

# Cover Supervisor



## A Welcome from Jackie Sharman, Principal



Weydon has been graded as Outstanding by Ofsted since 2009. This is, in part, due to its continued and consistent academic success rate. We are ranked in the top 11-16 comprehensive schools in the country according to The Sunday Times Parent Power. In 2019 88% of students gained 5 or more GCSEs at grades 9-4, 75% at grade 9-5 including English and Maths. 45% of students achieved a grade 9-7 including English and Maths.

The school became an Academy in April 2011 and is also a National Support School, earning Leading Edge status. We are a SSAT Schools Network Consultant School. Together with St John the Baptist School in Woking and Salesian School in Chertsey we became a Maths Hub in September 2014. We achieved World Class status in December 2016 and became a Multi Academy Trust, called WMAT, in September 2017. We also host a SCITT working with in excess of 40 teacher trainees each year. All these additions bring exciting opportunities for staff and students.

Our students' achievements are impressive: 96% go onto further education with many going on to Oxbridge. Over the last decade the school has seen rapid improvements including the construction of a theatre, 3G sports pitches, a new Humanities /English block known as The Globe and each faculty area suited in its own facility. We are one of the most oversubscribed schools in Surrey and enjoy an excellent reputation in the community. You will find the level of respect shown between staff and students is a joy. The Weydon staff team is vibrant, hard-working, innovative and up for a challenge. The school enjoys a strong level of staff retention. Teaching and associate staff work well together as a team. Our associate staff members are often leading lights in suggesting and bringing about school improvements. The staff form a close-knit group who enjoy each other's professional and social company, as well as acting as 'critical friends'.

Furthermore, the parents and Governors add further strength to the school. School trips, holidays and visits are plentiful. Staff have an active social scene and the staffroom (The Hub) is well used, reflecting the excellent team atmosphere. As a school we expect the highest standards in teaching and learning. We will require you to take part in extra-curricular activities and to go that "extra mile" for the students. If successful in your application to join Weydon, we will ensure you have every opportunity to develop your skills. It's great fun and there is a real buzz about the place.

Weydon has its own enhanced pay scales and performance management benefits including healthcare package and gym membership. We are ambitious to improve further and so I hope that you consider yourself to be the person to help us continue to improve our performance. This is a wonderful career opportunity to work in a school where kindness and goodwill go hand in hand to make it special.

I look forward to meeting you.

A handwritten signature in black ink that reads "J Sharman".

Jackie Sharman  
Principal

## A Welcome from Libby Edmunds, Chief Operations Officer and Angela Daniels, Senior Associate Leader



Libby Edmunds



Angela Daniels

The Associate Team are a valuable and integral part of the Weydon Community and with their wealth of experience, the contribution they make to the success of the school helps to make it the fantastic place that it is. Every member of the team plays an important role in the students' journey from transition into Year 7 through to Year 11. There are many opportunities outside your role to get involved in school life including helping at the various shows, going on trips and running clubs for students.



The Staff are organised into teams and report into the Associate Team Leaders who line manage them. This helps to support each individual staff member enabling excellent communication, the sharing of knowledge and ultimately career progression. We are passionate about ensuring the relevant CPD is available for everyone and the Performance Management Programme assists in highlighting this.

We are a friendly and supportive group of people and we hope that you decide to apply to join this hardworking and amazing team.

We look forward to meeting you.

Best wishes,

A handwritten signature in black ink, appearing to read "Libby Edmunds and Angela Daniels".

Libby Edmunds and Angela Daniels

## Cover Supervisor

<b>Start date</b>	September 2023
<b>Salary</b>	WA5 per annum £23,298 - £27,209 FTE (Actual Salary £16,479 - £19,246 per annum)
<b>Hours</b>	29.6 hours a week, 39 weeks per year term-time only



We are looking for a confident and motivated individual to join our team of Cover Supervisors. The main purpose of this role is to support teachers and provide cover for absent staff. This is an exciting opportunity to work with 'outstanding students' (Ofsted) in a supportive, friendly and professional environment.

