**OCKLYNGE SCHOOL**

**Part of the   
SOUTH DOWNS   
LEARNING TRUST**



CANDIDATE INFORMATION PACK

**COVER SUPERVISOR**

25 hours per week **OR** 32.5 hours per week (Mondays to Fridays)

Term time only and fixed term until July 2022

Salary on LPS SS Grade 4, points 9-10 starting on £18,933 (pro-rata as term-time/part-time). Actual salary for 25 hours weekly = £11,003.33 gross per year/£916.94 gross per month (includes holiday pay entitlement) and for 32.50 hrs weekly = £14,304.33 gross per year/£1,192.03 gross per month (includes holiday pay entitlement)

**Closing date: midday on Monday 1 March 2021**

**Interviews: week commencing 8 March 2021**



***“The school’s new curriculum is imaginative and interesting and is inspiring better attitudes to learning.” OFSTED***

Dear Applicant,

We are very pleased that you are considering applying for the post of Cover Supervisor at Ocklynge School. I hope our application pack is clear and informative and gives you a sense of our high aspirations for all pupils.

We are seeking to appoint a committed, enthusiastic and highly motivated individual to supervise classes in the absence of teaching staff; setting work previously prepared by the teacher and overseeing completion of that work in an environment conducive to learning. The successful candidate will need to work closely with teaching staff to provide consistent and effective support in line with the requirements of this responsible role, which may suit recently qualified graduates or someone seeking a route into teaching.

If you have a genuine desire to make a positive difference to the lives and futures of our pupils then we would love to hear from you.

If you decide to apply for this post, please use the information provided and your own expertise to complete the application form, which can be downloaded from our website at http://www.ocklynge.e-sussex.sch.uk/vacancies.html and return to [lbarrow@ratton.co.uk](mailto:lbarrow@ratton.co.uk) by the closing date. *Please note that we do not accept CV’s.*

I look forward to receiving your application and hearing why you believe you have the passion, commitment and talent to join Ocklynge School.

***“The school makes a strong contribution to most pupils’ wellbeing and their personal, spiritual, moral, social and cultural development.” OFSTED***

Jon Reynard  
Headteacher

**Information for Candidates**

**Eastbourne**

A bustling gem in the East Sussex crown, Eastbourne on the South Coast is blessed with an inviting town centre and an eye-catching seafront that stretches as far as the eye can see.

The town is steeped in history while recent investments (and more regeneration on the way) gives the place a gleaming modern charm. As such, the ever-popular seaside town is rich in affordable housing options, top local amenities, and reliable transport connections. Like any seaside destination worth its salt (and vinegar!) you can get great fish and chips or ice cream from the pier, too.

Close to the bright lights of Brighton and not a million miles from the Big Smoke, Eastbourne is a place packed with home-grown charm coupled with a wealth of travel connections appealing to commuting professionals and relaxed day-trippers alike. With property prices[rising as much as 19%](https://www.wakeleyinvest.co.uk/blog/where-to-invest-in-property-2018/) in recent years and set to continue, Eastbourne makes a tempting investment.

**Transport links**

A well-connected seaside town, Eastbourne is served by a dedicated National Rail station. There are frequent services from Eastbourne Station to London Victoria, as well as Chichester, Bognor Regis, and Brighton.

Typical services from Eastbourne to London take around one hour and 35 minutes, and services between Eastbourne and Brighton take less than an hour. Perfect for day trippers and city commuters alike.

The town is also served by a wealth of local[bus services](https://www.eastsussex.gov.uk/roadsandtransport/public/buses/routes/) that cover the entire region as well as popular nearby destinations such as Bexhill.

For those travelling by car, the area is also served by the A22, one of South East England’s best-connected roads.

**Leisure and amenities**

If you’re looking to shop ‘til you drop, Eastbourne is home to three top-quality[shopping areas](https://www.visiteastbourne.com/shops/). Between the Beacon,[Enterprise Shopping Centre](https://enterprise-centre.org/) and[Langney Shopping Centre](https://langneyshoppingcentre.co.uk/), you’ll find a choice of popular high street retailers, independent stores and refreshment options.

