

# **Cover Supervisor Information Pack January 2020**



**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

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**Sawston Village College**  
New Road, Sawston, Cambridge, CB22 3BP  
Tel: 01223 712777 [www.sawstonvc.org](http://www.sawstonvc.org)  
11-16 mixed comprehensive academy, NOR: 1060  
Principal: Mr J P Russell

**Required as soon as possible**

### **COVER SUPERVISOR**

**£19,554-£21,166 pro-rata**  
**Actual salary from £16,222**  
**32.5 hours per week, term-time only**

Sawston Village College is a high-achieving, successful 11-16 academy, with a reputation for innovation in teaching and learning, outstanding pupil behaviour and inclusive, caring values. A founding member of the Anglian Learning group of schools, we are situated just outside the beautiful city of Cambridge, offering first class professional development opportunities to our staff and a supportive, friendly environment in which to work.

We are now seeking an additional Cover Supervisor to join the team. The post would suit a confident, assertive individual who has a good rapport with young people and is able to supervise classes in the absence of their teachers, ensuring that learning takes place in a calm and orderly environment.

To find out more about the role, please download an application form and information pack from our website. Applications must be submitted on the College's application form. CVs will not be accepted.

Closing date: Thursday 16 January 2020 at 9.00 am

Interviews: Friday 24 January 2020

***We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to an enhanced Disclosure and Barring Service check. The Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.***



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**Sawston  
Village College**

Principal: Mr J P Russell

January 2020

Dear Applicant

### **Cover Supervisor**

Thank you very much for your interest in the above position. We sincerely hope that the information below and enclosed within this application pack will encourage you to apply to our friendly and vibrant school.

We are a very welcoming and highly successful school, one in which all staff are valued and all contribute to our strong caring ethos. Pupils are at the centre of all that we do but we can only succeed when all professionals work together, collaboratively and supportively, to ensure a positive, safe and calm learning environment in which all pupils can thrive.

Sawston Village College is an inclusive, comprehensive 11-16 academy, set on a picturesque open campus in a beautiful part of south Cambridgeshire. Opened in 1930, it was the first purpose-built community college in England and we are proud of the fact that it is still heralded as a model for community education, with over 1000 members of the local community visiting each week to participate in learning, sporting or leisure activities. Our core focus, however, is the achievement and wellbeing of our 1060 pupils and in this we are performing consistently amongst the very best schools in the country. In 2019, the College achieved well above national averages in the new GCSEs at all levels including 62% gaining grade 5+ in English and Maths and 39% of all grades at grade 7 or above. Academic success, of course, is only one measure and, as a Platinum Artsmark school, we are equally proud of our extensive extra-curricular offer as well as our aim to help all pupils leave with confidence, enriched experiences and ambition for the future.

This success is based upon the following key principles. Firstly, a firm commitment to the belief that all pupils, regardless of ability or background, are able to achieve their potential and have the best opportunities to succeed in education, employment and life. Secondly, a determination to recruit, develop and retain the very best staff, by providing varied and exciting personalised opportunities for professional development, and a caring, supportive environment with an emphasis on teamwork, collaboration and well-being. Thirdly, a firm conviction that teaching and learning can only flourish where pupils are well behaved and respectful. Therefore, we have high expectations and set high standards enabling staff and pupil to feel safe and happy.

We are now seeking an additional Cover Supervisor to join our team supervising classes in the absence of their teachers. You need to be able to manage classes with confidence, authority and respect. Our belief is that if you offer respect to young people, it will be returned. The College offers an extremely positive and friendly working environment. Relationships between teaching and support staff are excellent, and senior staff offer strong support to their colleagues in the maintenance of good order. On some days, there may be no lessons requiring cover. At such



times, Cover Supervisors must be willing to assist in the school office or work with the teaching assistant team. Allocation of duties will depend on your skills and experience. The successful candidate will also undertake shared responsibility for a mentor group as a co-mentor.

If you wish to apply, then we would be delighted to hear from you. To apply, you must complete our application form in full, paying close attention to the guidance, and submit it with a covering letter. Please confine your letter to no more than one page of A4. Please pay particular attention to the job description and person specification in writing your letter, focussing on how your past experience has suited you for this post and the skills and qualities you would bring to it. CVs will not be accepted.

Your application should reach the College by 9.00 am on Thursday 16 January and interviews will take place on Friday 24 January. If you have not heard from us two weeks after the closing date, you should assume your application has not been successful.

As you would expect, the College is committed to the safeguarding of children and young people. If you are invited to interview, you will be asked to provide the following:

- a completed disclosure of criminal record form;
- notification of any relationship with any pupil, employee, governor or trustee;
- details of any child protection investigation that you may have been subject to;
- a signed and dated hard copy of your application form and covering letter if you originally submitted them via email;
- documentation to allow a DBS check to be undertaken
- evidence of your right to work in the UK
- original qualifications certificates

Full details of the documents required will be sent with your invitation to interview.

