

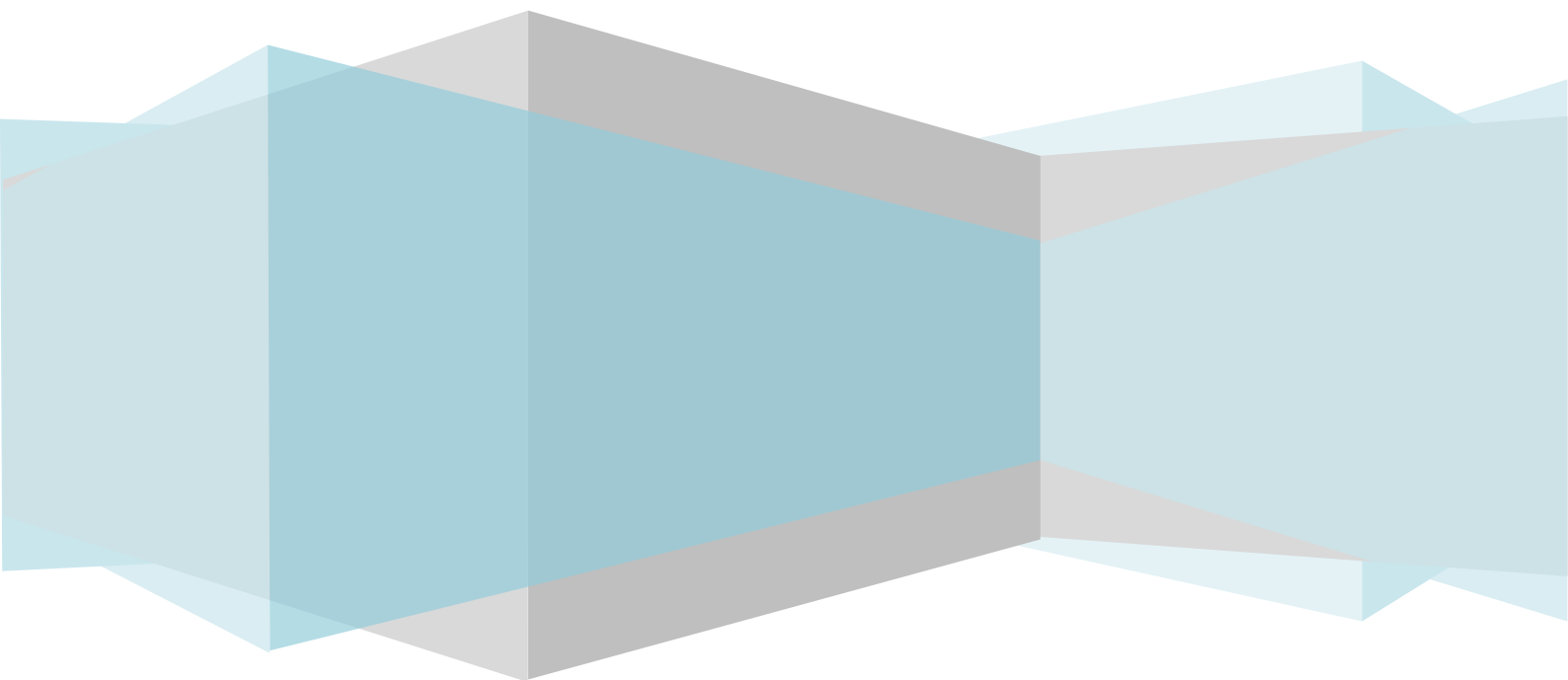
Rye College, Part of Aquinas

[www.aquinastrust.org](http://www.aquinastrust.org)

# Application Pack

Cover Supervisor (One Year Fixed Term)

ASAP





# Cover Supervisor

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Rye College is seeking to appoint a Cover Supervisor on a one-year fixed term contract. This is a new position created with the aim of increasing the quality of cover lessons and supporting our teaching staff by adding capacity to the school. We are driven by a pursuit of high academic standards regardless of background and a desire for all students to experience an exceptional education.

This role would suit perfectly a somebody that holds a degree and is interested in the teaching profession, or wishes to learn more about teaching before committing to further education. Success throughout the fixed term contract could lead to a fully paid route into becoming a qualified teacher (or to a permanent Cover Supervisor position). This position will be paid all-year on the Unqualified Teacher salary range, meaning the successful candidate will be fully paid throughout all school holidays.

We welcome applicants with or without experience working in schools, and full training will be provided to the successful candidate.

Our ideal candidate will:

- Be interested in teaching and willing to learn a new role;
- Understand the importance of community within a small secondary school;
- Be enthusiastic, energetic and open to innovation;
- Possess effective communication skills and be emotionally intelligent;
- Possess effective ICT skills and be open to new uses of technology in the workplace;
- Be committed to extra-curricular activities including lunch time activities;
- Be committed to continuing professional learning;
- Be able to show confidence when managing behaviour;
- Have integrity, optimism and a good sense of humour;
- Hold a good honours degree.

