

The Howard School

Candidate Briefing Pack

Cover Supervisor

THE HOWARD Academy Trust

THE HOWARD SCHOOL

Ofsted GOOD 2016

Welcome



The Howard Academy Trust aims to create a close knit family of Good and Outstanding schools through partnership, challenge, accountability and support within a cooperative framework.

We are an innovative and creative Trust, responding to the ever-changing needs of our students and the demands from higher education and employers. We recognise and emphasise the importance of aspiration, energy and ambition.

Paul Morris
Chief Executive
The Howard Academy Trust



Thank you for your interest in the post of Cover Supervisor at The Howard School. I am determined to recruit a talented individual who shares our vision of providing a first-class education to all our students. You will show the drive, tenacity and ability to realise this ambition, and demonstrate a commitment to your own education and to yours and others' professional development. This role is one where you must provide clear leadership, challenge and support to others and you must have the capacity to do this in a way that is professional, based on evidence and motivates your colleagues.

Our local and national reputation as a school where results challenge the stereotypical view of underachievement in young men continues to grow, as does the perception that we hold to traditional values in standards of behaviour and uniform. We are an innovative and creative school, responding to the ever-changing needs of our students and the demands from higher education and employers. To further this, a number of exciting changes are planned for the near future to support our drive towards excellence.

I am determined to ensure The Howard is the best school in Medway and beyond in which to teach, work and develop. Our success has been built on the commitment, professionalism and aspirations of our staff. It is a place where people want to work as there are opportunities for progression. I hope my resolve to take the school to the next level is evident and, while I recognise that this is by no means easy, that this is the very least we should be doing for our community. The successful candidate will be someone who is genuinely up for the challenge. In return, we can promise an investment in you and your future, offering a competitive remuneration package, providing first class professional development and career opportunities.

I look forward to receiving your application.

Terry Millar
Headteacher

The Howard Academy Trust

Striving for progress, excellence and positive change

We aim to create a close knit family of Good and Outstanding schools through partnership, challenge, accountability and support within a cooperative framework.

We are committed to enhancing the life chances of young people by improving their educational achievement.

Schools within the Trust will retain their unique and individual character.

We strive for excellence and aim to bring about transformational change where necessary in schools.

We are truly inclusive and aim to establish the highest expectations for young people and all those who work with them.

As a Trust we have four fundamental tenets:

- We strive to create a culture of dignity, respect and trust in all our schools
- There is no ceiling to achievement for young people
- All staff have the right to exceptional professional development
- Our moral purpose is to make a positive difference to the lives of young people.

Our Family of Schools

Deanwood Primary School
210 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent

Temple Mill Primary School
210 Pupils on Roll
Sponsored by The Howard Academy Trust
Located in Strood, Kent

Thames View Primary School
420 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent

The Howard School
1,500 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent

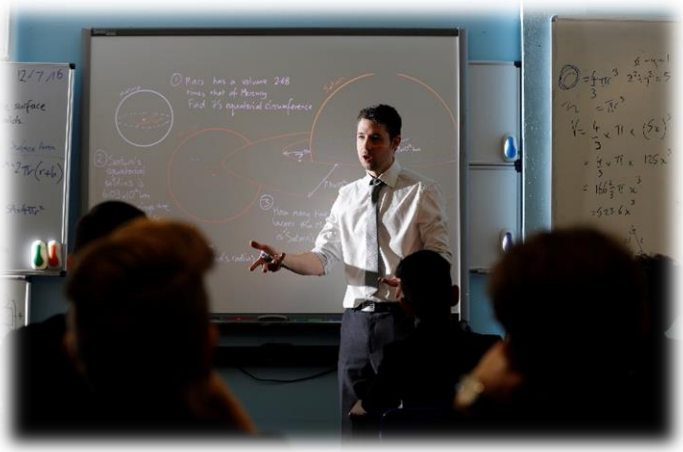
Miers Court Primary School
420 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent

Further information about our academies can be found at www.thatrust.org.uk

Working for The Howard Academy Trust

The Howard Academy Trust value employees that work for our organisation. The following benefits are available to employees within our academies.

Financial



- Salary
- Pension
- Sick Pay

Family Friendly

- Maternity, paternity and adoption leave
- Parental and dependent care leave
- Flexible working

Employee Benefits - Permanent Contracted Employees & Fixed Term

- Childcare Vouchers - Purchase of Childcare Vouchers provided by Edenred
- Free Confidential Counselling Service

Professional Development

- Access to Middle and Senior Leadership Courses
- Role specific training courses for Associate Staff



History of The **Howard** School

The Howard School was established in 1975 by amalgamating Rainham Boys Secondary School and Gillingham Boys Grammar School to form a bi-lateral school. A bi-lateral school is one where admission to the grammar school section can be by 11 plus selection and admission to the high school section is non-selective.

The school was named after Dorothy Howard who played a major part in the local community.

Since opening there have been five Principals:

- John Hicks: 1975 to 198 7
- Alan Jarrett: 1987 to 1997
- Maurice Barry: 1997 to 2001
- David Smith: 2002 to 2007
- The Honourable Paul Morris: September 2007 – December 2015

The Howard School became a Grant Maintained School in 1994 when we left the control of Kent County Council. Following a change of Central Government, we became a Foundation School in 1998. Although a Foundation School we worked very closely with the local authority. The school became a Specialist Sports College with ICT as the second strand in 2007. In October 2014, the school became an Academy and the core of The Howard Academy Trust.

