



Orbis
Education
Trust



Kingsthorpe
College



Kingsthorpe College

Orbis Education Trust

Cover Supervisor

RECRUITMENT PACK

December 2024

About

Orbis Educational Trust

Orbis Education Trust was founded In September 2021 and comprises of:

- **Southfield School**, 11-18 years of age, single sex (mixed sixth form), 1,200 place secondary school (Ofsted rating – Good, with outstanding features (April 23).

- **Kingsthorpe College**, 11-18 years of age, mixed sex, 1,500 place secondary school (Ofsted rating – Good, December 2019).

A third school will soon join the Orbis family;

- **Hanwood Park School**, 900 place secondary school.

Our mission is:

'To provide world-class education and extra-curricular activities, that empower every student to achieve their full potential. Through collaboration and innovation, we strive to create a learning environment that is inclusive, supportive, and challenging, and that inspires students to pursue their interests and passions.'

We are committed to closing the 'enrichment gap' and providing all students with a wider education to develop their life skills. In our schools we have Combined Cadet Force (CCF) contingents (Royal Navy and Army), and extensive Duke of Edinburgh award programmes along with a broad enrichment offer.

We understand that every child is different and, therefore, encourage a culture of collaboration that embraces the views of pupils, parents/carers, staff and trustees. It is important that all stakeholders feel an integral part of the Orbis family.

As a trust, we are dedicated to working together to share best practices and resources and providing our students with a diverse range of opportunities that prepare them for success in whatever path they choose to follow.

Staff Wellbeing

We truly believe that our staff are our greatest asset. We start from a position of professional trust and empower our staff to be the best they can within their roles. We know our staff want to deliver the best possible experience and outcomes for our students and we see it as our duty to make sure the training, wellbeing and motivation we provide to our staff allows this.

We continuously review our benefits package to balance the importance of career satisfaction, development and achieving a balanced approach to work and personal time and commitments.

Professional development is at the core of any profession. We ensure that staff have every opportunity to develop their teaching throughout their career. Our schools have a professional learning afternoon each week that enables staff to focus upon up to date, research led and relevant Continuous Professional Development.

What we offer:

- A competitive salary;
- Healthcare scheme for staff members and their families;
- One early or late finish per fortnight for teaching staff;
- Automatic progression through pay points;
- Extensive Continuous Professional Development;
- An in-house Leadership Development Programme;
- Career progression opportunities, we will always recruit internally where possible;
- Competitive pension;
- Generous paid holiday entitlement (support staff)
- Opportunities for flexible working Including a nine day fortnight;
- Free parking;
- A staff wellbeing day during term time;
- Cycle to Work Scheme;
- Discounts on holidays and retailers;
- Collection and delivery of dry cleaning;
- Long service awards and social events;

Job Details

POST OF:	Cover Supervisor
AT:	Kingsthorpe College
Hours:	33.5 Hours per week - Term Time - plus 2 training days
COMMENCEMENT:	January 2025
CONTRACT TYPE:	Permanent
SALARY:	Orbis pay scale 10-14 (£24,507 - £26,134 FTE), actual pro rata salary £18,966 - £20,226 per annum

Joining Kingsthorpe College

There is a vibrancy and an energy across our college. We firmly believe that Kingsthorpe College is successful because we work so well with each other

At Kingsthorpe College, we are passionate about providing opportunities for all our students to achieve artistic, athletic and academic excellence. We very much believe that our role is to help develop successful learners, confident individuals, and responsible citizens. In addition to ensuring that all our young people achieve their potential in these areas, there is also a genuine commitment to respect for individuals which is demonstrated in the daily life of the College.

High quality relationships are at the heart of everything that we do. We want our young people to be happy, confident, curious, and resilient learners. We know that this can only happen if relationships are built on trust and mutual respect. We believe that when young people feel safe and secure, everything is possible, and we promise to do our utmost to make sure that we unlock the potential in everyone.

All we can ask from our students is that they do their best, and we value hard work, determination, and thoughtfulness. We are proud of the extracurricular provision that we can offer, and we work hard to give our students plenty of opportunities to develop their confidence and creativity – both in and out of lessons.

We believe in clarity of communication, and the power of feedback. We always welcome open and honest dialogue between all those involved in and with the College. We are excited and optimistic about what the future holds for the young people and community which we serve.

Our Values and Ethos are:

Aspiration, Responsibility, Respect and Care

- To significantly stretch the performance and achievement of every student.
- To provide an exciting curriculum that makes learning enjoyable.
- To develop in each student a positive self-image and sense of worth.
- To promote high aspirations and high expectations.
- To develop respect for, and the recognition of, the needs of others.
- To enable each student to make informed decisions and exercise their rights and responsibilities.

To achieve all of this we will:

- Work in close partnership with students and their families.
- Engage effectively with other services in meeting all students' needs.
- Sustain an ordered community where expectations are consistently applied.
- Encourage students to take responsibility and develop leadership skills by working with each other.
- Promote enrichment activities which build on the curriculum and develop personal qualities.



