

CARE
ASPIRE
INCLUDE



COVER SUPERVISOR

Join Us

The Romsey School
Greatbridge
Romsey
Hampshire
SO51 8ZB

01794 512334
jobs@gatewaytrust.org
www.romsey.hants.sch.uk

#WEAREROMSEY

Key Information / Gateway Trust

We have one role available.

The Cover Supervisor role offers 30 hours per week, Term Time (39 weeks per year).

The Position

Post Title:	Cover Supervisor
Academy:	The Romsey School
Pay Range:	Support Staff D Scale
Line Manager:	Designated Curriculum Leader
Team:	Support Team
Year Group:	KS3 / KS4
Start Date:	As soon as possible, subject to checks
Closes:	Midnight 23rd February 2025
Interview:	TBC
School Visit	Contact HR to arrange

HR Administrator - Applications & Procedure

	jobs@gatewaytrust.org
Hazel Hampton:	01794 517527
:	



www.gatewaymat.org

'If you have the knowledge, let others light their candles in it' - Margaret Fuller.

The Gateway Trust was established in 2019 and is a small multi academy trust consisting of The Romsey School, Oakfield Academy and Gateway Central Services, including Little Sunlights nursery. It is a trust looking to grow and develop, focussed on making a difference to the unique communities that each school / setting serves.

As the trust grows and develops, opportunities to work across settings may become available. This particular post however is based at The Romsey School.

For your reassurance, whilst we enjoy the freedom of Academy status for our school settings, we tend not to deviate significantly from STPCD and Hampshire terms and conditions. We are always very happy to answer any further questions that you may have at any stage of your application to come and work with us.

The Gateway Trust is a trust based on values underpinned by the 'common wealth' of working collaboratively to positively impact on young people and our communities. Whilst our Trust provides 'top cover', support, reassurance and guidance each of our schools is unique and serves its own community with autonomy, character and attention to detail. It is a trust focussed on its people...because it is the people that make a place.

Gwennan Harrison-Jones
CEO- Gateway Trust

Judith Houghton
Board Chair – Gateway Trust

Cover Supervisor

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The Romsey School



Greatbridge, Romsey
Hampshire
SO51 8ZB
Tel: 01794 512334
Email: jobs@gatewaytrust.org



11-16 Comprehensive School

Cover Supervisor

30 hours per week, Term Time

Support Staff D Scale £26,918 to £29,616 FTE per annum,

(Actual salary £18,719.48 to £20,595.74)

Permanent contract

Required as soon as possible, subject to checks

The Romsey School is seeking to appoint a Cover Supervisor to join our enthusiastic and committed team, who work closely with teachers to provide continuity to pupil's learning during teacher absences.

If this sounds like you, whether you are an experienced Cover Supervisor or looking to gain experience, we would like to hear from you.

The Cover Supervisor post offers the successful candidates the perfect opportunity to become involved in the learning of young people. It is ideally suited to candidates who:

- Are considering teaching as a future career.
- Have the ability to work as a team and learn new skills (this is more important than previous experience, and full training will be provided).
- Work collaboratively with all members of the Romsey School community.

The role of a Cover Supervisor is to support a mixture of classes during the absence of the regular class teacher. Although you will not be teaching, ensuring the pupils are kept on task is most important, so good classroom management is a must.

The Romsey School is a high attaining comprehensive school, committed to high quality inclusive education. Staff really enjoy working at Romsey, our recent OFSTED Report June 2023 (graded 'Good'), highlights; "Staff say that senior leaders are considerate of their workload and well-being".

Learn Together at The Romsey School

We have regular professional learning opportunities which includes subject knowledge development. We are fully committed to your Growth and CPD development, offering access to The National College and working with our Research Lead Team.

Cover Supervisor



During your time in school, we will not only offer you the opportunity to meet with the school's Professional Mentor to look at routes into teaching, but we will also plan opportunities to observe lessons in your chosen subject and to have face to face discussions with current classroom teachers.

In return, The Romsey School will provide you with:

- Access to the staff benefits programme which includes the 'cycle to work' scheme
- Focus on staff wellbeing, including 24/7 Employee Assistance Programme, free flu vaccination and eye care vouchers.
- Opportunities to be included within the school community by joining one of several groups of staff within the school that lead on significant initiatives such as:
 - Student leadership
 - Extracurricular sports clubs
 - Duke of Edinburgh Award
 - A variety of trips and educational visits, which includes international trips to places such as Kenya, Iceland, Spain, Paris and the Ski Trip in Austria.
- Discounted lunches from our excellent in-house kitchen.
- Access to and an Employee Discount to our on-site nursery, Little Sunlights
- On-site, free staff car parking.

