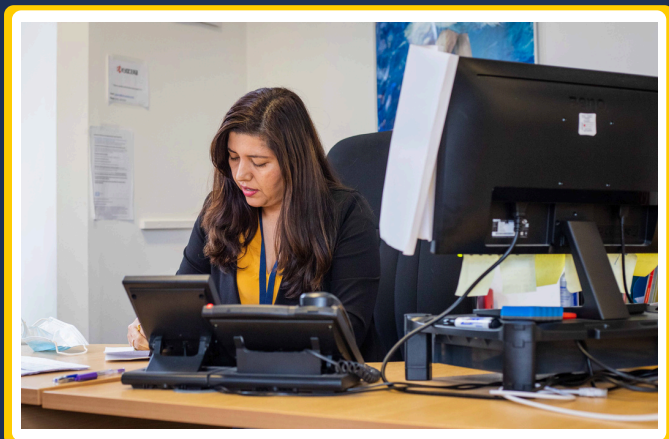


Cover Supervisor / Teacher





Reading School

Introduction

Reading School is an amazing place to study and work. Our School was founded in 1125 and, through its 900-year history, we have provided world-leading education to tens of thousands of students. With this rich heritage and depth of tradition, it should be no surprise that our academic reputation is second to none. Our Year 13 students are consistently awarded A* to B grades in more than 90% of their A-Level entries, and those sitting GCSEs regularly achieve the very top grades in more than 85% of their courses.

This is not what matters to us most though. We consider these outcomes a necessary, but insufficient measure of a student's education. Education is much more than grades, and learning is much more than retaining information. Education is the business of hope. It sustains society, nurtures culture, inspires innovation and enables the best in humanity.

Education matters, because people matter.

At Reading School, in all we do, we therefore seek to nurture curiosity, inspire service and build character. We promote honesty and community as well as excellence and leadership.

We encourage our students to find resilience at the bottom of the ruck, humility on the podium, delight when encountering difference, patience when practice is tough and integrity when no-one is watching.

As a school of character, we believe that your actions can and will make a difference to you and others. We are a values-based organisation that focuses on growth and development. Our core values underpin everything that we do and our staff, both teaching and associate, role model these values.

If you are thinking about joining our team you can find out why it might be the right fit for you. Our team is proud to make a positive impact and strives to put values in to action – excellence, integrity, leadership and community.

Chris Evans
Headmaster

Are you...

- Looking for a career in secondary education?
- Considering a career in teaching?
- Able to work as part of a team and learn new skills?

The role of Cover Supervisor is the perfect opportunity to become involved in the learning of young people. The primary purpose of the role is to introduce work to students and support their learning in the absence of the classroom teacher.

What you will do:

- Play a vital role in supervising lessons where students complete work set by a qualified teacher.
- Effectively manage the classroom as a safe, controlled and supporting learning environment.
- Give feedback about the conduct of students in the lessons.
- Establish good working relationships with students.
- Follow the guidance on the conduct of lessons.

What we are looking for someone who:

- Is a committed team player.
- Wants to support young people in their learning.
- Has good interpersonal skills.
- Is organised, flexible and reliable.
- Can sustain high standards in lessons when teachers are absent.
- Understands the needs of individual students, especially those with special educational needs and those who may require additional support.

Whilst previous experience of working in a secondary school setting is advantageous, it is not essential.

At Reading School, we have a clear educational philosophy and a deeply rooted commitment to social mobility. In all we do we seek to nurture character and develop academic excellence, and we know that what we do really matters. More than 10% of our Year 7 students come from disadvantaged backgrounds and we are proud of the difference that we make. In 2023, the school was rated the Sunday Times South East State School of the Year.

We are a short walk from central Reading and close to transport links. Reading is a diverse place to live with arts, culture and heritage at the heart of the town.

This is a permanent position starting in September 2024. Part-Time Working / Job Share will be considered for a suitable candidate.

Hours of work: 37 hours per week (full-time), term time only plus one week

Associate Staff Pay Grade: RS03 Points 5 to 7 (Annual Salary: £23,500 - £24,294 per annum (FTE); £20,393 - £21,082 per annum (actual))

Teacher Pay Scale may be considered for a suitable candidate.

Deadline for Applications: 9am, Monday 13 May

For details of how to apply, click [here](#).
Find the full job description [here](#).



What can we offer you...

