



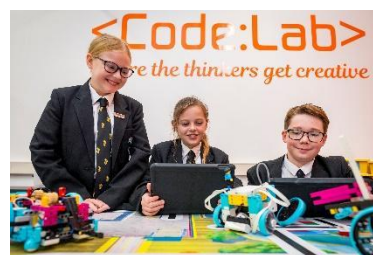
Durrington High School are seeking to appoint a

Cover Supervisor



dmat.education

Welcome to Durrington High School



Do you want to work with a successful and forward-thinking school and Trust who offer a variety of benefits to staff and whose core belief is that all children are entitled to an excellent education? If so, read on, because we want to hear from you.

The role of Cover Supervisor is suitable for candidates with a range of background experience.

- You could be interested in training to teach, in which case this is a fantastic opportunity for you.
- You could be a qualified teacher, who is looking for a change of role and/or less responsibility.
- Maybe you are already working with groups of young people and are looking for a fresh challenge.

Each day you will work as part of a highly committed and positive team to support our students across a range of subjects.

Durrington High School is part of Durrington Multi Academy Trust (DMAT) and is a large and oversubscribed school with 1650 students on roll in years 7 to 11. We place high regard

on recruiting and retaining the very best staff to support all students to reach their full potential and have a strong track record of improvement sustained over many years. We are proud of our school and are always relentless in our efforts to give our students the very best education they deserve.

Being a national research school and having our own SCITT (School Centred Initial Teacher Training) means we are offering unparalleled professional development opportunities for our staff.

If you feel that you can bring something special to our school and Trust, we want to hear from you now!



Chris Woodcock
Co-Headteacher



Shaun Allison
Co-Headteacher

The Role

Cover Supervisor

There has never been a more exciting time to join our Trust and be part of the Durrington High School team. Please find attached the details and application form for the position of Cover Supervisor and thank you for your interest in wishing to join our vibrant and successful community. You will be excellent at building relationships and supporting our students to succeed. This will often include helping them overcome barriers to their learning.

We have a superb record of sustained improvement, reflected in our recent results. Oversubscribed and popular in the town, it is our vision and ethos that all students receive the best possible education and opportunities. We believe staff are our greatest asset and as a staff team, we are whole-heartedly committed to student progress and well-being; we 'go beyond our best'.

What can Durrington Multi Academy Trust offer you?

- Opportunities to develop in role and promotion for staff with the zest and desire to progress in their career. This is a role that could eventually lead to teaching and you would be well placed to apply to train to be a teacher with us, through our outstanding SCITT.
- The opportunity to work with amazing young people and colleagues who are passionate about what they do.
- A happy school; relationships are very strong between staff and students.
- Health, well-being and work-life balance are extremely important to us. All staff are part of a health insurance scheme, have access to a range of support from external agencies and a free flu vaccination. We are always reviewing and seeking to provide additional benefits for staff.
- A fabulous modern and light working environment on a spacious site with on-site parking and rail and bus links close by.

Job Description

Safeguarding Responsibilities

- Demonstrate a commitment to keeping all children and young people safe
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of Trust and school policies in relation to safeguarding

Main duties

- To cover lessons for absent class teachers and company tutors;
- To effectively communicate the work set by the class teacher to the students ensuring an excellent learning environment;
- To implement and uphold school rules and ethos; being an excellent role model for students;
- To play an active part in school life; working with students in a range of settings;
- To work with curriculum and administrative areas to provide administrative support when not required in the classroom.

Main responsibilities

- Ensure an excellent learning environment, supervising students so that they are able to progress and that their work is completed to the appropriate standard.
- Communicate clearly what students are expected to learn throughout the lesson.

- Oversee the collection of work and equipment at the end of the lesson and ensure the teaching area is left in good order.
- Return work etc to the class teacher and inform them of the point reached by the students.
- Report any problems, difficulties, successes etc to the class teacher via the cover lesson work sheet and follow up if appropriate with sanctions/communication home.
- Be a company tutor or cover tutor groups.
- Carry out exam invigilation when required, maintaining the rules set out by external examination boards and in- house regulators.
- Accompany staff on school educational visits and work under the direction of the trip organiser
- Carry out administrative/departmental/school work as requested by line manager.

Candidate specification

Attributes	Essential	Desirable	How identified
Physical and sensory	Ability to work under pressure and manage time effectively Demonstrate robustness and resilience		Evidence will be taken from your application, interview and references
Qualifications	A minimum of 2 A levels with GCSEs in English and mathematics (grade C or 5 and above)	Educated to degree level	Evidence will be taken from your application, interview and references
Experience	Successful experience of working with people.	Experience of working within a school	Evidence will be taken from your application and interview
Training	Willing to be responsible for your own professional development		Evidence will be taken from your application, interview and references
Skills and qualities	Proven willingness and capacity for hard work. Able to develop effective relationships with young people and stakeholders. Be extremely accurate, with attention to detail. Be able to maintain a calm and measured manner at all times and act with tact, diplomacy and sensitivity. Highly- motivated, flexible, clear -thinking and principled. Committed to equality of opportunity. Demonstrate high level of written and verbal communication. Be able to create an excellent learning environment.		Interview Tasks References

Package

Accountable to: Deputy Headteacher

Salary Grade: DMAT Grade 5 scale point 8; actual salary £19,890.87

Hours: 37 hours per week, term time only
(38 weeks term time plus INSET days and major school events. i.e. Open Evening and Sports Day); 8:30am – 4:30pm Monday to Thursday; 8:30am – 4:00pm Friday

Safeguarding

Durrington High School is committed to safeguarding and promoting the welfare of all children and young people. We support all staff and volunteers through regular training and expect everyone working at the school to be proactive and adhere to our Safeguarding and Child Protection Policy at all times.

In addition to the statutory pre-employment checks, this appointment will be subject to an enhanced DBS check and a safeguarding background check and interview.

Durrington Multi Academy Trust is an equal opportunity employer and we welcome the unique contributions that everyone can bring to Durrington Multi Academy Trust in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expressions, nation of origin, age, languages spoken, colour, religion, disability, sexual orientation and beliefs.

How to Apply

Applicants must complete the application form and supporting statement (max. 2 pages A4) and return it to agemel@durring.com or via post to Aggie Gemel, Durrington High School, The Boulevard, Worthing, West Sussex, BN13 1JX.

If you have any questions about the role, please email Aggie Gemel, Executive Assistant, in the first instance – agemel@durring.com

Closing date for applications is 9am on Friday 9th June 2023.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified. The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher(s), and will be reviewed annually.