If you are interested in this position, we would love to hear from you. Please submit your application as soon as possible as we reserve the right to interview exceptional applicants before the closing date.

To apply, please see <https://mynewterm.com/jobs/137239/EDV-2025-RS-73009> to submit an application online.

The Gateway Trust is an equal opportunity employer and is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and Disclosure and Barring Service.

Closing date: Midnight 23rd February 2025

Interviews: TBC

Job Description – Cover Supervisor

Responsible to: Designated Curriculum Leader

Principal Purpose: The supervision and support of full classes or small groups of pupils, providing cover for absent teachers, support for teachers with other duties where no cover is required, admin support for a faculty or department.

Main Duties

1. Supervision of full classes who have been set work including calling an attendance register and implementing the school's agreed Behaviour Policy.
2. Maintaining good discipline of classes who are under your responsibility.
3. Where appropriate, accompanying school visits and, on such occasions, taking responsibility, in accordance with school policy and County regulations, for pupils off site.
4. Supporting with reprographics as and when required for classes or small groups of pupils under your supervision.
5. Invigilating public and internal exams, as and when appropriate.
6. Providing in-class support, to enable teachers to carry out work with small groups of pupils.
7. Maintaining pupils' records associated with the classes under your supervision.
8. Undertaking training, as required, for a smooth introduction to the post and additionally for its continued effectiveness.
9. Meeting fortnightly with the designated Curriculum Leader.
10. Where no cover is required, undertaking activities at the direction of the Curriculum Leader to support teachers in delivering the curriculum. Such activities could include:
11. Help with planning group and individualised work programmes and reviewing work activities.
 - A. Joining in with the activities of the pupils in classes and contributing to assessment and record keeping.
 - B. Assistant with classroom and corridor displays
 - C. Other administrative tasks

Such other duties as may reasonably be allocated by the Headteacher or other delegated officers within the purview of the post.

Individuals have a responsibility to promote and safeguard the welfare of children and young person's that they are responsible for or come into contact with.

THE ROMSEY SCHOOL SENIOR TEAM

WHY WORK WITH US?

Annie Eagle (Headteacher)

Thank you for having an interest in coming to work at The Romsey School. Romsey School is a very special place. It is a place which prides itself on aspiration, on its exceptional Student Support, superb Teaching & Learning and on the highly effective relationships that we have across our community. Our culture is based on mutual respect and members of our community strive to be the best we can be every day. [This link](#) will give you more details about our school values and our curriculum intentions.



As you will learn, our overarching vision is that we deliver “Compassionate Excellence” for all our students through the values of “Aspire, Care & Include”. We aim to ensure that our youngsters leave our school confident, inspired and fulfilled, ready to rise to the challenges of their future.

We hope that after reading this pack you will be excited about applying to become part of the continuing success that is The Romsey School. We are a great team, looking for likeminded people to join us. If you would welcome an initial discussion about this role and/or a tour of the school, please contact HR via jobs@gatewaytrust.org

Chris Cove (Deputy Headteacher)

The Romsey School is a place that lives its Values; Aspire, Care & Include. The staff are incredibly supportive and strive to ensure that students are successful in all aspects of school life. They do this through creating a safe and engaging environment for students to learn whilst ensuring they develop both academically and personally both in and out of the classroom. The Senior Leadership Team are excellent at nurturing staff whilst driving the school forward with an aspiration to create a world class education for our students. I look forward to meeting you and welcoming you to The Romsey School in the near future.



Chris Stephens (Deputy Headteacher)

I really enjoy working at Romsey because I have always felt that the school provides “High Challenge in a Low Threat” environment and it stimulates growth. I also really enjoy working with our students. How happy they are to talk to us, laugh with us and work with us! Lastly, I have always valued the support given to me to enable me to pursue my Career Development.



Alison Clarke (Assistant Headteacher – Pupil Premium & Personal Development)

I love the shared excitement at Romsey, finding out what works, what makes students and staff motivated to achieve, and most importantly to be happy. Romsey is an inclusive school where teachers and support staff of all career stages are excited about the learning and outcomes in the classroom and beyond. We enjoy working in our school because members of the community are valued and nurtured, feeling a sense of belonging where they can work and grow in an inclusive and supportive environment.