In return, we offer:

- A happy community committed to the professional development of all colleagues;
- A distinctive local context ensuring we place inclusivity at the heart of all we do;
- A motivated leadership team leading rapid improvement to the students' life chances;
- The opportunity to progress your career directly into being a qualified Teacher, without paying to train;
- A college in which the students are enthusiastic, engaging and thoughtful;
- 13 weeks 'off-site' time during school holidays;
- 23.6% employer pension contributions.

We would be pleased to welcome you for an informal visit to our school prior to application.

Rye College is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.



## The Application Process and Timetable

### Closing Date

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

- Closing date for applications: **12th March 2024 – 23:00**

*We reserve the right to withdraw a Vacancy advert, should we find a suitable candidate.*

### Short Listing

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

### Interviews

Candidates will be invited for interview.

- Interviews: **W/C 12<sup>th</sup> March 2024**

### Appointment

All candidates will be contacted following interview.

- Appointment to commence: **ASAP**

### Applying

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to [hrassistant@ryecollege.co.uk](mailto:hrassistant@ryecollege.co.uk). Alternatively, submit your application to **Recruitment, Aquinas, Magpie Hall Lane, Bromley, BR2 8HZ.**

Please note a signed copy of your application form will be required prior to interview.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates may have their references taken-up before any interview – unless explicitly requested in your application.

**Rye College is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.**



October, 2023

Dear applicant,

On behalf of our students, colleagues and trustees, I would like to thank you for your interest in a position at Rye College. I hope you find the application pack both helpful and informative.

There is a long tradition of education in Rye that goes back to the foundation of the Grammar School in 1636. At Rye College, we are proud to be a significant chapter in the ongoing story of nearly four hundred years of learning in this ancient town.

There is significant transformational change improving the standard of education and facilities at Rye College – ideal for ambitious and talented teachers to truly make a difference, and build upon our most recent OfSTED good grading. Having seen an impressive rise in progress and attainment outcomes over the last few years, we continue to focus on delivering academic excellence with a commitment to high-quality pedagogy and teacher training. We offer excellent opportunities for those who can deliver in the classroom and wish to progress their career.

We work to instil a sense of responsibility in all our students – a sense of ownership of their learning, of their college, of their actions and of the consequences. In today's complex world, children need both the knowledge and skills to compete in a global market place but also need a sense of their humanity – the ability to respect, to empathise and to be caring and compassionate individuals.

Our curriculum offer is simple: broad and balanced with an academic core. It combines a foundation in the national curriculum subjects, a focus on academic achievement in English, maths, science and the humanities with a broader offer of suitable academic, vocational and technical qualifications. In recent years, our students have found much success in the creative arts – and this is a commitment we see in our curriculum offer for the next academic year.

We are looking to recruit experienced and newly qualified teachers who want to raise standards through the creation of vibrant and innovative classrooms. Central to this is an ability to work in partnership with our families and other professionals to continue our mission to build an amazing college that delivers excellence for every one of our students.

In your application, please outline why you would like to join Rye College, how you meet the person specification and what might make you irresistible. We value honesty.

I look forward receiving your completed application.

With thanks,

Dom Downes  
Headteacher



## Overview

### Details

|                        |   |
|------------------------|---|
| <b>Remit:</b>          | <b>Cover Supervisor</b>                                   |
| <b>Salary:</b>         | <b>Unqualified Teacher Pay Scale (£25,323 to £27,406)</b> |
| <b>Hours:</b>          | <b>Full Time – Monday – Friday (32.5 hours per week)</b>  |
| <b>Accountable to:</b> | <b>Assistant Headteacher, Headteacher</b>                 |

### The College

Our mission at Rye College is to 'create bright futures for all'. With this in mind, we work hard to ensure that every child is happy and well supported on their educational journey with us. We want every child to grow and flourish in our care.

Our college is set in the attractive heart of 1066 country and is a place where students feel safe and have space to learn. We pride ourselves on being a close knit community where students are known as individuals and where their talents are nurtured.

We are part of a family of schools that serve the young people of Rye from two to sixteen years of age, truly making us a 'local community college'. We are driven by a pursuit of high academic standards regardless of start points and a desire for all students to experience an exceptional education.

Our aim is to challenge every learner to exceed their own expectations of themselves; create a can-do culture and the resilience to excel; include all members of our community through shared endeavour; and nurture diverse skills, talents and abilities whilst celebrating excellence.

Since November 2018, Rye College has been part of Aquinas - an educational trust of eleven schools in the south-east; we believe our students will benefit enormously from our shared ambition to excel. We are proud to be working together with Aquinas to build on our reputation for supporting students in realising their potential and going on to lead fruitful and productive lives.