We are seeking to appoint well-qualified and friendly individual who is enthusiastic about supporting young people. Cover Supervisors support the work of curriculum areas whilst a teacher is absent in order to ensure that learning is taking place and students are making progress. You will be expected to supervise classes across a range of subjects. To be successful, you will have a firm but friendly approach and be self-confident in dealing with young people.



Weydon School is a large, ambitious and outstanding school in an unspoilt area of Surrey within easy reach of London. The Times frequently rates Weydon School in the top 10 across the UK for 11-16 schools, and achievements in all subject areas are exceptional. Students are respectful and responsive, and are proud to uphold the strong values of the school.

This is an exciting opportunity to join our excellent school and be a part of a strong team. Staff benefits include healthcare policy, local government pension scheme, school holidays, retail discounts, free onsite parking and on-site restaurant. Weydon is proud to provide strong support for training and CPD.

This is a part time role working 29.6 hours per week, to be worked over 5 days. This is a term-time only role (39 weeks per year). Salary £16,479 - £19,246 per annum.

For more information and an application form, please visit [www.veydonschool.surrey.sch.uk](http://www.veydonschool.surrey.sch.uk), please return your completed application form to [recruitment@weydon.school.surrey.sch.uk](mailto:recruitment@weydon.school.surrey.sch.uk).



#teamweydon  
#believebelongcare

**All appointments are subject to safer recruitment procedures and an enhanced DBS check.**



**'Believe Belong Care'** is at the heart of everything we do at Weydon and is as true for our staff as it is our students. We have high standards and our staff team are vibrant, hard-working, innovative and up for a challenge. We believe in lifelong learning and encourage staff development throughout the school and within the trust. We are proud to have a staff body of almost 200, including newly created

apprenticeships in digital marketing and IT, and Weydon School is a main recruiter in the local area.

Our aim is to continue to develop our existing staff, maintain our excellent staff retention record and ensure everyone has opportunity to develop their skills. We are ambitious to continually improve and innovate and we hope that you consider yourself to be the person to help us build our performance even further.

We are always looking for exciting new staff benefits and currently offer retail discounts, a healthcare package as well as generous performance management benefits. Our student's achievements are very impressive and we are highly oversubscribed. As an added benefit we offer all staff who have 2 or more years' service, or those that meet a skills shortage, a priority place for their children's admission into the school.



For more information on Weydon School and what we can offer you, including virtual tours, interviews with Jackie Sharman, our Principal, our Student Leadership team, as well as an informative video for prospective applicants from Matthew Venton, Deputy Principal and Miranda Francis, HR Officer please visit [www.weydonschool.surrey.sch.uk](http://www.weydonschool.surrey.sch.uk).



Please also keep up to date with us on Facebook, LinkedIn, and Instagram or follow us on Twitter. Our LinkedIn alumni now boasts over 400 of our ex-students and we love hearing about their journey beyond Weydon.

If you would like to discuss the post or have a tour of the school before making an application, you would be very welcome. Please call Miranda Francis, our HR Officer for an informal chat on 01252 725052 or email [recruitment@weydonschool.surrey.sch.uk](mailto:recruitment@weydonschool.surrey.sch.uk)

#### **How to Apply:**

Please return your completed application form, together with a supporting statement, to [recruitment@weydonschool.surrey.sch.uk](mailto:recruitment@weydonschool.surrey.sch.uk).



