



# The Gryphon School

## **COVER SUPERVISOR RECRUITMENT INFORMATION PACK 2018**



The Gryphon School  
Bristol Road  
Sherborne  
Dorset  
DT9 4EQ



# The Gryphon School

## **COVER SUPERVISOR RECRUITMENT INFORMATION PACK**

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February 2018

Dear Applicant,

Thank you for expressing an interest in the post of Cover Supervisor on a fixed term basis until July 2018 at The Gryphon School. Accompanying this letter is information about the School, general information about the role and a job description which we hope will provide you with everything you need to know to apply for the post. The school website gives further details about us.

We believe this is an outstanding opportunity to take on a key support role in a large and successful school that works hard to enthuse students and instil in them high standards. The Cover Supervisors support the work of teachers and students in our desire to be outstanding in all aspects of the School's work.

We wish to appoint a Cover Supervisor who is enthusiastic, committed and enjoys working with young people to commence as soon as possible. They will cover classes in the short term absence of teachers who will provide work for them to supervise. Applications are welcome from people from a variety of backgrounds with experience of working with children.

The Gryphon is a wonderful place to work and has a special atmosphere and feel. It became an academy in August 2012 to sustain the quality of our outstanding provision and is a founder member of the Sherborne Area Schools' Trust (SAST) a multi-academy trust established in June 2017. Since September 2017 we have been designated as a teaching school and are very excited about the opportunities that this new status will bring. In a recent national publication, The Real Schools Guide, The Gryphon was rated as one of only two schools in Dorset as 5 star; based on attainment, teaching, attendance and outcomes. The Good Schools Guide concludes that we are a 'Super much sought-after school at the very centre of its community taking on the Sherborne independents. Truly a model of comprehensive education at its best – a place for all comers, which children and parents set their heart on, so it bulges at the seams'.

We are an outward looking school with excellent community links as well as strong relationships with other good and outstanding schools across the South West and nationally.

We are a comprehensive school serving a diverse community. Our high quality support staff make a real difference to our students. Teaching is often outstanding, and consistently at least good across all subjects and key stages. Teachers are provided with the resources to make lessons stimulating and practical and have excellent subject knowledge. They make sure students are very clear about what is demanded of them and how to improve. The School's very positive entry in the Good School Guide describes pastoral care and discipline as 'exceptional'. Students are reflective, behave with great courtesy, and are heavily involved in working with staff to improve the school and the welfare of others.

Our 2017 GCSE results were, once again, excellent against a national backdrop of tougher exams and significantly lower pass rates in many subjects. The proportion of students gaining 5 or more A\*-C grades including English and Maths was 72%. At A level, there was a pass rate of 99%, with 78% of students achieving A\*-C grades and 25% gaining an A\* or A grade. Both academic and vocational result were equally impressive and students taking the EPQ (Extended Project Qualification) achieved fantastic results of 70% at A\*-A grade.

In November 2016 our inspection as a Church School (SIAMS) judged us to be Outstanding. Our most recent Ofsted visit, in November 2017, was very positive and confirmed our status as a "good school" and we enclose a copy of their letter to me outlining our many strengths. Our focus for this year, which reflects our Church School status, is that we should be a "10:10" school; where students and staff experience life in all of its fullness. So for us education is more than just exam results – we place great value on the personal development of each student.

We aim for them to leave school as well-rounded young people with a strong sense of what is socially, morally and culturally acceptable, and to feel that they have a contribution to make to the wider community. Digital learning is important at The Gryphon School including the use of mobile technology; we want our young people to use technology responsibly and to enhance their learning.

In summary, we are a true team with a great sense of pride in what we collectively achieve and we embrace the challenge for achievement to be even higher. Our special culture and ethos focuses on enabling students to be the best that they can, both personally and academically, supported by the tremendous work and care of all our staff. We continue to strive to be outstanding in all aspects of school life.

We are looking for someone with high expectations, a love of their subject, the ability to inspire and also laugh whilst enjoying the challenges of this role. You need to be a team player with the inner determination to develop continually, picking up the best ideas from around the world in education. In return, you will join a Department that is full of activity, rewarding and friendly. We have a great record for supporting and developing all of our staff through our own training and links with NCSL providers.

You are very welcome to visit us in advance of an application or to contact us to find out more.