Sawston Village College is a highly professional and exceptionally friendly, caring and enjoyable place in which to work and teach. On the outskirts of Cambridge, we are also fortunate to be so close to a culturally iconic city with so much to offer for families and young people. Since starting at the school 14 years ago, it has been a privilege to see the school grow in confidence and reputation, thanks to the high quality of work that the school does for its young people and the community, and through the hard work of such a dedicated group of staff. As Principal, I am looking forward to the exciting opportunities ahead and hope that you feel inspired to join us.

Thank you, in anticipation, for the time you will give to your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Russell', written in a cursive style.

Mr J Russell  
Principal

## Job Description Cover Supervisor



**We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment.**

<b>Site</b>	Sawston Village College
<b>Grade</b>	Level 3 TA scale
<b>Hours of work</b>	32.5 per week, term time only Working pattern 8.15am to 3.15pm Monday to Friday including a 30 minute unpaid lunch break
<b>Responsible to</b>	Deputy Principal / Cover Manager
<b>Job purpose</b>	To supervise classes across the curriculum (KS3 and KS4) in following a programme of study during the short-term absence of their class teacher.  To contribute to raising standards by providing support to departments and the whole school

### Key responsibilities

#### 1. Cover Supervision

- Under the direction of the Cover Manager, supervise pupils in class during the absence of their class teacher
- Attend morning Staff Briefings
- Take class registers
- Liaise with Subject Leaders and class teachers to ensure that the work set is understood
- Liaise with Teaching Assistants regarding individual pupils being supported in class
- Administer clear instructions to the class, based on the detailed work set, and actively supervise pupils as they carry out the instructions
- Inform the class teacher of any non-participation by individual pupils
- Contribute to the planning and evaluation of work set for covering lessons
- Contribute to behaviour management within the school, in accordance with the school's Behaviour Policy

## **2. Support for Departments**

Support departments and the whole school with the preparation of resources

## **3. Supporting Inclusion**

Work in the school's inclusion facility to support pupils with special needs

## **4. Lunchtime Duty**

Undertake lunchtime duty as directed by the Deputy/Assistant Principal

## **5. Support for the School**

- Be aware of and comply with policies and procedures related to child protection and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person
- Be aware of and support differences to ensure all pupils have equal access to opportunities in order to learn and develop
- Contribute to the aims and ethos of the school
- Undertake shared pastoral responsibility for a mentor group as a co-mentor
- Develop and maintain effective working relationships with other staff and parents/carers
- Attend and actively participate in relevant meetings as required
- Participate in training and other learning opportunities as required
- Contribute to and participate in school events and activities
- Contribute to the maintenance of a safe and healthy environment

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility. The job description will be reviewed through the appraisal process.

## Person Specification Cover Supervisor



**Sawston**  
Village College

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<b>Education</b>	<b>Essential</b>	<b>Desirable</b>
Educated to GCSE Level with C+/4+ in English and Maths	✓	
Educated to A Level		✓
School support staff qualification		✓

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working in a school or college context		✓
Experience of working in a classroom		✓
Experience of acting in a supervisory capacity		✓

<b>Professional Qualities</b>	<b>Essential</b>	<b>Desirable</b>
A high level of organisational ability	✓	
Ability to work well with other colleagues	✓	
Ability to communicate effectively with staff and pupils	✓	
An authoritative and confident manner	✓	
Ability to learn quickly	✓	
Ability to work independently	✓	
Ability to maintain confidentiality	✓	
An interest in education	✓	
Ability to use ICT	✓	
Flexibility in relation to duties carried out	✓	
Able to conduct a conversation and answer questions for an extended period of time where necessary in English	✓	

<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
A commitment to safeguarding and promoting the welfare of children	✓	
Energy and enthusiasm	✓	
Confidence	✓	

<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Resilience	✓	
Good sense of humour	✓	
Adaptable and flexible	✓	
Show initiative	✓	
Ability to remain calm in difficult situations	✓	
Ability to work as part of a team	✓	
Excellent attendance and punctuality	✓	
A liking and respect for young people	✓	
Appropriate professional relationships with colleagues and children	✓	



## Application instructions and further information



### How to apply

Please submit your application form and covering letter to the Principal, Jonathan Russell, as follows:

- **Email:** to Louise Milne, HR Officer, at [jobs@sawstonvc.org](mailto:jobs@sawstonvc.org) and include the vacancy job title in the subject line. Attach your application form and letter as pdfs. Do not send hyperlinks or other file formats.
- **Post:** address your envelope to Louise Milne, HR Officer, Sawston Village College, New Road, Sawston, Cambridge, CB22 3BP. Write the vacancy job title in the top left hand corner of the envelope.

### Privacy notice for job applicants

Please read our privacy notice for job applicants on our [vacancies](#) page.

### Find us

Directions to the College can be found [here](#).

### Ofsted

Read our most recent [Ofsted report](#).

### Professional development

Sawston Village College is a member of:

- The Anglian Learning multi academy trust [www.anglianlearning.org](http://www.anglianlearning.org)
- CASSA – the Cambridge and Suffolk Schools Alliance [www.cassateaching.co.uk](http://www.cassateaching.co.uk)

