

**Welcome to**  
**Sunbury Manor School**  
**Cover Supervisor**  
**Applicants Information Pack**



Commitment | Community | Responsibility | Kindness | Respect



- Message from Headteacher
- Message from Head Student
- Message from Deputy Head Students
- About Sunbury Manor School
- Advert
- Job Description
- Person Specification





# Message from Head Students

Sunbury Manor School is a supportive environment that we believe has encouraged all of us to thrive on our own personal pathways. No matter your ambition you will always be pushed to succeed by both our teachers and students. Not only does Sunbury Manor acknowledge an individual's strengths, but recognises and supports when you need more help.

We feel that one of the greatest aspects about Sunbury Manor School is its unique opportunities that it offers all of its students, covering all areas of interest. One of our amazing sporting opportunities that our school offers is the chance to become a Ball Boy or Ball Girl at the Wimbledon Tennis Championships in Year 9 and 10. Other extra-curricular sporting activities that students are encouraged to participate in consist of football, rugby, netball, badminton, cricket, rounders and many more. These can result in outstanding trips to venues like The Oval for cricket, Twickenham Rugby Stadium and the Copper Box. As well as this, our school provides us with the chance to become Sports Captains and Leaders to gain leadership skills. If sport is not your thing, Sunbury Manor provides multiple amazing opportunities such as Youth Speaks, subject trips, an annual drama production, college trips and the chance to apply to become a prefect, senior prefect, House Captain or Head student.

The school's House System encourages a friendly competitive nature around the school, which promotes involvement in a variety of House challenges and competitions. The Student Council provides a strong student voice, which contributes greatly to decision making within the school. These work together to push the school's five core values; commitment, community, kindness, responsibility and respect. Overall, Sunbury Manor School is a safe and inclusive environment, which guides all students to thrive and develop as people throughout their five years.





# About Sunbury Manor

**COMMITMENT**

**COMMUNITY**

**RESPONSIBILITY**

**KINDNESS**

**RESPECT**

We aim to be an exceptional school at the heart of the community. We create opportunities for our

A warm welcome to Sunbury Manor School, a proudly comprehensive, mixed 11-16 Single Academy Trust school with approximately 1200 student on roll, with capacity to grow. We are located on the edge of Surrey and Southwest London. We were graded Good by Ofsted in October 2019. Sunbury Manor is a happy, successful and highly inclusive school.

Students in Key Stage 3 study a full curriculum for three years. Option subjects for Key Stage 4 continue to remain broad and balanced. The fundamental role of our school is to provide a high-quality learning experience and all teachers strive to deliver well planned, challenging and engaging lessons. We are committed to maintaining a strong and cohesive teaching staff of qualified subject specialists in all areas of the curriculum. This allows us to provide a high-quality experience in the classroom for all learners. We believe our students deserve the very best when it comes to their learning, which is why we aim to provide quality training and continued professional development for all our staff. This is essential to ensure that all staff are up to date with their subject knowledge and awareness of an ever-changing educational landscape. We are clear in our mind that students learn best when they can develop a trusting relationship with their teachers and support staff; people they know who have their best interests at heart and can guide them to make improvements by monitoring their progress over time. We believe that homework is an essential tool for helping students to develop their skills and become independent learners; something that is clearly essential when it comes to preparing young people for the wider world of further education and work.

Extra-curricular and leadership opportunities are wide and varied enabling our students to experience different challenges and activities including; debating competitions, board game clubs, Duke of Edinburgh, Wimbledon ball girl/boy trials, home cooking club, trips to Barcelona, WW1 battlefields and many more.

Please take a moment to read our prospectus and newsletter, we hope it gives you a sense of the wonderful opportunities we offer. We also welcome visitors to our school if you would like to take a tour.



## Cover Supervisor

**Salary: £25,401 to £30,746 | 8am- 4pm Term Time | Start date: April 23**

We are seeking to appoint an inspirational and dedicated Cover Supervisor to join a school that has high expectations and high aspirations for all of our students. Applications are welcome from both experienced Cover Supervisors or those with the relevant knowledge, skills and experience in a related role. The school offers an excellent induction programme for all staff and encourages you to grow and further develop your skills and knowledge with ongoing training in the role.

You will be supported by strong leadership coupled with a fantastic team spirit and genuine collegiality across the school. Staff are engaged with professional development and are supported in exploring new ideas.

Sunbury Manor School is a mixed, 11-16 Single Academy Trust. We are proudly comprehensive and serve a wide community on the edge of Surrey and Southwest London, that is vibrant and ambitious. Sunbury Manor is a Good school (Ofsted, October 2019).

Sunbury Manor has a very clear ethos and you will see it if you visit our school; strong, positive relationships that create an environment where teachers can teach exceptional lessons and students can make exceptional progress.

### **Benefits**

In addition to the salary you will receive 24 days paid annual leave in addition to 8 public holidays, generous contributions to the Local Government Pensions Scheme (LGPS) , we also offer Westfield 24/7 Employee Assistance Programme, Westfield Health Cash Back Plan, Westfield Rewards (discounts from hundreds of leading retailers, restaurants and destinations), cycle to work scheme, free gym membership at the neighbouring leisure centre, access to Surrey Extra (a flexible staff benefits scheme), staff laptop and an active staff Health & Wellbeing group.