[The Beacon](https://www.visiteastbourne.com/shops/the-beacon.aspx) is Eastbourne’s most central and modern shopping destination and its proximity to the towns hive or bars, pubs, and[restaurants](https://www.visiteastbourne.com/food-drink/) makes it an ideal addition for a fun-filled day out.

For anyone looking to get active indoors,[The Sovereign Centre](https://www.eastbourneleisurecentres.com/sovereign_centre) plays host to a state-of-the-art gym, 25-metre gala swimming pool, steam room, sauna, and fitness suites hosting a range of exercise classes.

Of course, one of Eastbourne’s finest attributes is its vibrant seafront, a promenade that comes to life during the spring and summer months. Here you can take a stroll along the endless stretches of sandy beach, take a dip in the sea,[try your hand at some water sports](https://www.buzzactive.org.uk/locations/buzz-eastbourne/) or indulge in the action at the[pier](https://www.visiteastbourne.com/Eastbourne-Eastbourne-Pier/details/?dms=3&venue=3402872).

As Eastbourne is linked to the majestic[South Downs National Park](https://www.southdowns.gov.uk/enjoy/days-out/eastbourne-to-lewes-glynde/), there is no end of tranquil green space available for anyone who likes to get off the grid and get back to nature. In fact, the national park boasts some of the finest walking routes in the UK.

**What’s on?**

As somewhat of a south coastal entertainment hub, when it comes to[cultural events or sporting spectaculars](https://www.southdowns.gov.uk/enjoy/days-out/eastbourne-to-lewes-glynde/), you will literally be spoiled for choice.

Each year, Eastbourne plays host to[The Nature Valley International](https://www.lta.org.uk/major-tennis-events/british-major-events/nature-valley-international/) tennis tournament,[The Magnificent Motors Gathering](http://www.magnificentmotors.co.uk/) and[The Beach Life Festival](http://www.beachlifefestival.co.uk/), among others.

*(information details courtesy of Yopa Homeowners Hub)*

**Ocklynge School**  
  
Ocklynge Junior School opened in September 1972 when the former St. Mary’s Boys School and Ocklynge Girls School were combined. The school caters for children aged 7 – 11 and currently has approximately 840 pupils on roll. We have recently converted to an academy and are now part of the South Downs learning Trust.

Since the opening of the school there have been a number of extensions and improvements to the buildings. As a school we also benefit from having a large multi-purpose hall with a stage; a theatre used for drama, dance, etc., a music room, a practical room for art and craft, a refurbished library, several rooms for small group or individual work, a swimming pool, a floodlit multi-use games area, a fully equipped computer room and a ‘pavilion’ where there is an extra classroom and spaces used for breakfast and after school clubs, individual music lessons and sports changing.

**School Aims**

In general terms this is what we are trying to achieve with the children in our care:

1. To help the children towards the realisation of their full potential.
2. To help the children to develop enquiring minds and the ability to listen, concentrate and apply themselves to tasks.
3. To develop children’s self-reliance, confidence, and the ability to work both independently and co-operatively.
4. To appreciate and value each child’s contribution and celebrate their achievements.
5. To instill respect and understanding for religious and moral values and tolerance of races, religions and ways of life.
6. To help the children learn courtesy, good manners, and consideration for others.

**School Organisation**

The children are organised into 6 mixed ability classes in each year group with 35 pupils in each class. These classes are carefully put together when children join Ocklynge from the feeder infant schools.

The class teacher will plan the work for all children in the class and has a trained assistant who will provide extra support for individuals or small groups. Each year group has a senior teacher who is Head of Year and they coordinate the work of the whole year group. After the class teacher they provide useful advice or guidance for parents.

**Our Values**

We are **Responsible** - we work hard, are helpful, reliable, look after property and co-operate with others.

