

APPOINTMENT OF

 COVER SUPERVISOR

 Required January 2019

Closing date: 9am, Monday, 12th November 2018

Interviews to follow thereafter

 **Christ’s School, Queen’s Road, Richmond upon Thames, TW10 6HW**

 **Tel: 020 8940 6982 e-mail: amylles@christs.richmond.sch.uk**

[**www.christs.richmond.sch.uk**](http://www.christs.richmond.sch.uk)



October 2018

Dear Candidate

Thank you for your interest in the position of Cover Supervisor at Christ’s School.

Christ’s School is a Church of England comprehensive school for 850 young people aged between 11 and 18. It is situated on an enviable site adjacent to Richmond Park in Richmond upon Thames in South West London. We have excellent links with our feeder primary schools and the local community. We are proud to be a faith school and welcome students from Christian and other religious backgrounds. Our Sixth Form is currently in its fourth year of operation and we currently have 65 year 12 students and 50 year 13 on roll and expect that number to increase next year. In October 2014 we moved into our state of the art new Sixth Form building which will eventually hold up to 180 Sixth Form students.

All members of our community are encouraged to learn and achieve. We recognise and celebrate success wherever we can. We believe that we all have talent and that it is our responsibility to identify, nurture and develop that talent to the best of our abilities with the help, guidance and support of others.

There are currently 44 full time and 10 part time members of the teaching staff. We have 43 support staff on a variety of full and part time contracts. Our catering and cleaning staff are employed by sub-contracted firms.

Our outcomes have dramatically improved over the last seven years. The Ofsted report from the November 2016 inspection and the subsequent SIAMS inspection report were very favourable indeed. Results and reports are available to access through the school website.

Applications should be sent in the form of a completed online application form and a letter outlining why you feel you are suited to this post. Please email completed applications to Mrs Julia Ralph - jralph@christs.school. Only complete application forms will be considered and forms with missing elements will be returned for completion. If you have any queries about what is expected in a particular section of the form or to arrange an informal visit, please telephone Julia Ralph on 0208 439 9652 and she will be able to help you.

 References may be taken up before an offer of a post has been made. However, no appointment will be formalised until all satisfactory references have been received and a DBS check has been completed. In the interests of Safeguarding we reserve the right to telephone referees to clarify any questions which arise from application forms, verify facts and investigate any inconsistencies between a written reference and the form.

We are looking for completed application forms (email only) to be returned by **9am, Monday 12th November 2018**

**Christ’s School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**Christ’s School is an Equal Opportunities employer as detailed in our Equal Opportunities Policy.**

**Any appointment made will be subject to checks that details given on the application form are as stated. It will also be subject to receipt of a satisfactory medical disclosure form. Before an appointment can be confirmed a DBS enhanced disclosure will be required.**

We look forward to receiving your application form, and in the **supporting statement** we would ask you to include how your skills and experience fit the person specification and make you the right person for this post. Please include some examples of the impact you have secured in your current post.

Your supporting statement should be no more than 3 sides of A4 paper.

I do hope that the information you have received will encourage you to apply for this post.

Yours sincerely,

**Phil Rushby**

**Chair of Governors**

Job description: Cover Supervisor

Job Title: Cover Supervisor

Grade: Scale 5 point 22 [NJC pay scale]

Salary: £16,360

Hours: 8.15am to 3.15pm (30 hours a week) term time only (39 weeks per year)

Responsible to: Lead Administrator

Main purpose of job:

To supervise whole classes during the absence of teachers. Cover supervisors will give instructions for the lesson as provided by a teacher and the primary focus of the role will be to maintain good order and keep students on task. Cover Supervisors will respond to general questions and provide general feedback to teachers but will not be required to undertake ‘specified work’ (planning, preparation, delivery, assessment, recording and reporting of achievement, progress and development). Cover Supervisors will not therefore be subject to a ‘system of supervision’ other than the general supervision applicable to all staff and will act under the professional direction of teachers.

When not ‘covering’ classes the Cover Supervisor will be used for administrative support under the direction of the Office Manager.