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## Job Profile - Cover Supervisor

<b>Responsible to</b>	Chief Operations Officer
<b>Main Purpose of Job</b>	To support teachers and cover for absent staff. This is an opportunity to work with 'outstanding students' (Ofsted) in a supportive, friendly and professional environment.
<b>Key Tasks</b>	Support the work of Curriculum Areas and the School whilst members of teaching staff are absent by: <ul style="list-style-type: none"> <li>• Supervising classes as required</li> <li>• Communicating the work set by the class teacher to the students and assisting students to complete this work where necessary</li> <li>• Managing the class to ensure the work is done to a high standard and classroom behaviour is as expected.</li> <li>• Overseeing the collection of books and equipment at the end of the lesson and returning them to the appropriate place</li> <li>• Ensure the students leave the classroom in good order</li> <li>• Use the school's reward and behaviour policies as appropriate.</li> <li>• Update the class teacher regarding the work that has been done.</li> <li>• Support the work of the Curriculum Areas by providing admin assistance when there is no cover</li> </ul>
<b>Key Skills</b>	Provide a 'presence' in the classroom environment Excellent IT skills Excellent communication skills
<b>Required Attributes</b>	A firm but friendly approach and be self-confident in dealing with young people Excellent standards of accuracy Team player Able to work on own or as part of a team Professional smart appearance Organised and must be able to prioritise, multi task, work under pressure and to deadlines Must demonstrate tact, confidentiality and discretion at all times Proactive, motivated, calm and shows initiative Friendly with a sense of humour Reliable and excellent time keeping Willing and able to undertake training and development to broaden skills Able to relate, communicate and empathise with students and staff Enhanced DBS clearance Medical clearance Satisfactory references

<b>Additional Duties and Responsibilities</b>	To support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body To uphold the school's policy in respect of child protection matters First Aid as required Back up for other roles as required Ad hoc duties as required
<b>Training</b>	Training will be provided in school and externally, if deemed necessary to the role
	This Job Profile is intended to provide guidance on the range of duties associated with the role. It may be changed by the Leadership Team to reflect or anticipate changes or to undertake additional duties as required by the Principal.

## Person Specification - Cover Supervisor

Essential	Desirable	Evidence
Qualifications and experience		
<ul style="list-style-type: none"> <li>Studied to a minimum standard of GCSE (grade 9–4) or equivalent, in English and mathematics, and ideally Science.</li> <li>Enjoy working with secondary age children</li> </ul>	<ul style="list-style-type: none"> <li>High level vocational qualifications and willingness to continue to develop within an education setting</li> <li>Experience of working in a school environment</li> </ul>	Application form Letter of application References Interviews Certificate(s) (to be available at interview)
Knowledge and skills		
<ul style="list-style-type: none"> <li>Ability to build and form good relationships with students, colleagues and other professionals.</li> <li>Ability to work constructively as part of a team, understanding school roles and responsibilities including own.</li> <li>Ability to improve own practice/ knowledge through self-evaluation and learning from others.</li> <li>Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.</li> <li>Good standard of numeracy and literacy skills.</li> <li>Ability to absorb and understand a wide range of information.</li> <li>Ability to manage and deal with</li> </ul>	<ul style="list-style-type: none"> <li>Experience in the use of SIMS</li> </ul>	Application form Letter of application References Interviews

Essential	Desirable	Evidence
<p>confidential data/issues appropriately.</p> <ul style="list-style-type: none"> <li>• Ability to proficiently use office computer software including word-processing, spreadsheet, database and internet systems.</li> </ul>		
Personal qualities		
<ul style="list-style-type: none"> <li>• Confident with a good sense of humour.</li> <li>• Initiative and ability to prioritise one's own work.</li> <li>• Able to follow direction and work in collaboration with the line manager and leadership team.</li> <li>• Able to work flexibly to meet deadlines and respond to unplanned situations.</li> <li>• Efficient and meticulous in organisation.</li> <li>• Desire to enhance and develop skills and knowledge through CPD.</li> <li>• Commitment to the highest standards of child protection and safeguarding.</li> <li>• Recognition of the importance of personal responsibility for health and safety.</li> <li>• Commitment to the school's ethos, aims and its whole community.</li> </ul>		<p>Application form Letter of application References Interviews</p>