



# Wheatley Park School

Everyone Learning - Everyone Caring

11-18 Academy and member of the River Learning Trust

1090 on roll 208 Sixth Form

## COVER SUPERVISOR

**Part time - up to 31.45 Hours per week Monday - Friday (Term-time only)**

**Hours negotiable for the right candidate**

**Grade 6 £20493 to £22627 (£14646 to £16172 pro rata)**

**Required as soon as possible**

Are you an individual who believes that every young person can be successful; someone who is unwilling to put limits on what young people can achieve?

You might wish to begin a career in education; you might be returning to work following a career break; or you may be keen to continue to develop within our dynamic field, in a research-led school that will support your professional development. Our post will suit an individual who has a desire to promote high expectations and aspirations for young people. We wish to appoint someone who is able to promote academic excellence as well as social success; someone who can relate to young people, and motivate and inspire them.

Our role of Cover Supervisor would suit an individual who has the energy and enthusiasm to create a productive and inspiring learning environment. Following a period of induction and training you will take sole responsibility for classes of pupils, ensuring that they are able to access and complete the learning activities set by absent staff.

We are looking for someone who has the ability to think on their feet and is resourceful; is happy with change and a 'can do' attitude; has patience, positivity and the determination to succeed.

We will offer you the chance to join an exceptionally friendly school, where pupil behaviour is consistently good; an opportunity to develop teaching skills; the opportunity to join an established and excellent cover team who contribute significantly to the life of the school; a diverse student community; opportunities for Continued Professional Development.

Situated just east of Oxford on a unique parkland site, Wheatley Park School is a successful 11- 18 academy with a vibrant comprehensive intake. Our vision is to be a sustainably outstanding school in accordance with our values of Everyone Learning and Everyone Caring.

Our school is part of the River Learning Trust; our collective vision is to be a Trust where pupils and staff thrive in schools which demonstrate:

- all-round education, academic success, lifelong learning and strength of character
- sustainable continuous improvement; no school standing still
- all schools being good and outstanding, or improving rapidly
- collaboration that is raising standards, and reducing workload
- where pupils, staff, parents and communities value all we do to support the best possible outcomes and experiences for our children and young people

If you would like to know more, or arrange a visit, please contact Mrs Pat Mason (HR Manager) on 01865 877634 or by email to [pmason@wheatleypark.org](mailto:pmason@wheatleypark.org). Full details can be found on our website [here](#). Applications for this post can only be accepted via the TES website [here](#). To find out more about the River Learning Trust, please visit [www.riverlearningtrust.org](http://www.riverlearningtrust.org).

**Closing Date: 9am Monday 20th September 2021**

**Interview Date: Week commencing 27th September 2021**

**Wheatley Park School and the River Learning Trust are committed to safeguarding and promoting the welfare of all children and**

young people and preventing extremism. All staff are expected to share this commitment. The successful candidate will be subject to an enhanced DBS check. The River Learning Trust is an equal opportunities employer and we welcome applications from a range of backgrounds to represent diversity in line with our schools' community.

#### **SAFER RECRUITMENT STATEMENT**

**NOTE 1:** Some cautions, reprimands, warnings and convictions are protected under the DBS filtering process and you do not have to disclose them.

The amendments to the Rehabilitation of Offenders Act 1974 [exceptions] Order 1975 [2013 and 2020] provides that when applying for certain jobs and activities certain convictions and cautions are considered "protected." This means that they do not need to be disclosed to an employer and, if they are disclosed, an employer cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found here

<https://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>

**NOTE 2:** if you are under 18 it is no longer a legal requirement for you to disclose any cautions you hold

**Wheatley Park School, Holton, Oxford, OX33 1QH**

**Tel: 01865 872441 Fax: 01865 877666**

[www.wheatleypark.org](http://www.wheatleypark.org)



# Wheatley Park School

## JOB DESCRIPTION

<b>Post Title:</b>	<b>Cover Supervisor</b>
<b>Available From:</b>	<b>September 2021</b>
<b>Hours:</b>	31.45 hours per week term time only
<b>Main Duties:</b>	<ul style="list-style-type: none"> <li>● To supervise classes in Years 7 – 11 in the absence of the class teacher</li> <li>● To ensure that the lesson objectives are met and that work set is completed</li> <li>● To establish and maintain a constructive, purposeful and safe working atmosphere</li> <li>● To support the administration of the cover procedures</li> <li>● To promote and reinforce the school's values</li> </ul>
<b>Responsible to:</b>	Cover Manager, Assistant Headteacher, Headteacher, Governing Body.
<b>Salary Level:</b>	Grade 6
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>● Good literacy and numeracy as well as a broad interest in the Secondary curriculum.</li> <li>● An interest in and an understanding of how young people learn.</li> <li>● Able to form positive relationships with school students while exercising authority in the classroom</li> <li>● Sound judgement in the classroom including patience, tenacity and a sense of humour.</li> <li>● Able to understand broad issues in an educational context</li> </ul>
<b>Safeguarding</b>	<p>Wheatley Park School is committed to safeguarding and promoting the welfare of children and young persons; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 form current/latest employer) and evidence of the formal qualifications required for the role.</p>
<b>Additional Duties:</b>	<ul style="list-style-type: none"> <li>● To play a full part in the life of the school, to support its ethos and development.</li> <li>● To undertake in-service training for professional development.</li> </ul>

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|  | <ul style="list-style-type: none"><li>● To comply with all school policies and procedures.</li><li>● To comply with any reasonable request which is consistent with the post.</li></ul> |
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April 2021



# Wheatley Park School

## COVER SUPERVISOR

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications/ Training/ Knowledge</b>	Education to Level 3 (A level or equivalent). Maths and English min Grade C GCSE. Knowledge of the secondary school curriculum.	Educational qualifications beyond 'A' Level/Degree Level.
<b>Experience</b>	Some experience of work with secondary school age students.	Experience in a secondary school context
<b>Skills</b>	Communication skills, able to command attention.  Ability to relate positively to young people and enjoy their company.  Ability to promote good behaviour  Ability to adapt to a range of curriculum areas	Leadership skills  IT skills  Organisational skills
<b>Aptitudes</b>	Ability to be flexible and to learn in post  Patience, resilience and a sense of humour.	Stamina
<b>Other</b>	Ambitious to do the job well.  Willing to engage in training during the school day and occasionally after school	

April 2021