- Generous annual leave entitlement plus bank holidays (part-time employees will receive the same entitlements on a pro-rata basis):
 - On appointment: 29 days
 - After 5 years' service: 31 days
- Pension (optional): Local Government Pension Scheme with generous pension contributions.
- Private Health Medical Insurance (employee contributed, competitive corporate rate).
- An absolute commitment to growing and developing all of our staff, encouraging both personal and professional development.
- Opportunities to innovate and lead extra-curricular or pastoral projects if desired
- A staff body based on values of support, kindness, calm and caring responses.
- A school where you can really make your mark and where you will feel valued.
- International connections and partner schools in Kenya, New Zealand, Denmark and South Africa.
- Free on-site car parking near central Reading and walking distance of Reading Station.
- Free use of on-site fitness suite.
- Annual eye care for regular DSE users.
- Ride to Work and Technology schemes.

Character Education is at the heart of all we do...

Reading School believes Character Education belongs at the heart of the curriculum. The Reading Way is a holistic approach with a broad curriculum that encourages intellectual curiosity, whilst enriching and developing the sporting and artistic lives and cultural capital of our students.

The aims of academic excellence and character excellence are complementary: we want our students to flourish through sustained high performance and personal development.

The Reading Way invites all staff (Teaching and Associate) to work together with students and parents, to learn with and from each other, acting with purpose and leading in order to serve both the school community and beyond.

Electives are an integral part of our ambitious curriculum intent that seeks to develop excellence and build people to be people of substance and character. They are a positive feature of our rich and ambitious curriculum offering, giving our students access to an inspiring, broad range of opportunities to flourish. Through harnessing choice our students are supported and challenged to create energy, enhance intellectual curiosity and be accountable.

The implementation of the Electives programme is based around opportunity, intellectual curiosity, cultural capital, nurturing of skills and application of knowledge, wellbeing and collaboration.

We run 100 Electives per week, timetabled in Period 7 daily and staff are encouraged to contribute in areas of interest.



Reading School's Future Stories programme operates in partnership with local primary schools to develop and support a range of activities.

Its focus continues to be on developing supportive mentoring relationships between primary school pupils and Sixth form students who give their time and energy to support the programme.

We have also developed and sustained a model of online mentoring that has proven to benefit students in need of additional 1:1 support or encouragement to improve their attainment and self-confidence.

You can get involved in delivering fun interactive sessions to primary school students. These sessions are supported by our senior prefects, who greatly benefit from the opportunity to develop their leadership skills and support other students in our local community.

Our Co-Curricular Programme is designed to enable our pupils to extend their aspirations, skills and a range of interests beyond the classroom.

We have numerous available activities including Dungeons and Dragons Club, Robotics, Drama, Music, Combined Cadet Force (CCF) and a wide range of sports, including rugby, lacrosse, football and cricket. However, we are always open to giving staff the freedom to open up new opportunities for our students.

You can discover more about the opportunities you can get involved in on [our website](#).

*Learn, lead
and serve...*





A Rich History and a Promising Future

Reading School has a rich history and we wish to build on our impressive past and current achievements and successfully realise the school's ambitious development plans.

Founded in 1125 as part of Reading Abbey, Reading School is the tenth oldest school in England. In 1486 the school was refounded by Henry VII as a 'Free Grammar School'. After the dissolution of Reading Abbey in 1539, the School fell under the control of the Corporation of Reading, its status being confirmed by Henry VIII in 1541.

This was reconfirmed in the Royal Charter granted to the Corporation of Reading by Elizabeth I in 1560.

During the Civil War the School was used as a garrison by Royalist forces and in 1665 Parliament, forced out of London by the Great Plague, took over the school house.

After a period of declining numbers, the School was given a renewed lease of life with the passing of the Reading School Act in 1867 which clearly set out its administration and funding.

"Reading School is the tenth oldest school in England."

The buildings designed by Alfred Waterhouse were opened in 1871. The development of Reading School was strengthened following the 1944 Education Act and the school retained its selective status in 1973 after a petition signed by a third of all voters in Reading.

February 2011 witnessed Reading School converting to Academy status.

Since 2012, there have been improvements to examination results at both GCSE and A Level in addition to the development of a new Refectory, Computer Science facilities and 4 Biology laboratories and 3 Chemistry laboratories.

