

Cover Supervisor

Permanent Position

27.5 hours per week / 39 weeks per year

Candidate Information



Welcome from Education South West

Dear Candidate,

Thank you for your interest in Education South West - we are always on the lookout for exceptional talent to join us and contribute to our team of creative education professionals.

At Education South West we believe that education makes children's lives better, it is as simple as that; it enables them to lead great lives in every sense of the word. We believe that every child has the right to achieve all that they are capable of and more, regardless of their background or raw ability.

Across all of our schools our staff aim to provide an educational experience which is outstanding; our schools all believe strongly in the power of and broad and balanced curriculum. Sport, art, technology drama and music play an important role in all of our schools.

We encourage innovation, creativity and individuality. By sharing this individuality and creativity we firmly believe that schools and communities become stronger through unity and collaboration.

We are caring and compassionate. Every individual in our schools matters and we believe strongly that children and staff should enjoy their time at school, and work. A positive can-do attitude to their work and study is a must. The happier and more stimulated a person is the more motivated they are to improve.

We believe in developing a positive attitude to learning and to life, in having clear goals and in providing a supportive environment to help the realisation of these.

We support and challenge our school leaders and the staff in our schools to be the very best they can, leading effective teams at every level, growing future leaders and working together to provide an exciting education for all.

We welcome and support aspirational and ambitious teachers and classroom support staff, dedicated to supporting children through their time at school.

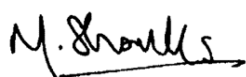
We offer excellent opportunities and professional development through in-school CPD, our Research School status, through our teaching schools and through our links with the wider education community. We are ambitious for our children and our employees and always look to support, challenge and develop talent, whatever stage you are in your career.

When recruiting staff to work with children we place great importance on:

- people who go the extra mile
- a commitment to professional development and a desire to continue learning, via research, private study and in learning from others
- a desire to ensure that everything that is done within schools is the very best it can be
- a firm commitment to the philosophy that we work in education to improve young people's lives and improve society; we serve our communities and the wider populace
- the ability to develop positive relationships with pupils, students and parents
- good interpersonal and communication skills when liaising with stakeholders
- a good sense of humour
- a commitment to working in partnership with others and sharing selflessly best practice within and outside of ESW

Your journey with ESW starts here and I look forward to meeting you in the future.

Yours faithfully,



Matthew Shanks
CEO

Welcome from KCC Governors



Dear Candidate,

This is an exciting time for Kingsbridge Community College. The Governing Body look back over the last few years with a sense of real pride in what continues to be achieved by the leadership, staff and students of Kingsbridge Community College

I never cease to be amazed at the commitment, talent and hard work from the staff that I see when I visit. The students are a real credit to the community and make giving up my time a privilege.

The Principal and senior leadership team have a common sense of purpose and vision; you will enjoy the backing of a dedicated and supportive team of governors who will value your contribution to the creativity and innovation of an existing first-class team of staff.

Most importantly you will be someone whose focus is on helping every single student within our College to maximise their potential and be the very best that they can be during their time with us.

Thank you in advance for the time that I know you will commit to this process.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Steve Tucker'.

Steve Tucker
Chair of Governors

Letter from the Principal



Dear Colleague

Cover Supervisor Starting as soon as possible

Thank you for your interest in Kingsbridge Community College and the position we have available. I am delighted that you are considering joining our accomplished team and I hope that this information pack along with the school website gives you all of the information that you need to apply for the post. Kingsbridge Community College is an inspirational place to work and visitors to the school all comment on the commitment, behaviour and academic qualities of our young people, the fantastic resources and school buildings, and the strong supportive relationships evident between staff and students.

This is an opportunity to join the school at an exciting point in our journey. In January 2017, we merged our Multi Academy Trust to form Education South West. The aim of the Trust is simple: to work together so that children can lead great lives.

We are fortunate to be able to attract a high calibre of staff to KCC. Our staff are friendly and supportive and we offer a whole range of professional development opportunities no matter what stage you are at in your career. We want all of our teachers to be exceptional and so offer unrivalled professional development and support. Many of our senior and middle leaders started with us as teachers and have developed into highly talented practitioners. We offer internal and external training through our National Professional suite of qualifications including NPQML and NPQSL - your professional development is important to us. We are currently graded Good by Ofsted.

If you have a genuine desire to do the best for young people, then we would welcome your application. The school is committed to safeguarding pupils and personnel, and will conduct checks based on the information in your application. If you are selected for interview, safeguarding will feature in the interview programme.

If you wish to visit the school or have any questions about this role, please feel free to contact the school and ask to speak to my PA, Emma McQuitty. Applications must be made by completion of an application form, and candidates invited to interview must supply a signed copy of their application form before their interview takes place. We would also request that interviewees bring to the interview original copies of relevant exam certificates, and where available original copies of their DfE registration and DBS disclosure.

The closing date for applications is **9.00am on Monday 20th January 2025**.

Yours faithfully

A handwritten signature in black ink that reads "Tina Graham". The signature is written in a cursive style.