**Main Tasks:**

**Support for students**

* Supervise students engaged in learning activities.
* Act as a role model and set high expectations of conduct and behaviour.
* Promote the inclusion and acceptance of all students within the classroom.
* Keep students on task and respond to general queries.

**Support for teachers**

* Provide objective and accurate feedback to the teacher of the conduct of the lesson.
* Keep appropriate records as agreed with the teacher.
* Promote positive values, attitudes and good students behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.

**Support for the curriculum**

* Support the use of ICT where appropriate
* Make appropriate use of equipment and resources

**Support for the school**

* Be aware of, and comply with, policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to John Edwards.
* Be aware of, and support, difference and ensure all students have equal access to opportunities to learn and develop.
* Participate in training and other learning activities as required.
* Attend relevant school meetings as required.
* To respect confidentiality at all times.

**Person Specification: Experience**

* Successful recent working experience with children of relevant age.

**Qualifications**

* Good literacy and numeracy skills
* Good general standard of education.
* Induction training for Teaching Assistants

**Knowledge and skills**

* Basic knowledge of first aid.
* Understanding of relevant policies/codes of practice/legislation
* Working knowledge of ICT to support learning.
* Ability to apply behaviour management policies and strategies, which contribute to a purposeful learning environment.

**Aptitudes**

* Work effectively as part of a team and contribute to group thinking, planning etc.
* Effective time management.
* Build rapport with adults and children.
* To be flexible.
* Follow instructions accurately.
* Use own initiative and work independently.
* Excellent communication skills with adults and children, verbally and in writing.
* Motivate, inspire and have high expectations of students.
* Creative approach to problem solving.
* Ability to adapt quickly and effectively to changing circumstances/situations.
* Work calmly under pressure.
* Committed to personal and professional development.
* Ability to critically evaluate own performance.
* Awareness of, and commitment to, equalities issues.

Christ’s School operates a no smoking policy

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties. Elements of this job description and changes to it may be agreed at the request of the Principal or the incumbent of the post.

**Christ’s School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants will undergo appropriate child protection screening including checks with past employers through the Disclosure and Barring Service.**

**Cover Supervisor**

Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
| CRITERIA | Essential / Desirable |  | Assessed by application / interview process |
|  | E | D |  | A | I |
| QUALIFICATIONS AND REQUIREMENTS |  |  |  |  |  |
| 5 GCSES including English and Maths  | √ |  |  | √ |  |
| Post 16 study  |  | √ |  | √ |  |
| In sympathy with the Christian values of the school | √ |  |  | √ | √ |
| A commitment to the protection and safeguarding of children and young people | √ |  |  | √ | √ |
| KNOWLEDGE AND UNDERSTANDING |  |  |  |  |  |
| Understands how best to engage with young people to help them achieve their potential | √ |  |  | √ | √ |
| Can use IT to best effect | √ |  |  | √ | √ |
| Can use and handle data effectively and efficiently | √ |  |  |  | √ |
| SKILLS AND EXPERIENCE |  |  |  |  |  |
| Good communication skills, orally and written | √ |  |  | √ | √ |
| Quick thinking and organised  | √ |  |  |  |  |
| Experience of working in a school |  | √ |  | √ | √ |
| Experience of working with children of secondary age |  | √ |  | √ | √ |
| The capacity to make decisions based on sound judgements | √ |  |  | √ | √ |
| Ability to work independently and as part of a team | √ |  |  | √ | √ |
| Able to work under pressure in a busy environment | √ |  |  |  | √ |
| PERSONAL ATTRIBUTES |  |  |  |  |  |
| A clear communicator | √ |  |  | √ | √ |
| A commitment to a team ethos | √ |  |  | √ | √ |
| Professional integrity and honesty | √ |  |  | √ | √ |
| Ability to build good working relationships with colleagues; | √ |  |  | √ | √ |
| Ability to work calmly, with patience and perseverance | √ |  |  | √ | √ |
| Self-motivated with an ability to use own initiative | √ |  |  | √ | √ |
| Ability to engage, motivate, enthuse and support students | √ |  |  | √ | √ |
| Good sense of humour | √ |  |  |  |  |