David Fawcett (Assistant Headteacher – Teaching & Learning)

Having worked in a number of schools around Hampshire, The Romsey School is a place where both student learning and staff development are front and centre of its drive towards being exceptional. The spirit around the campus is infectious with both students and adults hungry to learn and improve. The school has such a community feel. It is a place where students shine, and staff meticulously develop their craft, working in synergy to be the best they possibly can be. The Romsey School is special and unique, full of opportunities, full of talent, and a place where working with our strong leadership team can help move our school beyond what can be imagined.





Donna Page (Assistant Headteacher - SEND, Diversity & Inclusion)

If you are looking for a supportive team, amazing children and a lovely location - Romsey is the place for you. When I researched job opportunities and then interviewed, I was so excited by the vision of 'aspire, care, include' and I still am. It's not just 'lip-service' of a vision, it is what we do, what we believe and how we run our school.

Adam Bettiss (Assistant Headteacher - Behaviour, Safeguarding and Attendance)

Romsey is a school that is genuinely at the heart of the community it serves and not just in the physical sense. We Aspire, Care and Include in equal measure and the care shown by the student support team for our entire community (parents, pupils and staff) is second to none. It is this unrelenting desire by all staff to support each and every pupil to reach and exceed their potential that gets me through my lengthy commute each day.



Nick Chafer (Senior Leader)

I've been here for 27 years and the main reason why I love it so much? The people and the community. Working here is a joy and allows you to develop a whole spectrum of skills to really make a difference. As a school we have continually evolved and we are all pushed to constantly ask ourselves if we could be doing things better.



The Senior Leadership Team at Romsey is a creative and supportive one. We have a strong focus on empowering all colleagues to develop and evolve teaching and learning and we believe in improving, not proving. As a group we have challenging and also creative conversations, along with lots of laughs.

N.B. The current senior team's roles and responsibilities are available on request.

EXTRA APPLICATION INFORMATION

Safer Recruitment

Gateway Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

Data Protection Data Protection Act 1998.

You should be aware that the information you have provided will be stored on Gateway Trust/The Romsey School secure database and will only be used to process your application. It will not be passed to any other organisation.

Privacy Notice

The School collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the school to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.

You have some legal rights in respect of the personal information we collect from you. Please see the School's website for further details on their privacy notice and data protection policy.

You can contact the Schools Data Protection Officer if you have a concern about the way they collect or use your data.

Receipt of Application

Applications are acknowledged (by email whenever possible) within three working days of receipt. If you do not receive an acknowledgement within this time, please contact the HR Department on jobs@gatewaytrust.org

Selection Procedure

The shortlist will be drawn up soon after the deadline. Further details will be sent to those candidates called for interview. Failure to send your application form to the above address may invalidate your application.

Equality Monitoring

All applicants are requested to complete a Confidential Equality monitoring form.

The Romsey Charter

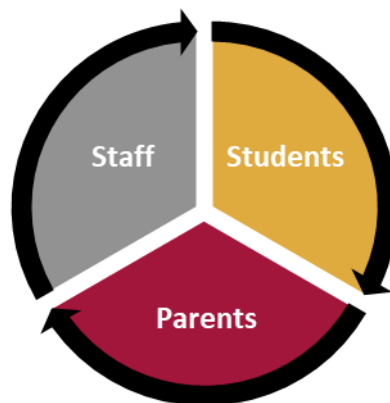
Our lived experience of '**Compassionate Excellence**' means that we **aspire**, **care**, and **include**. These values result in young people who are **inspired**, **confident**, and **fulfilled**. Students leave our school ready to rise to the challenges of their future.

All members of our community have the RIGHT:

- To feel and be safe in their working environment
- To be treated fairly, with respect and without prejudice
- To have a voice, to be listened to and to be included
- To deliver and receive a high quality education
- To be encouraged to explore, develop and flourish
- To be able to make mistakes and to have the chance to learn from them
- To be able to ask for, receive and offer support

All members of our community have the RESPONSIBILITY:

- To deliver our curriculum intentions for all learners
- To support students & guide them on how to improve
- To monitor pupils' wellbeing and to raise concerns
- To model standards and professionalism at all times
- To communicate respectfully with other staff, pupils & parents



- To meet the expectations for all Romsey Students
- To take care of our environment (local & global)
- To be honest and take responsibility for our actions
- To seek help and support from others as needed
- To communicate respectfully with other pupils, staff & parents

- To support their child in their learning, and the school in maintaining high standards
- To support and trust in the decisions made by the school staff
- To provide boundaries, model and encourage good behaviour
- To support their child in meeting the expectations for all Romsey Students
- To communicate respectfully with other parents, pupils & staff