Very best wishes,

*N J Edwards*

Nicki Edwards  
Headteacher





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e-mail: [office@gryphon.dorset.sch.uk](mailto:office@gryphon.dorset.sch.uk)

Website: [www.gryphon.dorset.sch.uk](http://www.gryphon.dorset.sch.uk)

## THE APPLICATION PROCESS

We look forward to receiving your application by **9.00am on Monday 19 February 2018**. It is hoped that the interviews will take place the week commencing Monday 26 February 2018. You are asked to provide the following:

- A completed Gryphon application form
- A letter of application of no more than one side of A4 detailing your experience and expertise

Completed applications should be returned either by post, marked 'Confidential' to Caroline Rabbetts, Leadership Support Manager, The Gryphon School, Bristol Road, Sherborne, Dorset DT9 4EQ or by email to her at: [Gryphon.HR@gryphon.dorset.sch.uk](mailto:Gryphon.HR@gryphon.dorset.sch.uk)

Should you wish to arrange a visit to view the School, please do not hesitate to contact Caroline who will also be happy to arrange this.

The Gryphon School, part of the Sherborne Area Schools Trust, has an absolute commitment to safeguarding and promoting the welfare of children. The School follows the national and Dorset policies and procedures for child protection and security and the interview will include questions about safeguarding children. Current and/or previous employers will be contacted through references as part of the verification process pre-appointment checks if the applicant is short listed. The successful applicant will be required to undertake an enhanced disclosure check with the Disclosure and Barring Service.

The Gryphon School, part of the Sherborne Area Schools Trust, is committed to equal opportunities and positively encourages applications from all sections of the community.





# The Gryphon School

February 2018

## Useful Information

Thank you for expressing an interest in the post of Cover Supervisor at The Gryphon School. Please find below some information regarding the posts which will, we hope, answer some questions you may have about the position.

### THE NEED

During the course of a year teachers will miss a proportion of their timetabled lessons for a variety of reasons that include illness, in-service training and fieldtrips. During these absences it is important that our students still have access to high quality learning experiences. At The Gryphon we feel that the best way to achieve this is for the absent teacher's classes to be supervised by a cover supervisor. The cover supervisors are members of the school staff who are known by our students and are familiar with the school's routines and this enables them to work more effectively with our students than some external supply teachers.

### THE ROLE

The role will involve:

- ✓ Taking sole charge of a class or group of students in the absence of the class teacher
- ✓ Interpreting the lesson plan prepared by the absent teacher and explaining it to the class
- ✓ Supervising the students as they complete the work set
- ✓ Managing the behaviour of pupils in order to maintain a positive learning environment
- ✓ Responding to questions from pupils about processes and procedures
- ✓ Dealing with any immediate problems or emergencies following school procedures
- ✓ Collecting work at the end of the lesson and ensuring it is returned to the teacher
- ✓ Reporting back to the classroom teacher on the lesson and any issues arising
- ✓ Assisting in administrative duties in departments, year teams and reprographics
- ✓ Assisting in examination invigilation
- ✓ Providing supervision on school trips

### THE APPLICANT

It is essential that cover supervisors have some previous experience of working with children, preferably of secondary school age and clearly enjoy working in a child-centred environment. Effective cover supervisors have presence and authority, clear values and a sense of humour. They quickly build effective relationships with students and believe that the students want to learn. By its nature the cover supervisor's role is very varied and as a consequence the successful applicant must be adaptable and enjoy an element of uncertainty.

### OPPORTUNITIES

The role of Cover Supervisor is excellent preparation for teaching and many of our vacancies have arisen as our Cover Supervisors have left to pursue careers in teaching. Cover Supervisors have the opportunity to take a full role in the life of a school and applicants who could contribute to our extra-curricular programme would be especially welcomed.

### THE TRAINING

The role of Cover Supervisor is a challenging one and the successful applicant will undertake a training programme to help prepare them for the classroom. Initially the successful applicant will be paired with a more established cover supervisor before embarking on sole supervision of classes. Our training and induction programme has proved to be successful preparation for this challenging role but we recognise that the personal qualities the cover supervisor brings to the role are of equal importance.

**Contractual Information**

The posts are pensionable and remuneration will be on Grade 6 £17,419-£18,070 fte, for 37 hours per week, term time, plus training days.

The closing date for receipt of applications is 9.00am on Monday 19 February 2018 and it is hoped to hold the interviews the week commencing Monday 26 February 2018.

The Gryphon School has an absolute commitment to safeguarding and promoting the welfare of children. The School follows the national and Dorset policies and procedures for child protection and security and the interview will include questions about safeguarding children. Current and/or previous employers will be contacted through references as part of the verification process pre-appointment checks if the applicant is short listed. The successful applicant will be required to undertake a criminal record check via the CRB.

