



APPLICATION PACK:

COVER SUPERVISOR



Cover Supervisor

Salary: Grade C (equates to £12251 per annum)

Hours: 30 hours per week (8.20am to 2.40pm, Monday to Friday)

Start date: November/December 2018

Are you considering a career change? Thinking of working with young people? Perhaps contemplating teaching as a possible career in the future, then this may be a role for you.

We are looking to recruit a Cover Supervisor to cover lessons for absent staff. This role will require applicants to supervise students in lessons and deliver work set by the absent teacher. Applicants will need to demonstrate effective classroom management skills and hold GCSE English and Mathematics at Grade C as a minimum requirement. Relevant experience of working with young people is essential.

The successful applicant will receive ongoing training in school on classroom management strategies. Previous staff have successfully gone on to Teacher Training and Teaching posts.

To request an application pack please email Mrs Amanda Simmons via amandas@cowplainschool.co.uk or access via www.cowplainschool.co.uk. If you wish to apply for this post you will need to return a fully completed The Cowplain School application form to Mrs Amanda Simmons, PA to the Headteacher, via email or post to The Cowplain School, Hart Plain Avenue, Cowplain, Waterlooville, Hants, PO8 8RY.

The closing date for receipt of applications is Friday 12th October 2018 at midday.

The Academy reserves the right to interview earlier should suitable candidates apply.



Join us on our journey to outstanding!

Thank you for your interest in the post of **Cover Supervisor** at The Cowplain School. I sincerely hope that you will continue your application and wanted to share with you a few words that I hope will convince you to apply.

In applying for this post you will be in the same position I was in five years ago, so I thought it would be useful to explain why I joined the school as Headteacher;

Firstly, the school is part of a community that values it and parents and students enjoy attending Cowplain and are very proud of it.

Secondly, the school provides a caring and inclusive environment that values each child. Staff are committed to ensuring the best outcomes for those that they teach and work with and there is a very positive feeling and ethos in the school which I am determined to maintain.

Thirdly, we have an exciting challenge ahead of us to raise the standards of attainment, achievement and behaviour in the school. Results have already improved dramatically but they need to improve further and I am looking for staff who can help raise standards. I am extremely ambitious for the school and its students and require colleagues who share this ambition.

The desire to accept the challenge should, I trust, be one that inspires and motivates you to apply; if you are successful I can offer you the opportunity to play a big part in the continued and future success of The Cowplain School through the chance to enhance the whole school experience for each child.

For more information about the school, please consult our website www.cowplainschool.co.uk. To receive more information or ask any questions that may inform your application, please contact Mrs Amanda Simmons, PA to the Headteacher:

amandas@cowplainschool.co.uk

Once again, thank you for your interest in the post.

Ian Gates
Headteacher



Information for applicants

Pay scale – Grade C (equates to £12251 per annum)

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Mrs A Simmons
PA to the Headteacher
The Cowplain School
Hart Plain Avenue
Cowplain
Waterlooville
Hants
PO8 8RY

The closing date for receipt of applications is Friday 12th October 2018 at midday.

If you are shortlisted, interviews will take place week beginning 15th October 2018.

The Academy reserves the right to interview earlier should suitable candidates apply.

The Cowplain School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.



THE COWPLAIN SCHOOL

Job Description

Post Title:	Cover Supervisor
Grade:	Grade C
Responsible to:	Ian Clarke, Assistant Headteacher

Principal Responsibilities/Duties

Support for students

1. To supervise whole single classes of students using material planned by a teacher to engage students in learning activities.
2. Establish productive working relationships with students acting as a role model and setting high expectations of work and behaviour.
3. Assisting the inclusion of all children to ensure optimum learning opportunities including dealing with behaviour issues in accordance with the school behaviour policy.
4. Respond to students' general queries and keep students on task.
5. To carry out registration where a tutor is missing.
6. To follow any tutor programme being covered during tutor time.

Support for teachers

7. Provide objective and accurate feedback to the teacher on the conduct of the lesson including keeping appropriate records as agreed with the teacher.
8. Comply with instructions requested by the usual class teacher.
9. Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.

Support for curriculum

10. Make appropriate use of equipment and resources.
11. Comply with lesson plans and instructions from the class teacher.

Support for the school

12. 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.
13. In line with the operational needs of the school, undertake other duties (eg supervising examinations) when needed.
14. Participate in training and continuing professional development.
15. Attend relevant school meetings as required
16. Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace.
17. Assist with any tasks under the purview of the role as directed by the Headteacher or Line Manager.