To apply please use the apply now button and complete the online application form or alternatively visit the school website and download an application. Full job details are in the Applicants Information Pack

**Closing date: 17th April 2023 @ 9 am**

**Interview date: w/c 17th April 2023**

Sunbury Manor School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

# Job Description

## Cover Supervisor

- Salary:** SMS 8.1 – 8.5
- Hours:** 36 hours per week / Term time + 1 week to include INSETS & CPD
- Contract type:** Permanent
- Reporting to:** Line manager for cover supervisor
- Responsible for:** School lesson and student supervision as directed

### Main purpose

- To provide a high-quality education for the students at the school in line with our vision and ethos
- To work under the guidance of teachers and /or members of the Leadership team and within an agreed system of supervision
- To support individuals and groups of students to enable access to learning. This could include those requiring detailed and specialist knowledge in particular areas
- To supervise whole classes during the short-term absence of the teacher. The main focus of such cover will be to respond to questions, assist students to undertake set activities and stay on task and maintain order
- To act as an examination invigilator, when required
- To provide administrative support for the school when not required for cover or invigilation

### Duties and responsibilities

- Supervise work that has been set for the class
- Manage the behaviour of the students they are supervising to ensure a constructive environment
- Respond to any questions from students about process and procedures and offer explanations of lesson content within their level of competence
- Deal with any immediate problems or emergencies according to the school's policies and procedures
- Collect any completed work after the lesson and return to the appropriate teacher
- Report back as appropriate using the school's agreed referral procedures on the behaviour of students during the class, and any issues arising
- To register and record student attendance.
- To instruct students regarding the work left by their teacher.
- To enable orderly entrance and exit of classrooms.
- To promote the inclusion and acceptance of all students within the classroom.
- To create a calm and purposeful environment in which students can complete work set by the classroom teacher and engender high expectations.
- To follow school systems and procedures on behaviour management.
- To manage resources effectively and ensure classrooms are left tidy and ready for the next lesson.
- To liaise with teacher(s) about cover work.
- To be aware of particular students' specific needs as identified in IEP's.
- To support students in using basic ICT as directed.

## **General duties**

- Be aware of and comply with policies and procedures relating to inclusion, child protection, discipline, health, safety and security, equal opportunities and SEN, confidentiality and data protection, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Establish purposeful relationships and communicate with the teacher, to support achievement and progress for pupils
- Attend and participate in regular meetings, including staff meetings
- Participate in training and other learning activities and an annual performance review as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of other support staff as appropriate
- Undertake planned supervision of students' out-of-school-hours learning activities
- Assist with the supervision of students out of lesson time, including before and after school and when required at break and lunch times
- Supervise students on visits, trips and out-of-school activities as required
- To invigilate internal and external examinations when required.
- Provide clerical/admin support, e.g., photocopying, typing, filing, collecting money etc.
- Other administrative duties from time to time appropriate to the abilities and experience of the member of staff
- Any other reasonable activities as directed by the Headteacher

## **Notes:**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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 entailed.

This is a common occurrence and would not justify a reconsideration of the grading of the post.

This job description may be amended at any time in consultation with the postholder.

# Person Specification

## Cover Supervisor

Criteria	Essential	Desirable
<b>Current Circumstances</b>	<ul style="list-style-type: none"> <li>Currently working in the UK or has the right to live and work here</li> </ul>	
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>GCSE C+ (or equivalent) in English and Mathematics</li> </ul>	<ul style="list-style-type: none"> <li>Degree or role appropriate qualifications</li> <li>Diploma level or above in relevant subject</li> </ul>
<b>Skills &amp; Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with young people</li> <li>Proficient and confident use of IT</li> <li>Experience or a knowledge of processes to document and evidence good practice and positive outcomes</li> <li>Awareness and understanding of the principles of safeguarding and child protection duties</li> <li>Able to maintain appropriate professional boundaries</li> </ul>	<ul style="list-style-type: none"> <li>Experience of facilitating group sessions with young people and /or delivering training</li> <li>Good knowledge and understanding of relevant IT packages including the school's specialist software resources</li> <li>Full working knowledge and understanding of a range of relevant policies/codes of practice/legislation</li> <li>Relevant work with secondary aged children</li> </ul>
<b>Abilities</b>	<ul style="list-style-type: none"> <li>Ability to deliver prepared lessons to groups of students</li> <li>Exceptional ability to build meaningful relationships with young people aged 11-16 years, colleagues and parents</li> <li>Ability to work well on own initiative, as part of a team and on a flexible basis in response to organisational need</li> <li>Act with integrity, honesty, loyalty, and fairness to safeguarding the assets, financial integrity and reputation of the school</li> <li>Demonstrates the ability to be adaptable and flexible</li> </ul>	<ul style="list-style-type: none"> <li>Awareness and understanding of GDPR</li> </ul>
<b>Attitude &amp; Values</b>	<ul style="list-style-type: none"> <li>Young person consistently at the heart of professional values and practice</li> <li>Positive, solution focussed attitude</li> <li>Non judgemental approach</li> <li>Role model for Motivation, Commitment &amp; Resilience</li> <li>Seeking to constantly improve own practice / knowledge and seeks to learn from others</li> <li>Commitment to promoting the school's ethos and values</li> <li>Commitment to being part of a team</li> <li>Committed to a solution focussed practice</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of the challenges and barriers that care-experienced and /or vulnerable young people may experience</li> </ul>