Academic Excellence

Our aim to be a World Class School is shaped by the central importance of academic achievement. We have an outstanding academic track record. Indeed, recent examination results have placed Reading School among the top ten performing state schools in the country. In terms of its academic performance, the 'free Grammar School' competes strongly with independent schools costing up to £45,000 per year. For instance, in 2023, 90.1% of Year 13 students were awarded A*- B grades at A Level, with over 20% of candidates achieving at least three A* grades. Furthermore, at GCSE 88.3% of entries were awarded grades 9-7 and 100% of pupils gained five grades 9-4 including English and Maths. In 2022, 49 students were offered places studying at Oxford and Cambridge Universities, medical school, veterinary medical school, or Ivy League Colleges. In January 2023, 23 students have been offered places at Oxford and Cambridge. Regularly, over 80% of places are gained at Russell Group Universities. A broad and balanced academic curriculum is one of Reading School's greatest strengths. All students study separate science and a modern or ancient language at GCSE. All students follow a three-year KS4 and will be eligible for the English Baccalaureate. The large sixth form of over 360 students offers a wide range of subject combinations covering Maths, Sciences, Humanities, Languages and the Arts. We were awarded the accolade of State Secondary School of the Year 2023 (South East Region) by the Sunday Times.

Building Character

Whilst academic excellence is important, Reading School also offers an exceptional all-round education designed to give each student an opportunity to fully explore their talents. We also value character excellence as evidenced in July 2022 when we were awarded the 'Character Education Kitemark Plus' by the Association of Character Education (ACE) and we are a Regional Hub of Character Excellence. The school offers an extensive extra-curricular programme and has an enviable reputation in Music. Students from Year 9 are able to participate in the Combined Cadet Force (CCF) and there is a thriving 'Future Stories' programme through which the School is able to share expertise and resources with Primary Schools. Reading School is especially proud of the development of International Partnerships and since 2012 we have nurtured links with Schools in Australia, New Zealand, Denmark and Kenya. In addition, our students have represented the UK in competitions held in St Petersburg, Hong Kong, Pittsburgh, USA and Sydney, Australia. The myriad of enrichment opportunities offered are only possible through the commitment of staff, support of parents and the generosity of the Reading Foundation and the Old Redingensians Association. Learning beyond the classroom, whether it be a Year 8 trip to Finland or Iceland or a Rugby tour to Japan is a crucial component of the experience of Reading School. Enrichment activities complement and extend the experience of academic lessons. We are fully committed to developing and extending opportunities for students, through the Reading Way. We are committed to both academic excellence and building people of substance.

Pastoral Care

Reading School prides itself on delivering high standards of pastoral care. Each student is a member of a House. Currently there are five houses: County, East, School, West and Laud. In Year 7, each student has a Form Tutor who is also the Head of House. This system helps Heads of Houses to get to know all students.

The School offers an excellent personal development programme which focuses on nurturing integrity and character. This is supplemented by the work of the Chaplain, Learning Consultant and the experienced Special Educational Needs Co-ordinator and a Transition Lead.

Therefore, it is true to say that at Reading School we believe in the development of the heart and the head.

Boarding

Boarding is an integral part of the fabric and character of Reading School. The quality of the Boarding experience was judged to be 'outstanding' by Ofsted in March 2020. There are 87 weekly boarders from Years 7-13 in two boarding houses, East Wing and South House. As Reading School is a state school, boarders do not pay tuition fees. The Headmaster is Head of Boarding.

Admissions

Students are admitted to the School at the age of 11 and are required to sit entrance examinations. External qualified post-16 students are admitted to the Sixth Form.

Reading School is an academically selective, state school and is oversubscribed. The Governing Body are committed to encouraging increased opportunities and promote social mobility through the 'Future Stories' project which seeks to encourage students from all backgrounds to apply to sit the Entrance Test.

Facilities and Finance

Situated near the centre of Reading, the School offers good facilities which have undergone improvement recently – a Refectory in 2012, new Computer Science laboratories in 2013, refurbished Lecture Theatre in 2014, Fitness Suite, 7 new Biology and Chemistry Laboratories in 2018 and refurbished Physics Laboratories in 2022.

The School has ambitious plans to develop the site, especially relating to Sports Facilities and a Sixth Form Centre.