We are a high achieving successful 11 to 18 school.

Since 2008, The Howard School has been and remains one of the highest achieving non-selective schools in Medway, Kent and the South-East of England. We believe The Howard School is one of the highest achieving boys' non-selective schools in the country.



Cover Supervisor
Job Description

Job Title: Cover Supervisor
Department: Cover Supervisors
Responsible to: Senior Leadership Group
Remuneration: C1 NJC Point 23

General description of the post

The holder of this post is expected to carry out the professional duties of a cover supervisor as described below, as circumstances may require and in accordance with the school's policies under the direction of the Head of School. The post-holder is required to fully support the vision, ethos and policies of the school.

The post holder will be expected to supervise classes in the event of short-term and long-term absence of Teaching Staff usually covering a wide variety of classes and subjects across the school. To manage and supervise pupil behaviour. To contribute to the maintenance of effective school administration.

Personal and professional conduct

Staff are expected to demonstrate good standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout your career.

It is important to maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the position;
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- showing tolerance of and respect for the rights of others and not undermining fundamental British values, including:

  - democracy, the rule of law, individual liberty and mutual respect, and

  - tolerance of those with different faiths and beliefs;
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Support Staff must have proper and professional regard for the ethos, policies and practices of the school in which they work, and maintain high standards in their own attendance and punctuality.

- Supervising work that has been set in accordance with the school policy.
- Support the Curriculum Plan and learning programmes designed by the teacher.

- Responding to any questions from pupils about process and procedures.
- Providing feedback to the classroom teacher on the pupil's progress against lesson plans, conduct of the lesson.
- Keeping pupil related records.
- Dealing with any immediate problems or emergencies according to the school's policies and procedures.
- Collecting any completed work after the lesson and returning it to the appropriate teacher.
- Attend meetings and training sessions as required.
- Provide additional support to teachers in classrooms, to carry out administrative tasks when not covering a class.
- Act as a role model, setting high expectations of conduct and behaviour.
- Report student and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.
- Be involved in extracurricular activities, e.g. open days, presentation evenings.

Additional Duties:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example.
- To fulfil the professional standards outlined in the Teachers' Standards Document.
- At the request of the Head of School you may be expected to undertake / complete any reasonable duties expected of a Cover Supervisor.

This job description may be amended at any time following discussion between the Head of School and member of staff, and will be reviewed annually as part of the support staff appraisal process.

The Howard 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 **Howard** School

Person Specification

Post: Cover Supervisor

Please refer to these requirements when completing the application. The person specification is related to the requirements of the post as determined by the job description.

Essential	Desirable
Education & Qualifications	
• 5 A* - C GCSEs (including English and Maths) or equivalent	• 2 A levels, NVQ level 3 or equivalent experience • Additional qualifications relating to practical skills, education, health/ social services • First Aid qualification
Experience	
• Experience of working with young people • Awareness of safeguarding policies and procedures • Experience of promoting highly effective communications within and between teams and other stakeholders in the community	• Experience of working within an academy
Knowledge and Understanding	
• Understanding of how to respond flexibly to young people's learning needs • Knowledge, understanding and commitment to safeguarding and promoting the welfare of students • Ability to work successfully with students who demonstrate challenging behaviour Ability to use ICT for recording, monitoring and reporting good understanding of effective procedures for managing and promoting positive behaviour among pupils • equal opportunity issues within the workplace and the importance of culture and ethos and how this impacts on morale, high expectation and high standards • Sound understanding of equality of opportunity issues and how they can be effectively addressed in schools • Clear understanding of the role of parents and the community in school improvement and how this can be practised and developed • Knowledge of the development of young people and their need	

• Ability to take responsibility and work with autonomy within set boundaries and expectations • Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these • Strong interpersonal skills and ability to communicate effectively with young people and adults • Good organisation and personal management skills • An ability to respect sensitive and confidential work • High level of motivation and commitment	
Characteristics and Competencies	
• Ability to promote the school's aims positively • Ability to develop good personal relationships within a team; making an effective contribution to high morale • Ability to create a happy, challenging and effective learning environment • A solution-focussed mind-set and determined "no-excuses" approach to raising standards • A personable nature to build effective relationships with parents and all members of the school community • A creative and good humoured approach to all aspects of teaching, management and leadership • Ability to keep up to date on relevant policies and procedures in line with the duties identified in the job description • Ability to work to professional standards, to develop effective working relationships, think independently and make judgements and to influence others through persuasion/discussion • Ability to be flexible and well organised to manage, at times, unpredictable and variable workloads • Ability and keenness to promote the school's positive culture and ethos	

Application Process

Application Process

We will review applications as they are received and contact those shortlisted for interview. Early applications are encouraged as we will close the recruitment process once a suitable candidate is appointed.

Applicants should apply via our online application process on the following link:

http://www.thehowardschool.co.uk/322/vacancies

Important Information for Applicants

Visits	Please email hr@thatrust.org.uk to arrange a tour of the Academy
Closing Date:	Friday 13 October @ 12 noon
Interviews:	To be Confirmed

Person Specification

This specification sets out the criteria which will be used to shortlist candidates for interview and during the interview process.

We hope you find the information in this pack useful. Should you have any further queries, please do not hesitate to contact Sharon Teachen, HR Manager, on 01634 265771 or email hr@thatrust.org.uk.