



COVER SUPERVISOR RECRUITMENT PACK



Welcome

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Gifford Primary

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Job Description

- Required: As soon as possible
- Salary: Grade 6 SP18 - 20 (£28,509.52 - £29,360.92)
- Closing date: 9.00am Wednesday 26th February 2025
- Selection process: Friday 28th February 2025
- Interview date: TBC

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Welcome



HEADTEACHERS MESSAGE

Dear Applicant,

Thank you for showing an interest in the position of Cover Supervisor at Gifford Primary School. Gifford Primary School is a popular four-form entry school. Located in the London borough of Ealing.

We are seeking to appoint an ambitious, innovative and hardworking Cover Supervisor. You must be an exceptional individual who is passionate about learning and is able to inspire children to achieve their full potential.

At Gifford we are committed to making a real difference in the lives of our pupils. We pride ourselves on being a forward-thinking school that embraces innovation and values a "have-a-go" attitude. Our dynamic environment offers a platform for ambitious professionals who are eager to shape the future of education and lead our school to new heights.

Visits to the school are essential. To arrange a visit please contact the HR team on 020 8845 4661 or email HR@gifford.ealing.sch.uk. We look forward to hearing from you.

Yours faithfully,

Sarah Wilson
Headteacher

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What is Gifford Like?



"A culture of high academic aspiration and a shared drive for success permeates the school. Through the curriculum, pupils are taught about the contributions to society made by a diverse range of historical and modern-day prominent figures.

The school encourages pupils to believe they too can make a positive difference in the world. Academic achievement and pupils' personal development are equally prioritised. Pupils and school staff work together to create a programme of regular enrichment experiences. The '11 by 11' programme includes expressive arts activities, public speaking exercises and careers guidance. Older pupils enthusiastically support those who are younger. Pupils behave maturely. They treat each other with great care, kindness and respect.

The school encourages pupils to share their views. Elected members of the 'Gifford Government' gather and share the opinions and suggestions of their classmates in order to improve the school further. For example, the play area was extended following feedback from pupils in Years 1 and 2. Pupils are happy here."

Ofsted Quote May 2024

What we are looking for

Pupils are at the heart of all we do



Are you:

- Ambitious?
- Passionate about making a difference?
- Someone who really cares about children?
- Continually looking for ways to improve your practice?
- A positive team player?
- Someone with a can-do attitude?
- Excited by a challenge and full of great ideas?

If this is you, then Gifford is the place for you!

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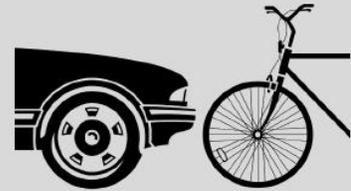
What's great about working at **Gifford Primary School?**



**Creative approaches
to the curriculum**



**Excellent CPD
opportunities for all
staff at all levels of
their careers**



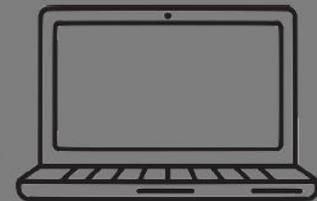
**Well resourced
facilities including free
parking on site and
cycle to work scheme**



**Supportive employee
assistance programme
for all**



**A diverse,
multicultural and
stable staff team**



**PPA for all teaching
staff exceeds the
national expectations**



**Inner London Salary
& Local Government
Pension Scheme**



**Staff wellbeing and
workload balance is
fundamental to our
approach**



**An extensive support
team of highly skilled
experienced
professionals**

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Person Specification

Qualifications and training

		Essential	Desirable
1.1	Good numeracy and literacy skills.	✓	
1.2	Experience of working with relevant age groups within a learning environment.	✓	
1.3	Experience of general clerical/ administrative work.	✓	
1.4	Experience in a relevant discipline.	✓	
1.5	Experience Working with children with additional needs.		✓
1.6	Training in SEND and relevant strategies.		✓
1.7	Experience of delivering speech & language groups.		✓
1.8	Training in relevant strategies in appropriate curriculum or learning area.	✓	