**Tina Graham
Principal**



To supervise classes when teachers are away on short-term absence and to cover for other staff as required. The successful candidate will join a dedicated team of teachers and will have a desire to help all young people to be successful in their education. A good overall standard of education is essential.

The successful applicant will also be expected to monitor the safe and sensible behaviour of students during the lunchbreak.

SALARY SCALE AND HOURS

The expected hours will be 27.5 hours per week with a 30 minute unpaid lunch break, 39 weeks per year (term time only plus non pupil days).

Salary: Grade D8-12 (£25,992-£27,711) pro-rata £16,469 - £17,558 approximate salary.

A COLLEGE WITH A NATIONAL REPUTATION

We all came into teaching in order to make a difference and to help students to develop the attributes they need to go on and lead great lives. We have the resources, support and wider networks that will enable you to do this, and offer you the wider opportunities to develop your leadership not just at the College but across the system. Our ambition is simply to be one of the best schools in the country, and we are at the forefront of shaping the school-led system.

KCC is an 11-18 comprehensive school and a member of Education South West which comprises 4 secondary schools and 6 primary schools within Devon. The schools within the ESW family share a common desire to give our children the education, opportunities and confidence that will enable them to lead great lives.

We converted to an academy in January 2011 and in September of that year we were honoured to be in the first 100 schools in the country to be designated a Teaching School and this year we were successful in bidding to become the lead school in a new Teaching School Hub: Teaching Schools South West. This is a partnership between Teaching Schools, MATs, Research School and Curriculum Hubs, which means that our staff can access the best, most up to date training and support in the South West and Nationally. We are appointed as one of only 32 licence holders to run National Professional Qualification programmes including NPQH, NPQSL and NPQML. Our charitable company, Leading Schools South West, has now trained over 600 teachers on these programmes.



Since we became one of the first designated National Research Schools in 2016, Kingsbridge Community College has been working closely with the Education Endowment Foundation (EEF), Institute for Effective Education (IEE) and our other partners to develop evidence informed approaches to teaching and learning across the Southwest of England, helping schools and teachers to make better use of evidence to inform their teaching and learning.

Our ambition and dynamism are far-reaching. It means that you have unprecedented opportunity to work with colleagues in other schools, lead professional development programmes and develop the skills and profile you need for your next promotion.

THE COLLEGE'S FACILITIES



The College is situated on the edge of the town with wonderful views over the surrounding countryside. Extensive building programmes have resulted in enviable facilities.

We have built over £14 million of buildings in the last 12 years in more than 6 different projects. This has resulted in all departments teaching in modern, specialist facilities. It also tells you about our drive and ability to get results: all these developments were as the result of successful bids, and all the building processes were managed by ourselves – on budget and on time.

STAFF AND STUDENTS OF THE COLLEGE

All staff are considered leaders within the school and given the opportunity to participate in the decision-making process through regular departmental, pastoral and staff meetings – and whole school events. Staff commitment is high and new teachers are expected to demonstrate similar commitment as well as high quality teaching and a willingness to contribute to the ethos and broader life of the school.

Relationships between staff and students here are excellent. We see evidence of this in the time which staff devote to giving students individual help out of classes and the time and energy they commit to trips. Our students are generally well motivated and responsible, and we receive many plaudits when they are out and about on visits. We are a fully comprehensive college, with plenty of able students who go on successfully to universities including Oxford and Cambridge.

CONTINUING PROFESSIONAL DEVELOPMENT

We are very clear in our belief that the staff are our best resource, and invest a lot of time and resources in continuous professional development. We place a great deal of importance in supporting trainee teachers and NQTs. All of our NQTs have an individual department-based mentor as well as mentoring from a senior member of staff in the College and a regular seminar programme. We do our very best to offer all our staff a continuous training programme as their career enters different stages from NQT through to preparation for middle and senior leadership, and then on eventually to headship. Our policy is to train our own staff who can then lead others.

We also use Incremental Coaching as the basis of regular developmental discussions for staff.

THE CURRICULUM

We have an admission number of 203 students in each year group which we organise into seven mixed ability tutor groups. They are taught in mixed ability groups at Key Stage 3 except in Maths, MFL and Science. Students are taught either French or Spanish in Year 7.

We have a very clear vision of what makes teaching and learning at Kingsbridge distinctive. Learning here is exciting, inspiring, engaging and effective. We train all our staff in using effective teaching and learning strategies based on the work of the EEF and Research School. We support staff by having a programme of Incremental Coaching that ensures that all staff have access to a coach who focusses on in-lesson improvements in teaching strategies.

Our Sixth Form offers a wide programme of A levels and vocational qualifications. We are very proud of the breadth of our curriculum with many opportunities for enrichment as part of the Sixth Form which prides itself on being a thriving community of its own.