The Gryphon School is committed to equal opportunities and positively encourages applications from all sections of the community.



# The Gryphon School

## JOB DESCRIPTION

### COVER SUPERVISOR

<b>Job title:</b>	Cover Supervisor	<b>Job Ref:</b>	XS 10.7
<b>Directorate:</b>	Children's Services		
<b>School:</b>		<b>Grade:</b>	XS 10.7 Grade 6
<b>Reports to:</b>	Key stage or Subject leader or Head of department or other line manager (e.g. Cover Manager)		

#### Main job purpose

- This is primarily a role based in a classroom or other learning environment.
- The primary purpose of the Cover Supervisor is to supervise and support pupils who are engaged in learning activities during the short-term or unforeseen absence of their usual class or subject teacher. Such work will have been set in accordance with the school policy.
- Cover supervisors will have high expectations of all pupils and respect for their social, cultural, linguistic, religious and ethnic backgrounds.
- S/he will not be deployed routinely as one of the strategies schools choose to release teachers for guaranteed planning, preparation and assessment (PPA) time.
- They may however carry out work specified in the regulations made under section 133 of the Education Act 2002, under the direction and supervision of a qualified teacher.
- There is scope for progression to grade 7, subject to assessment, depending on the level of responsibility and experience.

#### **This post differs from that of the Senior Teaching Assistant and other Teaching Assistants in the following ways:**

- This postholder will be deployed on a daily or short term basis to cover the short term absence of a teacher or HLTA or Senior TA. Deployment may therefore change on a daily basis.
- The level of involvement and planning in the learning activities they are expected to deliver.
- The lesser extent to which they are required to contribute to planning.

#### Main responsibilities and duties

Cover supervision is likely to include the following core elements:

1. To take sole charge of a group or class of pupils in the short term or unforeseen absence of their usual teacher.
2. Registering attendance in accordance with school policy.
3. Responding to any questions from pupils about process and procedures and the work that they are engaged in. Supporting pupil use of associated resources.

4. Managing the behaviour of pupils whilst they are undertaking this work to ensure a constructive learning environment.
5. Dealing with any immediate problems or emergencies according to the school's policies or procedures.
6. Collecting completed work and resources after the lesson and returning it to an appropriate teacher with comments on any learning issues arising and progress made.
7. Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the lesson(s) and any issues arising.
8. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
9. For progression to Grade 7 the Cover Supervisor will be required to apply a degree of originality and creativity to the delivery of learning activities. This would include supporting and carrying out straightforward assessments in the classroom, such as marking.
10. To support cover manager with cover allocation and reprographics.

### **Knowledge & skills**

#### **Essential:**

- Know and be able to apply consistently a range of school policies, particularly those regarding health and safety, equal opportunities, behaviour management, child protection and special educational needs (SEN).
- Have the necessary skills to manage safely, the classroom activities, the physical learning space and the resources for which s/he is responsible.
- Understand and be able to use a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs. This is a challenging requirement in some schools.

#### **Desirable:**

- Recent successful experience as a Teaching Assistant or similar position within an educational environment.
- Willingness to undertake further relevant study or training eg NVQ 3 for support staff- this qualification is in the process of being developed by TTA.
- Flexibility and initiative.

### **Supervision and management**

- To work to a designated member of teaching or support staff according to the school's normal policy and practice for covering absent teachers.

- To supervise pupils and their learning within the context of the learning environment, in accordance with the learning activity/work set.
- To supervise the work of other adults normally present in the learning environment.

### **Problem solving and creativity**

- Use of a variety of interpersonal skills and strategies to establish supportive and positive relationships with pupils.
- Know and use the school's referral system as appropriate in the event of problems with an individual pupil, or class or other adult.
- Flexibility in carrying out duties will be required.

### **Key contacts and relationships**

- Attempt to establish relationships with pupils, treat them consistently, with respect and consideration, and be concerned for their progress during the period of supervision.
- Model and promote the positive values, attitudes and behaviour expected from the pupils with whom they work.
- Know when to seek help and advice.

### **Decision making**

- There will often be a need to make immediate decisions, without initial referral to teachers, in relation to classroom management and the care, control and safety of pupils.
- Cover supervisors will be employed to take classes when the teacher is not present to supervise pupils engaged in work set by a teacher, to maintain discipline and Health & Safety.

### **Resources**

- Books, stationery, writing equipment.
- ICT and AVA equipment.

### **Working Environment**

- Normal school environment.
- Frequent use of ICT and AVA equipment.
- Lifting of books and equipment.
- Some school sites are extensive and postholders may be required to work throughout the site on more than one floor.

