



IN OMNIA EXCELLENTIA

Cover Supervisor

Post Title:	Cover Supervisor
Hours:	32 hours per week, Term time only
Contract Type:	Permanent
Reporting to:	Cover Manager
Salary Range:	Grade C £23,115 - £24,140 pro rata per annum (actual salary £17,100 - £18,095 per annum)

Perins School, Pound Hill, Alresford, Hampshire, SO24 9BS

www.perins.net recruitment@perins.hants.sch.uk 01962 734361



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Letter from the Headteacher:

Dear Applicant

Thank you for showing an interest in this position at Perins School, part of the Perins Multi Academy Trust (MAT).

The successful candidate will have an important contribution to make to our growing and successful school and I hope that you will find the enclosed information helpful.

Perins school vision is clear: for everybody within our community to “Aspire today: inspire tomorrow”. Our students are supported through their Perins Experience, our name for their learning journey, by a proactive staff team who work closely with our learners to develop “Pride in Perins”, a set of values that drive our students to fulfil the three Perins Rights- Right to Learn; Right to be Respected; Right to be Safe, which are embedded in everything that we do.

Perins places individuals central to everything we do, we are committed to the well-being and professional development of all our staff and determined to provide an excellent education for all our students.

Perins School is a large and successful school in Hampshire, which is Ofsted rated ‘Good’, with up to 1200 students on roll. We are a popular, oversubscribed 11-16 school that is highly regarded locally and nationally, drawing from a wide range of primary and junior schools in the Alresford; Winchester; Alton and Basingstoke areas.

Perins is looking for inspirational members of staff who see working with young people as a vocation. You need to be willing to give of your time to build positive working relationships with our student body, involve yourself in the vibrant life of the school and develop opportunities to assist our learners to succeed.

Our extra-curricular offer is outstanding and participating in the plethora of extra-curricular activities available at Perins has proven to be a wonderful experience for all those involved, one which we hope will remain in the memories of our staff and students for the rest of their lives. We have ensured that through a high-quality provision we are known nationally for our sporting teams and activities with over 650 students regularly participating in sporting events outside of the school day. Over the years, we have also enhanced our provision within creative arts. The drama productions have led to a sense of pride rippling through the school– with the Perins Youth Theatre productions



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being so much more than just a 'bulk standard school production'. This has resulted in Perins reputation, across the wider community growing exponentially with each drama production we have staged, and the positive feedback we receive year-on-year continues to surpass our expectations.,

We have the highest expectations and aspirations for every member of our school community, with a broad, challenging, and inspiring curriculum, a robust and caring pastoral system, and a commitment to developing a true love of learning. Through your teaching skills and determination, you will be instrumental in working with other likeminded individuals in a team resolved to develop Perins vision for the future and accelerate our progress. You will have the drive and willingness to assist us in realising the ambitions we have for Perins' future and to take advantage of the opportunities ahead.

Our most recent Ofsted report confirms our status as a very good school. We acknowledge however, there is still a developmental journey ahead of us, with delivery of high-quality teaching and learning is pivotal in our future planning. The Trustees, Local Governing Board, Senior Leadership Team, and I are ambitious for all our students to ensure they experience the most outstanding education and achieve the highest possible outcomes that they can achieve.

I sincerely hope that you find the information provided informative, and that the position is attractive to you. All appointments to our staff are important; however, the appointment of the right staff to secure the continued success of Perins School is essential.

If you feel you are up to the challenge, to embark on this truly exciting opportunity of working at Perins School, with exceptional support provided by an experienced and committed team of lead practitioners and if you believe you can contribute to our exciting future, I invite you to make an application to be part of the amazing Perins staff team.

Yours faithfully,

Mark Nevola

Head of School



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Perins School :

Thanks to the local philanthropist Henry Perin, Perins School has been educating the youth of Alresford for over 300 years and is one of the oldest schools in the county. Henry Perin died in 1696 leaving funds in his will to build a school in Alresford to educate “19 poor men’s sons”. He stipulated those 6 boys should come from New Alresford, 5 from Old Alresford, 4 from Bishops Sutton and 4 from Cheriton. The school was founded in 1698 and a group of trustees, the rectors from the four parishes, established to oversee the school.

The school was built on the corner of West Street and The Dean in Alresford. The building still stands and is now home to the Shapla Indian restaurant. Perins moved to its current location in 1910 having outgrown the original building though this continued to be used for borders. The new Perins School provided 7 new classrooms including a science laboratory and was seen as a major development in education.

Perins is now a school of approximately 1200 students with 7 feeder schools from the local area, and a large percentage of students travelling from Basingstoke.

Pride in Perins :

At Perins school we believe every member of our community has this set of basic rights. For teaching staff, the “right to learn” is extended to include the “right to teach”. To assist in driving our ethos the following Perins values underpin our clear succinct set of rights.

The Perins values are examined in detail alongside key citizenship issues in discrete timetabled Life Studies lessons, which allow for discussion, leading to a greater depth of understanding of the key features and expectations that make Perins the school it is today and prepares our students for the world beyond school.

Throughout the “Perins Experience”, Form Tutors, Heads of Year and Heads of House all work with a sense of unity to promote the Perins values setting clear citizenship goals, which work in



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tandem with our wider expectations of our Perins community working with each other, and for each other.

The Perins values are evident and are embedded in the school curriculum subjects and throughout our extra-curricular offer, making Perins a desirable place for people to come in order to undertake their learning or teaching journey.