EXTRA CURRICULAR



We have a thriving extra-curricular programme which is always changing and always developing. We will discuss with you at interview how you would like to contribute to this programme. We run many sports teams who achieve County and national success, and stage many different concerts and drama productions throughout the year. Other clubs and activities range from chess to rocket building! We hold a Challenge Week at the end of the Summer Term where all students opt for residentials or daily activities, with options ranging from residentials in France, Holland and Spain to cycling across Devon and Dorset staying in YHA's along the way.



There are many other trips and visits which enhance the curriculum including a Technology residential in London to look at all aspects of design, English and Drama residentials in London and Stratford, a Media Studies residential in Manchester and Hollywood, Geography and Biology field trips and so on. In recent years we have had expeditions to South America, Africa, China, Borneo and India. Staff would not give up this time if they did not enjoy working at Kingsbridge with our students, and we are enormously appreciative of their time and goodwill.





KINGSBRIDGE COMMUNITY COLLEGE

Job Description

Post Title: **Cover Supervisor**
 Responsible to: **Assistant Principal**
 Grade: **NJC Scale D (pro rata)**
 Hours: **27.5 hours per week** (including 30 minute unpaid lunch)
39 weeks per year (permanent contract)

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

Responsibilities

To support the assigned teacher of the class by:

- Supervising whole classes during the short-term absence of teachers and to respond to questions and generally assist students in their learning activities.
- Collecting finished work as necessary and returning it to the appropriate teacher.
- Promoting positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with the Behaviour Management Policy and encouraging students to take responsibility for their own behaviour.
- Reporting, as appropriate, on any issues arising during the lesson using the agreed procedures in the Behaviour Management Policy.

Supporting students by:

- Providing general guidance or advice about process and procedures.
- Establishing productive working relationships with students and setting high expectations for behaviour.
- Promoting the inclusion and acceptance of all students within the classroom.
- Encouraging students to interact and work co-operatively with others.

Lunchtime Duties:

- To monitor the behaviour of students ensuring safe and sensible conduct during their lunchtime.
- Dealing promptly with incidents in line with behaviour management including encouraging students to take responsibility for their own behaviour.

Other staff cover:

- To provide cover for other staff working at the College as required.

Performance Management

Your annual performance review is based on this overall job description and with particular emphasis on your annual targets. **You are performance managed by the Assistant Principal**

Name:		Date:	
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Signed:		Signed:	
	(Principal)		(Member of Staff)



Cover Supervisor

Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process.

	Essential/ Desirable	Evidence Base
Qualifications		
Good Literacy and Numeracy Skills GCSE Maths and English or equivalent	Essential	Application Form / Certificates
Professional Experience and Knowledge		
Ability to communicate effectively with students, parents and colleagues.	Essential	Application Form / Interview
High level ICT skills.	Essential	Application Form / Interview
Able to plan and prioritise own workload, ensuring deadlines are met.	Essential	Application Form / Interview
Knowledge of child protection and health and safety procedures.	Essential	Application Form / Interview
Excellent inter-personal skills	Essential	Application Form / Interview
Ability to apply behaviour management policies and strategies that contribute to a purposeful learning environment	Essential	Application Form / Interview
An understanding of how schools and teachers operate	Desirable	Application Form / Interview
Skills/Attributes		
Ability and willingness to undertake professional development.	Essential	Application Form / Interview
Excellent communication skills, written and verbal.	Essential	Application Form / Interview
Ability to work effectively with and command the confidence of teaching and non-teaching staff	Essential	Application Form / Interview
Patience, resilience, and the ability to maintain a positive outlook to overcome barriers.	Essential	Application Form / Interview
Ability to remain calm under pressure, and work positively with children, who have behavioural issues, without confrontation.	Essential	Application Form / Interview
Flexibility and willingness to accept change, and work on one's own initiative.	Essential	Application Form / Interview
A good sense of humour, energy and enthusiasm.	Essential	Application Form / Interview
Empathy with children and young people, showing sensitivity to the needs of children/families from all backgrounds.	Essential	Application Form / Interview
Ability to work effectively as part of a team.	Essential	Application Form / Interview
Ability to maintain complete confidentiality and discretion at all times.	Essential	Application Form / Interview
Able to manage time effectively	Essential	Application Form / Interview



How to apply

Application deadline

Completed applications must be received by **9.00am, Monday 20th January 2025**.

Please submit your application to Emma McQuitty:

emma.mcquitty@educationsouthwest.org.uk

Completing your application

Candidates are asked to complete all the standard information required on the application form.

The Governors are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced disclosure via the Disclosure and Barring Service.

Discussion and visits

Visits to the College are welcome. Please arrange a suitable time with Emma McQuitty emma.mcquitty@educationsouthwest.org.uk. Telephone: 01548 852641 ext. 2502

References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are informed of the need to respond within the timescale set. In all cases, at least one professional reference is required.

The post will be offered subject to satisfactory completion of pre-employment checks.



**Blackawton Primary School * Christow Community Primary School * Coombeshead Academy * Dartmouth Academy
East Allington Primary School * Kingsbridge Community College * Kingswear Primary School * Rydon Primary School
Stoke Fleming Primary School * Teign School**

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