- In special schools meeting the needs of pupils may be more demanding both physically and emotionally.
- Size, phase and type of school will vary.
- Includes work with individual pupils as well as groups and whole classes.
- School environment with a variety of learning environments including classrooms and specialist areas.
- Occasional disruption to planned tasks and order of tasks by pupils and colleagues.
- Occasional requirement to work outside the normal school environment eg visits.
- Within a Special School environment staff may be required to deal with extremes of behaviour and/or a range of needs which may be physically and/or emotionally demanding.

#### **Progression in Post (if applicable)**

To progress to the higher level Cover Supervisor post, postholders will need to be undertaking the following additional duties:

- Interpreting lesson plans that have been set in accordance with school policy.
- Delivering learning activities that have been planned in accordance with the school policy and responding to questions raised by students.
- Using specialist knowledge to deliver advanced subject programmes.



# The Gryphon School

February 2018

## **The Gryphon School – Support for Staff – What we provide.....**

### **High Quality Professional Development**

- INSET Programme with national speakers eg Sir John Jones, Simon Mayo
- Time is provided for learning and development in everyone's staffing allocation
- Middle leader training programme
- New staff induction programme
- 2<sup>nd</sup> year teacher programme
- Opportunities for sharing of best practice and expertise
- Encouragement of individual action research through appraisal
- Opportunities to mentor student teachers on ITT, Schools Direct, volunteers and other routes

### **Support for Teaching**

- Investment in resources, facilities and the environment
- Outstanding ICT infrastructure including Wi-Fi, resources
- Strong departmental support structure
- Free iPad for all teachers
- Timetabling ensures specialist teach in their subject areas and there are rarely any split classes
- Designated support for reprographics, trip management, student behavioural support, SEND needs etc
- Dedicated team of school cover supervisors

### **Links with other schools**

The Gryphon is outward looking and a lead members of various school development groups. This facilitates visits, exchanges, subject sharing, leadership support and enhanced student opportunities.

- Jubilee Group – eight schools across the SW from Devon to Wiltshire and Gloucestershire
- South West Academies Group – nine academy schools across Devon, Somerset and BANES
- North Dorset – five secondary schools, a Special school and a PRU
- Sherborne Schools Partnership of nine feeder primary schools with whom we have excellent cross-phase academic collaboration Y6-8 curriculum and transition.
- Since 2014-15 we have been part of the national PiXL group
- Member of the Jurassic Coast Teaching School Alliance

### **Health and well-being**

- Access to The Gryphon Sports Centre including brand new fitness suite
- Our own specialist HR Manager and team
- Membership of Carefirst providing free welfare counselling, free Occupational Health consultations
- Free Mindfulness sessions, aimed at improving mental wellbeing by enhancing good feelings about life and oneself
- Support from the School Chaplain

## Supporting families

- The Little Gryphons Nursery on site
- Supportive to colleagues for time off during periods of family illness/crisis
- Supportive of requests where possible to attend graduations, family weddings, special family events, house moves

## Practicalities – little extra touches

- Generous allocation and pattern of INSET Days to support staff learning and development and wellbeing
- Quality free seated lunch provided on INSET Days
- Generous business travel allowance
- Free on-site parking

## Strong Staff Community

- Very active, vibrant, Staff Social Committee who arrange an array of social events and activities across the year
- Large main staff room – and we hold weekly whole staff briefings
- Successful and very competitive staff sports teams playing other schools
- Staff voice events
- Amazing involvement in charity events, national days, productions, teams, public speaking, Duke of Edinburgh etc





Bristol Road, Sherborne, Dorset DT9 4EQ

Tel: 01935 813122

**Cover Supervisor**

**Grade 6 £17,419-£18,070 fte**

**Fixed term: 37 hours per week, term time plus training days**

**Closing Date: 9.00am on Monday 19 February 2018**

**Interviews: w/c 26 February 2018**

We wish to appoint a Cover Supervisor who is enthusiastic, committed and enjoys working with young people to commence as soon as possible until the end of the summer term. You will cover classes in the short term absence of teachers who will provide work for you to supervise.

Applications, submitted on the School's application form, are welcome from people from a variety of backgrounds with experience of working with children. Proven to be an excellent route into teaching.

Details and application forms available on the School website or by ringing the School Office.

The Gryphon School is committed to safeguarding and promoting the welfare of children and young people. Successful candidates will be subject to an enhanced Disclosure and Barring Service check.

The Gryphon School: A Company Limited by Guarantee  
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