



Cover Supervisor

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We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please apply as early as possible.

Dear Applicant,

Thank you for your interest in joining our team.

We truly believe that Abbey College is an excellent place to work. We have high aspirations for our staff and students and recognise that a happy and well-supported body of staff are essential to reaching our goals as a College.

We are committed to staff development and have a full and extensive programme of CPD activities laid on throughout the year. We are proud to hold the Early Career Development Quality Mark, which recognises our effective support and development of colleagues in the early stages of their career.

At Abbey College, we aim to provide an excellent education and the best opportunities for the students in our care. As society continues to change, it is important that our school provides a safe and stable environment where all young people feel valued and can learn and achieve to the best of their abilities.

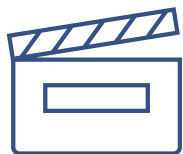
In 2022, our students made above-average progress in their GCSEs and A-Levels, with 51% achieving a grade 5 or above in English and Maths at GCSE and a 96% pass rate in our Sixth Form.

A student's education is not a dress rehearsal; they only get one chance. We believe that high quality teaching, learning and engagement is at the heart of every good school. We run a wide variety of extra-curricular and leadership opportunities for our students allowing them to show their potential in many ways.

I look forward to receiving your application on the enclosed application form, together with your covering letter. If you would like more information about the College, please contact HR.

Mr Andy Christoforou

Headteacher, Abbey College



School video



Curriculum journey



Prospectus



About Abbey College

Abbey College, Ramsey, is located in a small market town almost halfway between Huntingdon and Peterborough and within easy reach of Cambridge and London. The College is set within extensive, historic and beautiful grounds close to the Parish Church of St Thomas A Becket.

The College is a large 11-18 school with a catchment which extends over a wide rural area. There are approximately 1090 students on role, including a sixth form of 120. We currently have around 60 teaching staff with an additional support team of around 40 members of staff.

The Abbey College Spirit is the set of virtues that underpins our community. The spirit comprises of three key virtues: humility, intuition and passion, which we expect all members of our school community to work towards. The colleges' reward system is based around the virtues; students are recognised when they demonstrate the virtues both in the wider-school and in the community. Students work towards a bronze, silver and gold award over the course of KS3 and wear their badges with pride when they receive them.

For more information about day-to-day life at the College, visit our Facebook page: www.facebook.com/RamseyAbbeyCollege.

“Leaders and governors have established a culture of high expectations and aspirations for pupils.”

Ofsted 2018

About Ramsey

Ramsey is a historic English market-town in the district of Huntingdonshire and the county of Cambridgeshire, which was established around the Ramsey Abbey, a Benedictine monastery. Subsequently the town is brimming with history and has retained a quaint, rural feel.

However, do not be fooled, Ramsey is just 20-25 minutes from bustling cities Peterborough and Huntingdon, and its close-proximity to the A1 motorway also means it is just 40 minutes from Cambridge and 45 minutes to London from Peterborough train station. Therefore its positioning grants it a perfect combination of both rural charm and city comforts.



Job description

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

The responsibilities of the post will be in accordance with the Teacher's standards, latest School teachers' pay and conditions, school's policies and under the direction of the Headteacher.

Job role and purpose

- To supervise whole classes during the short-term absence of the class teacher.
- Maintain the highest standards of student behaviour at all times.
- Work in conjunction with all staff to support student behaviour, welfare and achievement.
- Ensure that students understand and subscribe to the values and ethos of the school.

Cover Supervisor

Start: September 2024

Application deadline: 12th July 2024

Shortlisting: 12th July 2024

Interviews: 15th or 16th July 2024

Salary: Scale 5 / 6 Point 12 (£26421) to point 22 (£31364)(Pro Rata)(Dependant on

Experience). 37 Hours per week Mon-Thurs:

08.20 -16.20, Friday 08.20-15.50 (30 min

lunch) - 39 weeks; Term Time Only + 5

Training Days (Sept/Oct/Jan/Feb/April)

Safeguarding:

The Cover Supervisor will have:

- The ability to safeguard and promote the welfare of children and young people
- Appreciation of the significance of safeguarding and ability to interpret this accurately for all individual children and young people whatever their life circumstances
- A good understanding of the safeguarding agenda and an ability to contribute towards a safe environment

The duties and responsibilities of the subject element of the post may vary from time to time according to the changing needs of the school. Any section of the job description may be reviewed at the discretion of the Headteacher in the light of those changing requirements and in consultation with the post holder and governing body.