Leadership and Governance

Leadership

The Headmaster, Chris Evans, is supported by the Senior Leadership Team, comprising of the Deputy Headteacher, five Assistant Headteachers, Finance Director, Executive Assistant and the Head of Operations and Projects. This group meets every morning, with a strategic meeting after school every Monday.

Governance

As an Academy Trust, Reading School is a charitable company limited by guarantee under the overall authority of the Governing Body and the Headmaster. The school site is owned by a charitable trust, The Reading Foundation, established in 1986.

The Governing Body is chaired by Mr Robert Kenwick and comprises 16 Governors who are Directors of the Reading School Academy Trust Company and is served by an effective, experienced Clerk to the Governors.



Cover Supervisor / Cover Teacher

Reports To

Cover Manager

Grade / Pay Scale

RS03 (Points 5 - 7)

Annual Salary

£23,500 - £24,294 per annum (FTE); £20,393 - £21,082 per annum (actual)

Teacher Pay Scale may be considered for a suitable candidate.

Hours of Work

37 hours per week (full-time), term time only plus one week

Employment Status

Permanent

Reviewed

Annually

Job Purpose

To supervise whole classes during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities.

Please note any reference to Cover Supervisor will apply to Cover Teacher.

Duties and Responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the headteacher.

Reading School is committed to safeguarding and promoting the welfare of our students.

We expect all staff working in the school to share in this commitment and contribute to:

- Providing a safe environment for our students to learn in.
- Identifying safeguarding concerns and taking action in line with our safeguarding policy.

Main Duties

- Supervise Classes when a teacher is absent, as requested by the Cover Administrator.
- Complete registration for absent teachers, ensuring registers are completed correctly and returned to the office.
- Collect work that has been set by the Head of Department or sent in by the absent teacher and use this work when supervising a class.
- Manage student behaviour according to the School Behaviour Policy and report any problems to a senior member of staff if necessary.
- Collect completed work from lessons and ensure this is given to the Head of Department, or other subject teacher.
- Supervise students during morning break.
- Undertake exam invigilation (under Exam Officer's instruction).
- Complete administration duties for departments and associate staff when no cover work is needed.
- Put up classroom displays or assist others with this.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Person Specification for Cover Supervisor

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications / Education / Training	<ul style="list-style-type: none"> • GCE A Level equivalent qualifications • GCSE Grade C or above in Maths & English 	<ul style="list-style-type: none"> • Degree Level qualification or equivalent
Experience	<ul style="list-style-type: none"> • Previous experience working with young people 	<ul style="list-style-type: none"> • Previous experience working in a school environment
Skills and Ability: Knowledge, Skills and Competencies	<ul style="list-style-type: none"> • The ability to form effective relationships with groups of students • The ability to manage student behaviour in a consistent and effective way • High level interpersonal skills • The ability to work well under pressure • Willingness to learn new skills • Personal organisation skills • Flexibility and a willingness to undertake any level of task • ICT and keyboard skills 	<ul style="list-style-type: none"> • Coaching & Mentoring Skills • The ability to offer any extra curricular activity for students related to an area of personal interest • ICDL qualification or equivalent
Skills and Ability: General Attributes	<ul style="list-style-type: none"> • Confident when dealing with groups of students & colleagues • Hardworking and conscientious • Reliable and trustworthy • Good attendance record • Self motivated and proactive 	<ul style="list-style-type: none"> • Willing to take a full and active part in school life

In order to conform with our Safer Recruitment process, all applicants must complete an application via our recruitment portal. Links to the portal can be found on our website:

<https://www.reading-school.co.uk/vacancies>

Stand-alone CVs will not be considered for shortlisting.

Forms can be downloaded from the [vacancies section](#) of the Reading School website.

Deadline for Applications: 9am on Monday 13 May

We anticipate interviews will take place the following week.

Applications will be reviewed on receipt. Early application is advised as we hold the right to close the application process early if a suitable applicant applies and is appointed.

Safeguarding guidelines look to references being obtained prior to interview. Please ensure any referees who you are happy for us to contact before interview are aware that they may be asked to provide a reference with a relatively short deadline.

Reading School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be willing to undergo an Enhanced DBS Disclosure. Full details of our Safeguarding - Staff Recruitment Policy and Data Policy can be found on [our website](#).

Reading School seeks to create a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

If you have any queries regarding this role, please contact:
hr@reading-school.co.uk

or by telephone:
0118 901 5600



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