Cover Supervisor

Contract type:	Permanent
Hours:	33.5 hours per week
Working Pattern:	8.15am to 3.15pm (Monday Tuesday, Thursday & Friday) 8.30am 4.30pm (Wednesdays) with 30 Minute unpaid lunch break each day.
Weeks:	38 weeks per year (38 weeks of school term time plus 2 additional training days week)
Holiday:	Pro rata entitlement of 28 days plus bank holidays taken during periods of school closure
Pension:	Generous local government pension scheme from day 1.

The Cover Supervisor plays an important role in our college, maintaining continuity of education for students in the absence of their regular teacher, ensuring that the work set is understood and completed and promoting high standards of conduct and learning. You will be an integral part of a friendly and committed team of staff. You must also be able to work on your own initiative as well as in a team.

The post is an ideal stepping stone for anyone seeking a career in education and a number of former cover supervisors have gone on to complete teacher training successfully. Prior experience of working in a school would be an advantage but not essential.

The successful applicant will be morally aligned to our whole school ethos, have a positive, adaptable approach, and have the ability to create strong relationships with both students and staff.

Closing date is 9.00am Wednesday 8th January 2025

To apply please follow <https://mynewterm.com/jobs/138932/EDV-2024-KC-90380>

Please note the College cannot accept CVs.

For more Information email: recruitment@orbismat.com

Kingsthorpe College, Boughton Green Road, Kingsthorpe, Northampton NN2 7HR Tel: 01604 716106

Kingsthorpe College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment



Job Description

JOB PURPOSE:

To supervise classes in the absence of a member of teaching staff and to carry out other supervision duties and administrative tasks as required.

PRINCIPAL RESPONSIBILITIES:

- Work in conjunction with the student services team on a daily basis and under the direction of the relevant Head of Department/Class Teacher when supervising lessons or undertaking administrative duties.
- Liaise with the student services team regarding duties before and after school and at break time.

Classroom Cover

- Liaise with the data admin team to determine absence cover required and the relevant Heads of Department to confirm the work set by the absent teacher.
- Create an orderly and purposeful environment in which students can complete set work.
- Register and supervise students to monitor lesson progress and to report on the progress and behaviour of students to the absent teacher/Head of Department.
- Work as part of the library team to support independent learning and organise resources.
- Ensure work is marked and left for the teacher on their return from absence.

Support

- To collate a bank of 'cover supervision' work for subjects at KS3 and KS4 in liaison with Department Heads.
- To support with admin duties or SEN students when not required for cover supervision duties.
- Provide support to departments when classroom supervision is not required
- General support wherever necessary within the school i.e., library supervision, SEN department

Educational Visits

- To provide supervision of small groups of students on educational visits under the direction of the trip leader and to ensure the health and safety of those students.
- To participate in the organisation and supervision of school activity days.

Examination Invigilation

- To help to supervise groups of students taking internal and external examinations or students who are entitled to support or extended time for external examinations.

Other responsibilities

- To undertake training in classroom management and any other relevant training that may be required.
- To support SEND, Pupil Premium and Looked After students where required.
- To supervise internally excluded students when appropriate,
- To observe the requirements of GDPR at all times.
- Have experience of working / dealing with other people in order to enable effective interaction with members of staff, parents, students, and outside agencies.
- Have appropriate IT skills and experience of organising administrative / organisational systems.
- Undertake relevant training that will enhance the role within the College.
- Work towards ensuring adequate cover for absent colleagues.
- Manage the workload on a day-to-day basis.
- Be aware of and adhere to KC procedures for health and safety.
- Other duties in support of the College as decided by the Head teacher within the scope of this post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks will be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person Specification

Attributes		Essential	Desirable
Education and Qualifications	<p>5 GCSEs including English and Maths at grade 9-4/A*-C (or equivalent)</p> <p>Advanced level</p> <p>University Degree</p>	<p>✓</p>	<p>✓</p> <p>✓</p>
Experience and Skills	<p>Excellent interpersonal skills</p> <p>Well organised</p> <p>Ability to deal with crisis and behaviour management in challenging situations</p> <p>Ability to stay calm at all times</p> <p>Ability to work in a team</p> <p>Ability to communicate effectively i.e. support Staff, teachers, parents and students.</p> <p>Ability to maintain confidentiality</p> <p>Be motivated and have the ability to take initiative and work independently</p> <p>Flexibility</p> <p>Committed to own professional development</p> <p>Experience of working with young people.</p> <p>Familiarity with ICT for learning.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
	<p>Clean and smart appearance.</p> <p>Ability to work flexible hours on occasions which could include school trips.</p> <p>Willing to undertake training courses that are relevant to the duties of the post or are required for Health and Safety reasons.</p> <p>Committed and reliable.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

Suitability to Work with children	Candidates must be able to undergo successful checks in line with standards for 'Safeguarding Children and Safer Recruitment in Education'. Appropriate and relevant references will be checked. Understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she has responsibility or with whom he/she has contact.	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities. Commitment to equal opportunities in the delivery of the curriculum.	