A more comprehensive job description and person specification can be found below.

Please complete the attached application form and return with a covering letter of no more than one side of A4 to Lee Valentine
lee.valentine@abbeycollege.cambs.sch.uk

Job Description: Cover Supervisor

Working Hours: Mon-Thurs: 08.20 -16.20, Friday 08.20-15.50 (30 min lunch)

Hours per week: 37

Number of Weeks: 39 weeks; Term Time Only + 5 Training Days (Sept/Oct/Jan/Feb/April))

Grade: Scale 5 / 6 Point 12 (£26421) to point 22 (£31364)(Pro Rata)(Dependant on Experience).

Purpose:

- To supervise whole classes during the short-term absence of the class teacher.
- Maintain the highest standards of student behaviour at all times.
- Work in conjunction with all staff to support student behaviour, welfare and achievement.
- Ensure that students understand and subscribe to the values and ethos of the school.

Responsible to: SLT Link in charge of cover

Duties & Responsibilities

- To supervise classes/students across the curriculum in following a programme of study during the short term absence of their class teacher.
- Act as a role model, maintaining high standards of student work, conduct and behaviour and use a range of strategies to deal with classroom behaviour as a whole and also individual behaviour.
- Log any behaviour incidents and follow them up in line with academy policy.
- Encourage students to interact and work cooperatively with others and engage all students.
- Promote the inclusion and acceptance of all students within the classroom and be aware of the targets outlined in a student's EHCP and the reasonable adjustments required for SEND/PP students.
- Ensure that students use equipment safely.
- You may be asked to Cover in New Horizons or the Refocus room.
- Attend any briefings. (Overtime will be paid if outside normal working hours. But will need to be pre-agreed).
- Take class register in a timely manner and alert the SSO team if students are not in lesson.
- Liaise with departments where possible to ensure the instructions are clarified.
- Liaise with Teaching Assistants regarding individual students being supported in class.
- Administer clear instructions to class, based on detailed work set, and actively supervise students as they carry out instructions.

- Inform the class teacher of any non-participating by individual students.
- Provide feedback to the class teacher on work set for covered lessons.
- Provide feedback on learning activities and contribute to school review and development planning.
- Attend and actively participate in the appropriate Staff Meetings.
- Contribute to the maintenance of a safe and healthy environment.
- Contribute and participate in school events and activities. (Overtime will be paid if outside normal working hours. But will need to be pre-agreed)
- Develop and maintain effective working relationships with other staff and students.
- When not needed to perform Cover Supervision undertake some general administration support duties as and when required.
- Where necessary cover break/lunch duties of class room teachers during short term absence.
- You may be asked to support in New Horizons or the Refocus room.
- In a controlled environment, to supervise students who have been isolated from their peers as a behaviour sanction.
- Invigilate internal and/or external examinations.
- Support with the supervision of students during detentions.
- Ability to teach PE preferable
- Available support for the right candidate to complete teacher training
- Suitable for NQTs (ECTs)

Policy and Practice

- To uphold and actively support the school's policies and procedures.

Health & safety

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons in accordance with the school's Health & Safety Policy

Events

- To Support the calendar school activities and events, in particular Transition Days and Open Evenings. (Overtime will be paid if outside normal working hours. But will need to be pre-agreed)
- Attend specific Cover Supervisor courses. To Support the calendar school activities and events, in particular Transition Days and Open Evenings.

Review, Induction, further training and development

- To participate in the current arrangements made for the appraisal or review of your performance.