Our school community has true ownership of its values and what can only be described as a clear "Pride in Perins."

A graphic with a dark blue background and a pattern of small blue and green squares. In the top left corner is the Perins School logo. The title "Pride in Perins" is written in large, white, bold, sans-serif font. Below the title, a list of six values is presented in a white, sans-serif font, each starting with a large, bold initial letter: Participation, Excellence, Respect, Independence, Nurturing, and Safe.

Participation
Excellence
Respect
Independence
Nurturing
Safe



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Overview:

At Perins we have a team of Cover Supervisors that are employed to supervise classes during the short-term absence of a teacher. The work you will be supervising is set in advance by the class teacher and you will be responsible for ensuring the work is completed, ensuring the students are on task, helping them to interpret the work they have been set and answer any questions that they may have. You will be a confident individual who is able to manage the behaviour and work of various classes of varying ages between 11 -16.

Key Responsibilities

- To supervise whole 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.



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- 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 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.

Professional Development

- Undertake such training and reading as may be necessary to maintain an up-to-date skill set for the role
- To take part in performance management reviews

Person Specification

Qualifications	
Educated to GCSE Level C or equivalent in Maths and English	E
Trained to NVQ3/A Level Standard	D
Experience	
Excellent IT Skills. Understanding of the use of software packages and other relevant packages.	E
Will have worked with children in another setting	D
Experience of working successfully and co-operating as a member of a team	E
Skills – Personal	
Well organized and presented	E
Punctual	E
Good literacy skills and numeracy skills	E



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Excellent communication skills and the ability to clarify and explain instructions clearly and communicate effectively with a wide range of people	E
A true desire to work with children	E
Empathy with students and sympathetic to their needs	E
Promote a positive working environment	E
To use own initiative	E
Ability to work well under pressure	E
Enthusiasm, hard work	E
Ability to prioritise own work	E
Sense of humour	E
Knowledge	
The nature of the routine tasks that need to be completed on a daily basis	E
Professionally discrete and able to respect confidentiality on particular issues	E
The roles and responsibilities of teachers	D
Understanding	
Willingness to undertake such training and reading as may be necessary to maintain an up-to-date skill set for the role	E
Understanding and commitment to creating a Safeguarding culture within the school	E

Applicants who fail to adequately address the relevant criteria in their application form and supporting statement will not be considered.



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Benefits:



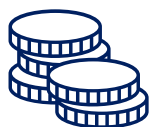
Remuneration All our teaching positions are based on the national teaching scale. If you are a UQT, we will assess your experience, and remunerate appropriately. Support staff salaries are based on HCC



Holiday Our teachers have an additional week in the October half term. Support staff have a generous annual leave allowance, that is either wrapped up in your monthly pay (term time only contract) or can be taken at any time during the year (52 week contracts)



Pension Teaching staff benefit from the Teachers Pension, and Support staff benefit from membership in the Local Government Pension scheme. These pension schemes are renowned for their generosity.



Discounts We offer a wide range of voluntary discounts via our partners KAARP



Employee Assistance Programme We offer resources and programmes to support your physical, mental and financial wellbeing. We also have a team of Mental Health First Aiders within the MAT who you are able to reach out to should you need to. We also offer an Employee Assistance Programme for those that may need it.



Preschool Reduced preschool fees at Perins Pre School based on Sun Hill Junior School site.



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After school club reduced fees at Alresford Youth Association's afterschool club based at Sun Hill Junior School



Training We have a strong CPD ethos, and encourage life-long learning. Regular CPD sessions are held at school



Free onsite gym



Free **tea and coffee**, and ample staff social areas including garden. Weekly 'cake break' hosted by each department



Cycle to work scheme



Free car parking



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Guidance on the information you need to include in your application form

In order for you to be considered for the position, it is important that you complete the application form fully. This ensures that all applicants are providing us with the same type of information. Please use the information available to you and your knowledge of the role to assist you in completing the application form. Incomplete application forms will delay our recruitment process.

Employment history

Current Employer

Enter information about your current employer. If this is your first job after school or college, please give details of weekend, evening jobs, or work placements.

Previous employers

Please provide information about all of your previous employers including permanent, temporary or interim roles. To do this, simply add more sections.

You must give a **full** history in chronological order since leaving secondary education, including periods of any post-secondary education / training, part-time and voluntary work. If you have any gaps in your employment, please indicate the reasons for this.

Include full time employment, with start and end dates.

Provide explanations for periods not in employment or education / training and reason

Formal education

Enter your educational qualifications such as NVQs, GCSEs, O-Levels, A-Levels, AS Levels, Highers, and Degrees. Include all subjects and grades/scores.



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Job specific information

The questions in this section will depend on the role you are applying. Ensure you complete all questions.

Safeguarding children and adults

The Perins MAT is committed to safeguarding children and promoting the welfare of children, young people and adults. We expect all employees, workers and volunteers to share this commitment. All our recruitment and selection practices reflect this commitment.

For roles working with children and children's data, we comply with the "Safer Recruitment" national guidelines. Ideally, we will take up references before the interview for these roles; however, we do understand that with some positions this is not always possible. We will always be discrete, and if the role that you are applying for allows, you will have the option to let us know if you do not want us to contact your current employer.

Employment references for Safer Recruitment roles should not be from a colleague. They should be from your manager, supervisor or someone who is in a position of authority. It is our preference that referees are provided from **different** schools if you have worked in school environments previously.

If you are not currently working with children or adults but have done so in the past, it is important that you provide a reference from this employer.