



# Cover Supervisor

## Candidate Information Pack

May 2024

Priestlands is an Academy in the New Forest with approximately 1245 students and 165 staff. We are seeking to appoint two Cover Supervisors to start in September 2024 at the beginning of the autumn term.

The post exists so that teacher absence, for whatever reason (sickness, professional development, meetings, etc), can be covered by our own staff who will be known to the students and familiar with the layout of the site. It provides an ideal opportunity to gain versatile experience in a classroom environment and is particularly suitable for candidates thinking about a career in teaching or for those who wish to work and gain experience during a gap year before going on to University.

This post will appeal to someone who likes being with young people and helping them to learn and succeed when the usual teacher is unavailable. It will require an innovative approach so that students can gain access to the work set and complete it in the time allowed. You will need to have a good sense of discipline (firm but fair) but a non-confrontational approach to the students is essential. The school is well ordered and has a clear discipline policy, with which all students are familiar, and a strong, supportive leadership team. Training will be provided but the post will best suit someone who is naturally comfortable in the presence of young people. In the event of there being no cover required, the cover supervisor will be allocated alternative tasks working with students as set out in the job description. At different times in the year there may be an invigilation element to the work, to cover internal and external examinations.

The successful candidate will benefit from the perks of working within a school, including up to 13 weeks off per year. There is a generous employer contribution to the pension scheme, free on-site parking and access to the student canteen where discounted meals are available. In addition, the school offers a free and confidential Employee Assistance programme, offering advice on a range of areas including well-being, housing and financial matters.

The salary is £16,074 - £16,787 (equivalent to £23,115 - £24,140 full time, Grade C) during term time for 30 hours per week, 39 weeks per year. This is paid for 44.6 weeks of the year to include a proportion of holiday pay. This means that you are not entitled to take time off during your 39 working weeks. Working hours will be 8.30am – 3.10pm Monday to Friday with a 40 minute unpaid break per day.

Priestlands School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. This post is covered by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and you will be required to declare whether you have any criminal convictions. Priestlands School is an equal opportunities employer and welcomes applications from all sections of the community.

References will be taken up prior to interview and you will be required to provide appropriate evidence of identity and qualifications to support other pre-employment checks which will be undertaken on the successful candidate for this role, including:

- A confidential health declaration
- An online search of your name in line with government guidance on Keeping Children Safe in Education
- A DBS application
- Your right to work in the UK

To apply for the post, please click on the application form link on MyNewTerm, our recruitment platform, to complete the online form. If you have any further queries, please do not hesitate to contact us.

Please submit your application as soon as possible as we may invite candidates to interview before the closing date. We reserve the right to close a vacancy earlier than the advertised date if we receive applications that meet the criteria. Once a vacancy has closed, we are unable to consider further applications, so please submit your application as soon as possible to avoid disappointment.

Please do not submit a CV as it will not be accepted. We look forward to hearing from you.

## Job Description

### Purpose

Under the professional direction of a teacher to supervise whole classes during the absence of a class teacher.

### Key Responsibilities

- To supervise whole single classes of pupils using material planned by a teacher to engage pupils in learning activities.
- Establish productive working relationships with pupils acting as a role model and setting high expectations of work and behaviour.
- Assisting the inclusion of all children to ensure optimum learning opportunities including dealing with behaviour issues in accordance with the school behaviour policy.
- Respond to pupils' general queries and keep pupils on task.
- Provide objective and accurate feedback to the teacher on the conduct of the lesson including keeping appropriate records as agreed with the teacher.
- Comply with instructions requested by the usual class teacher.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Make appropriate use of equipment and resources.
- Comply with lesson plans and instructions from class teacher.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Undertaking playtime or lunchtime supervision of pupils.
- In line with the operational needs of the school, undertake other duties (e.g. supervising examinations) when needed.
- Participate in training and continuing professional development.
- Attend relevant school meetings as required.
- Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace.

**This job description sets out the main duties and responsibility of the post and each individual task may not be identified. The post holder will be expected to undertake other such duties as required. It will be reviewed annually during the appraisal cycle and may be subject to modification or amendment following discussion.**

## Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualification and training	A good standard of general education, including evidence of GCSE English & Maths at Grade C or above (or equivalent).	Graduate, with intention of pursuing career in teaching.
Experience		Relevant work experience in a similar environment.
Qualities, skills, knowledge and abilities.	<p>Strong literacy and numeracy skills.</p> <p>Good communication skills; able to clarify and explain instructions clearly to pupils and provide feedback to teachers.</p> <p>Team player with a 'can do' approach.</p> <p>Able to work independently and with initiative.</p> <p>Flexible; able to adapt quickly and effectively to changing circumstances or situations.</p> <p>Able to work calmly and with patience.</p> <p>Professionally discrete and able to respect confidentiality on particular issues.</p> <p>Good organisational skills.</p> <p>Good ICT skills.</p> <p>Well-developed interpersonal skills and sense of humour enabling effective relationships with a variety of different people.</p> <p>Able to establish and maintain good relationships and rapport with other colleagues in the school and external contacts (e.g. parents, governors, members of the community).</p> <p>Enjoy a good rapport with young people.</p> <p>Empathy with pupils and sympathetic to their needs.</p> <p>Able to motivate and encourage pupils appropriately.</p> <p>Firm, sensitive and effective approach towards pupil discipline.</p>	<p>Knowledge of Microsoft Office &amp; Arbor</p>
References	Supportive.	