Professional knowledge, understanding, skills and attributes

		Essential	Desirable
2.1	Strong organisational, interpersonal and communication skills.	✓	
2.2	Good keyboard skills and knowledge of relevant ICT packages.	✓	
2.3	Ability to use your own initiative to identify issues, problem solve and implement solutions.	✓	
2.4	Ability to work well as part of a team.	✓	
2.5	Good working knowledge of national curriculum and other relevant learning programmes.	✓	
2.6	An understanding of classroom roles and responsibilities.	✓	
2.7	An ability to understand the principles of child development and learning processes and in particular barriers to learning.	✓	
2.8	Ability to contribute to plan effective actions for pupils at risk of underachieving.	✓	
2.9	Knowledge of relevant policies and codes of practice and awareness of relevant legislation.	✓	
3.0	Able to use basic ICT including computer, audio, video equipment and photocopier.	✓	
3.1	Ability to work quickly and efficiently with minimum supervision.	✓	
3.2	Ability to observe, monitor and provide constructive feedback on pupils progress.	✓	
3.3	Ability to provide necessary personal care to children.	✓	
3.4	Ability to successfully complete first aid training as required.	✓	
3.5	Ability to understand the roles of parents and carers in pupils learning and demonstrate ability to liaise with parents and carers sensitively and effectively.	✓	
3.6	Ability to build and maintain effective relationships with pupils, treating them equitably with respect and consideration.	✓	
3.7	Ability to work constructively as a team, understanding school roles and responsibilities and the post holder's position within these.	✓	
3.8	Ability and willingness to self-evaluate learning needs and actively seek learning opportunities.	✓	
3.9	To be responsible for promoting and safeguarding the welfare of children and young people within the school.	✓	

Commitment

		Essential	Desirable
3.1	Demonstrate a commitment to safeguarding and child protection.	✓	
3.2	Willingness to attend occasional meetings outside of normal office hours.	✓	
3.3	Relating positively to and showing respect for all members of the school and wider community.	✓	
3.4	Promoting the school's vision and ethos.	✓	
3.5	Willingness to have an enhanced DBS check.	✓	

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Job Description

Main purpose of the job

- Cover supervisor will be required to supervise whole classes during the short-term occasional absence of class teacher. The cover may either be ad hoc planned such as INSET or unplanned sickness and deliver pre prepared activities.
- Act as a float supervising classes on an as and when required basis as identified by head teacher.
- The cover supervisor is not expected to undertake any specified work. However, will work under the guidance of class teacher(s) in the planning and implementation of work programmes with individuals or groups of pupils or the whole class to promote effective teaching and learning.
- To provide general support to class teacher(s) in the management and organisation of the pupil and the classroom.
- To assist teacher(s) in creating and maintaining a purposeful, orderly and supportive learning environment.
- To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Main duties and responsibilities

Support for pupils:

- To support working relationship with the pupils, acting as role model and setting high expectations.
- To support pupils learning in the most effective way;
- To meet the personal needs of pupils whilst encouraging their independence.
- To support pupils with special educational needs through the delivery of specific learning programmes preplanned by the teacher and under instruction of teacher. To contribute to setting individual education plan (IEP) targets and to IEP reviews.
- To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in activities.
- To provide support to enable pupils to access work in the delivery of the Primary National Strategy.

Support for the teacher:

- In the short term unplanned absence of teachers, to cover all pre prepared activities to cover all pre prepared activities to provide continuity for the pupils.
- As required, to prepare the classroom/outside areas for lessons, ensuring that resources and equipment are available and cleared away at the end of the lessons as appropriate.
- To work on classroom displays following consultation with the teacher.
- To administer and mark routine tests in line with the school's marking policy.

Support to the school:

- To comply with policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection, reporting all concerns to the appropriate named person.

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- To attend relevant meetings and participate in training opportunities and professional development as required.
- To provide support for pupils' emotional and social needs by encouraging and modelling positive behaviour in line with school policy.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required within contracted hours and to take responsibility for pupils as necessary.
- To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
- To assist in the training and development of staff as identified by head teacher as necessary.
- To adhere to school health and safety policy including risk assessment and safety systems.
- To adhere to school policy on equality and diversity.

Support for the curriculum:

- As directed by the class teacher assist in the development of basic Literacy, Numeracy and ICT skills and support the use of these learning activities.
- To help adapt and plan the resources necessary to lead learning activities, taking into account pupils' interests, language and cultural backgrounds.
- Undertake broadly similar duties commensurate with the level of the post as required by the Headteacher.

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