Other

- To inspire excellence and develop potential
- Undertake appropriate professional development and participate in the appraisal and related procedure

Wellbeing

- Ensure all pupils have equal access to learning using appropriate strategies and resources, where necessary.
- Liaise with pastoral staff members to ensure the wellbeing of pupils and their full participation in school life.
- Raise any concerns regarding pupils' behaviour with the relevant Raising Standards Lead.
- Implement any specific arrangements for individual pupils, ensuring that relevant staff members are aware of the measures in place.
- Provide individual pastoral support to pupils, where necessary.
- Continuously motivate and challenge pupils, whilst promoting and reinforcing self-esteem.

Safeguarding

- To have the ability to safeguard and promote the welfare of children and young people.
- Appreciate the significance of safeguarding and interprets this accurately for all individual children and young people whatever their life circumstances.
- To have a good understanding of the safeguarding agenda and can demonstrate an ability to contribute towards a safe environment.
- The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post.

Variation Clause

- This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Headteacher or line manager in consultation with the post-holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserves the right to make changes to the job description following consultation.

This job description should be performed in accordance with the provisions of the *School Teachers' Pay and Conditions Document* and within the range of duties set out in that document.

Abbey College – Cover Supervisor

		Met	To be addressed by
Education and Qualifications	<ul style="list-style-type: none"> • Willingness to continue to develop own expertise (evidenced through continuing professional development). • Appropriate qualifications, experience and any other requirements needed to perform the role in relation to safeguarding and promoting the welfare of children and young people. 		Application
Teaching Experience	<ul style="list-style-type: none"> • An understanding of what constitutes good teaching and learning in schools. • Experience or desire to be involved in a curriculum or extra-curricular initiatives. • Experience or desire to raise standards of achievement for young people. 		Application/Interview
Personal Qualities and being an Ideal Team Player (Humble, Intuitive and Passionate)	<p>Humble by:</p> <ul style="list-style-type: none"> • accepts praise and praises the team, apologising immediately when necessary; • uses good manners, humour appropriately and allows others to speak and be heard; • shows a willingness to model what the team has agreed. <p>Intuitive by:</p> <ul style="list-style-type: none"> • actively listens and maintains good eye contact; • pays attention and remembers the detail; • chooses the time and method of communication to suit the circumstances to build positive relationships. <p>Passionate by:</p> <ul style="list-style-type: none"> • being solution focused and uses positive language 		Interview

	<ul style="list-style-type: none"> • volunteering to contribute to the team beyond their immediate role • publically displaying and living the school values • having a sense of responsibility for the team and their objectives; • being curious, proactive, ambitious and optimistic 		
Skills, Knowledge and Aptitude	<ul style="list-style-type: none"> • Excellent understanding of requirements of role. • Able to motivate students and staff. • Able to build good relationships with students. • Ability to communicate effectively with different audiences, orally and in writing. • Well organized and able to maintain accurate records and track students' performance. • Awareness of current educational developments • Ability to reflect on practice. 		Application/Interview
Commitment	<ul style="list-style-type: none"> • Committed to inclusive education. • A belief in the value of individuals and that every child genuinely matters. 		Application/Interview

Abbey College

Details for applicants

Would you like to visit us?

Informal visits are welcomed. We are not as far away as you think and driving through the countryside each morning is a very pleasant way to start your day! You'll find us just 20-25 minutes from Peterborough and Huntingdon, and commutable from Cambridge too. Why not come and visit us so we can show you more of our school?

What do I do if I want to know more before applying?

You are very welcome to come and visit our wonderful school, please just let us know and we will arrange a tour of the department and wider school. More information is available on our website. However, if you have any further questions, please contact Lee Valentine lee.valentine@abbeycollege.cambs.sch.uk

We look forward to meeting you and receiving your application. www.abbeycollege.cambs.sch.uk

Safeguarding Statement

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the College's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the College s/he must report any concerns via the online reporting system MyConcern, or where there is an immediate risk directly to a member of the Designated Safeguarding team.

Application Form

Please contact Lee Valentine lee.valentine@abbeycollege.cambs.sch.uk for an application form. Or use the link below to our school website.

<https://www.abbeycollege.cambs.sch.uk/about-us/vacancies>



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