated and hard-working students who want to achieve highly. Our outstanding student services team and well-established culture of pastoral support mean that Churston students are able to achieve their goals in a caring, nurturing environment. The school's commitment to the development of our students' wider interests and passions is evidenced by a thriving scene of clubs, societies, sports, arts and trips.

Our students leave Churston with a clear understanding of the positive impact they can have on the world around them. The passions and interests of the Churston staff are central to our development of our students' awareness of the importance of Social Justice, Sustainability and Active Citizenship

We are committed to recruiting and retaining the very best staff to give our students the education they deserve. We have a strong reputation for employee wellbeing; the staff body is a cohesive and welcoming one and our working culture is explicitly protective of family and private time. We are also committed to staff personal and professional development, dedicating resources and support to ensure that everyone feels a strong sense of autonomy, relatedness and competence in their work.

We look forward to hearing from you.

VALUES

Our senior leaders and governing board are committed to continuous improvement and 'learning to create a better world' by developing strategy underpinned by our 3 core principles: Social Justice, Active Citizenship, and Sustainability.

OFSTED VIEWS

'Leaders provide a broad and ambitious curriculum. There are high expectations for what all pupils can achieve, including those with special educational needs and/or disabilities (SEND). Leaders have a clear vision for the intent of the curriculum.'

'Pupils are happy at school and enjoy strong relationships with staff. They are positive about the education they receive, both in and beyond the classroom.'



OUR MISSION

We offer a co-educational, academic education that opens doors for students from all backgrounds. We maximise academic success through a creative and supportive culture that welcomes and includes everyone in the school.

OUR VISION

We want our students to achieve more and be happier at Churston than at any other school, and to leave us with a passion for learning and a strong sense of social justice.

OUR ETHOS

We believe that happy, challenged and well supported students perform better, and are more caring towards each other. Student welfare is a priority and we are proud of our students' considerate and inclusive outlook.

COVER SUPERVISOR X2 POSTS

To start as soon as possible

28.75 hours per week / 5.75 hours per day /
38 weeks per annum

Scale 5 Point 25 (actual salary £16922 per annum)

School Roll 1027 (278 in Sixth Form)



Churston Ferrers Grammar School

Learning to create a better world

Churston Ferrers Grammar School is a high performing selective school with a long-standing reputation for exceptional pastoral care and personal development. Academic standards are high, both in terms of attainment and progress, and the school is recognised for its innovative and inclusive classroom practice.

The school is well known in the local area for its distinctive family feel, backed up by exceptionally strong pastoral care, which ensures that all students feel able to do their very best academically. This emphasis on student welfare is underpinned by a wide range of extra-curricular activities to build confidence and self-esteem.

We are seeking to appoint two creative and enthusiastic Cover Supervisors to cover all subject lessons for Year Groups 7 - 11. This role would ideally suit a person who has been teacher trained but specific training for this role will be given prior to commencement.

Churston Ferrers Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service check, and references will be taken for all shortlisted candidates.

If you wish to hear more about the role please contact Mrs Vanessa Wolf (PA to Headteacher / HR Manager) - vanessa.wolf@churston.torbay.sch.uk.

Please submit your application and supporting document via the online form on the vacancy page of the school website.

Closing date is 9.00 am on Monday 16th October 2023

Interviews will be held shortly thereafter.

HOW TO APPLY

Please read the enclosed job description very carefully.

Please complete the Support Staff application form which can be accessed from our school website <https://churstongrammar.com/information/vacancies>. This will automatically be received by the school.

Please ensure your supporting statement relates to the competencies outlined in the job description.

If you experience any technical issues in the completion of your application, please email support@churston.torbay.sch.uk with the subject title of 'URGENT – Cover Supervisor application technical issues'.

CLOSING DATE FOR APPLICATIONS: 9.00 am on Monday 16th October 2023

INTERVIEW DATE: Interviews will be held shortly thereafter.

References

References will be taken for candidates shortlisted for interview prior to the interview date.

Churston Ferrers Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service check.

Queries

If you have any queries regarding this job vacancy or would like to discuss this post in further detail, in the first instance, please contact Mrs Vanessa Wolf (PA to Headteacher / HR Manager) - vanessa.wolf@churston.torbay.sch.uk.

Thank you for your interest in our school. We look forward to receiving your application.

JOB DESCRIPTION

COVER SUPERVISOR

Cover Supervisors are employed to cover lessons during teacher absence. As well as permanent Cover Supervisors we also have a bank of flexi Cover Supervisors who work for us.

Each lesson is 60 minutes long and you would be required to cover up to five lessons per day. You will have an unpaid lunch break of 60 minutes each day - the timing of this will vary depending on what lesson you are covering during our double lunch break. You will be required to cover all subjects within Years 7-11 (we do not provide cover for Sixth Form lessons) so this will be anything from Physics to Physical Education. You will be provided with a School Chromebook.

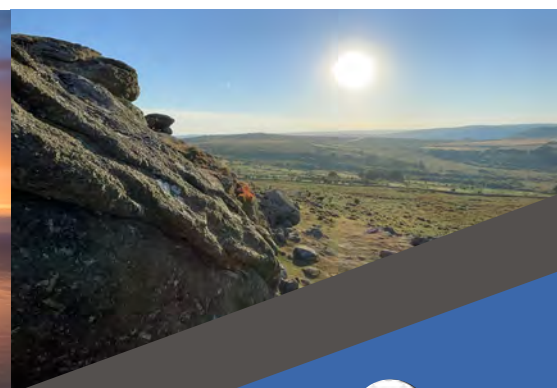
If there are no lessons or only a couple of lessons on a given day, then we will direct you to other departments in school that may require additional support e.g. SEN department, Student Services, etc

Below is an outline of responsibilities:

1. Access the work for the cover lesson which will be within the shared cover drive. Most cover work is set via Google Classroom. If there is any confusion please seek guidance from the Subject Leader before the lesson.
2. Arrive at the lesson in good time so that there can be a smooth start to the lesson.
3. Insist that students remain silent while you take the register which is done via SIMs. An ordered start is important for classroom management.
4. Clearly explain the work to the students and put key instructions on the board so that they can reference them later.
5. Ensure that students settle quickly to the task. This can be done by walking around the classroom and checking that students have started the task.
6. Check that students are completing the task. This is best done by engaging with individuals and looking at the work they have produced during the lesson.
7. Give support to students by asking them questions about their work. Showing an interest in the work the students are producing helps with classroom management.
8. Remind students that they have 5 minutes left and that the work needs to be completed by the end of the lesson.
9. Ensure there is an ordered finish to the lesson by collecting the work in if applicable, asking students to put their chairs under the desks, checking the room to ensure it is tidy and dismissing the students a row at a time.



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secretary@churston.torbay.sch.uk

<https://churstongrammar.com>

Headteacher

Mr James Simpson, BA(Hons), MA, FCCT

Chair of Governors

Ms Sarah Sadler-Smith