We are **Respectful** – we are polite, well mannered, considerate, gentle and understanding of others.

We are **Reflective** – we are patient, honest, kind, good listeners, forgiving and admit when we have made a mistake.

We are **Resilient** – we do not give up, we try to sort our problems calmly and give things a go.



**Application Procedure**

1) Read carefully all the information about this post.

2) Complete the application form as fully as possible. You must use the school application form. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet.

3) In section ‘details in support of your application’ please tell us:

a) Why you are applying for this post.

b) How your experience, skills, training and/or qualifications equip you for this position and specifically how you meet the person specification and requirements of the job description.

**Appointment Process**

1) Suitable applicants will be shortlisted for an interview.

2) If you are successful you will receive an email inviting you to attend an interview. It is therefore important that you give us an email address you access regularly.

3) Candidates called to an interview:

a) will be given a tour of the school.

b) will have an interview with students.

c) may have a task/exercise (paper based and/or classroom based).

d) will have a formal interview.

**Pre- Employment Checks**

The successful applicant will be required to:

1) Provide details of two referees who know you in a professional capacity, one of whom must be your current or more recent employer. It is our usual policy to take up references before interview where possible. Employment is conditional on these references being deemed satisfactory.

2) Provide proof of all relevant qualifications.

3) Provide proof of eligibility to work in the UK.

4) Undertake an Enhanced Disclosure and Barring Service check including List 99 check, and receive clearance. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered ‘spent’.

5) Complete a Health Declaration form and New Starter Health Assessment Questionnaire.

**Conditions of Service**

Employment is subject to a number of pre-employment checking procedures – these are given above. The job description may not be necessarily be a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder.

**Policy on Equal Opportunities and Child Protection**

The School is an Equal Opportunities employer and appointments are based on the applicant’s ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion will not be tolerated. The school is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Our Child Protection & Safeguarding Policy can be found at <http://www.ratton.e-sussex.sch.uk/about-our-school/policies-procedures/>

**Cover Supervisor - Job Description**

**Main Tasks**

* To undertake whole class supervision in the absence of the class teacher, setting work previously prepared by the teacher
* To develop curricular knowledge as required by the school
* To apply the school’s behaviour management policy and report any difficulties to the class teacher/head teacher
* To set homework previously prepared by the teacher
* To supervise the work of the Teaching Assistant
* To attend school/department meetings to contribute to the discussions about individual pupils
* To attend Parents’ Evenings, as required, to contribute to the discussions about individual pupil’s progress
* To provide consistent and effective support in line with the requirements and responsibilities of your role
* To take part in training activities offered by the school and county to further knowledge
* To abide by and work towards all the policies within the school e.g. Behaviour Management, Health & Safety, Equal Opportunities
* To carry out the above duties in accordance with the Children’s Services Department’s Equal Opportunities Policy.

*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 reasonable 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.*

**Knowledge**

**Cover Supervisor - Person Specification**

* A good standard of education particularly in English and Mathematics
* Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
* Knowledge of SEN Code of Practice
* Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that is appropriate to the age and development stage of the pupils

**Experience**

* Experience of supporting children in a classroom environment
* Experience of using Information Technology to support pupils in the classroom

**Skills & Abilities**

* Ability to provide classroom cover – within agreed parameters – in the absence of the class teacher
* Ability to consistently and effectively implement agreed behaviour management strategies
* Ability to use language and other communication skills that pupils can understand and relate to
* Ability to establish positive relationships with pupils and empathise with their needs
* Ability to demonstrate active listening skills
* Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils’ needs, encouraging the pupils to stay on task
* Ability to monitor the pupils’ response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes
* Ability to offer constructive feedback to pupils to reinforce self-esteem
* Ability to work effectively and supportively as a member of the school team
* An interest in providing technical and administrative support
* Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc

**Personal Qualities**

* Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge
* Willingness to maintain confidentiality on all school matters

**Desirable Criteria**

* NVQ Level 3 for Teaching Assistants or equivalent