As an organisation we focus on the professional expertise of our teachers and associates, providing continuing professional learning for colleagues in all roles. We believe our students benefit from creative approaches to teaching and a shared ambition to succeed. We are proud of the positive reputation our schools have for supporting youngsters in realising their potential and going on to lead fruitful and productive lives.

### The Role

To work under the instruction of the Assistant Headteacher to cover teachers' absence for reasons such as sickness, training, school trips and visits. To provide quality cover in line with school expectations on curriculum, learning and behaviour, and to participate in the wider school strategy for improvement.





## Duties and Responsibilities

- To follow the class teachers' lesson plans to deliver lessons as required.
- To consult with subject leaders or senior staff when guidance/advice is required. This is particularly important when covering unplanned absence.
- To create a classroom atmosphere conducive to effective learning.
- To help all students achieve and realise their potential.
- To ensure that all students observe the school's code of conduct.
- To ensure the safety and welfare of the students at all times.
- To ensure that any sanctions imposed are in accordance with school policy.
- To ensure that each lesson begins and ends punctually and that students are properly supervised at all times.
- To establish and maintain good relationships with all students, colleagues and other professionals.
- To provide feedback to the covered teachers' lesson relating to matters such as behaviour and appropriateness of work provided.

## School Support

- 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 students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes as requested.

## Resources

- To maintain a classroom that is a pleasant, tidy and well organized working environment.
- To ensure that books, equipment and other resources are properly cared for and that their use is effectively controlled and efficiently organised.
- To take care of equipment and furniture with any damage or defects to fabric or equipment are reported to the site team or subject leader as appropriate.

## Special Conditions

- be well presented and of smart professional appearance;
- enjoy the presence of young people;
- impress those around you with a sense of purpose and commitment to the school and team;
- have knowledge of health and safety in the workplace;
- have knowledge of equal opportunities;
- be willing to undertake relevant training.
- may be required to attend relevant meetings and training sessions as required;
- will be expected to take time to read notices, keep to deadlines and carry out duties to the best of your ability.

This job description has been compiled in accordance with School Teachers Pay and Conditions of Employment.



## PERSON SPECIFICATION

### Cover Supervisor

| [b] LEADERSHIP COMPETENCIES  | Essential or Desirable |
|--|------------------------|
| Have high expectations of themselves and their students  | E                      |
| Hold positive values and attitudes, and adopt high standards of behaviour in their professional role   | E                      |
| Have commitment to ensure every student achieves their full educational potential  | E                      |
| Use student data to inform progress and attainment   | E                      |
| Have a commitment to progress and enthusiasm for learning  | E                      |
| Have diligence, drive and focus to boost standards   | E                      |
| Have high quality organisational and communication skills  | E                      |
| Have a commitment to collaboration and co-operative working  | E                      |
| Demonstrate exemplary professional and personal standards in all their actions   | E                      |
| Be able to establish fair, respectful, trusting, supportive and constructive relationships with students   | E                      |
| Have the ability to inform, advise and guide students to ensure progression  | E                      |
| Know how to make effective personalised provision for those they teach, including those who have SEN, disabilities, or English as an additional language | E                      |
| [c] EXPERIENCE OF TEACHING   | Essential or Desirable |
| In a secondary school  | D                      |
| As a highly effective practitioner   | E                      |
| [d] PROFESSIONAL KNOWLEDGE AND UNDERSTANDING   | Essential or Desirable |
| Good, up-to-date working knowledge of a range of teaching, learning and behaviour management strategies  | E                      |
| Skills in literacy, numeracy and ICT to support their teaching and wider professional activities   | E                      |
| How to make effective personalised provision for those they teach  | D                      |
| Up-to-date safeguarding procedures, and the ability to identify and support students as appropriate.   | D                      |
| [e] PERSONAL AND PROFESSIONAL QUALITIES AND ATTRIBUTES   | Essential or Desirable |
| Inspire, challenge and motivate colleagues and students towards a shared vision  | E                      |
| Teach challenging and well organised lessons across the age and ability range  | E                      |
| Promote and maintain effective relationships   | D                      |
| Prioritise, plan and organise self and others  | E                      |
| Think creatively in order to anticipate and solve problems   | D                      |
| Listen to and reflect positively on feedback   | D                      |



|   |                               |
|---|-------------------------------|
| Demonstrate an ability to communicate to a range of audiences   | D                             |
| Willing to be flexible to meet the needs of the college         | E                             |
| Lead assemblies or collective worship                           | D                             |
| <b>[f] CONFIDENTIAL REFERENCES AND REPORTS</b>                  | <b>Essential or Desirable</b> |
| A positive recommendation from current Headteacher or employer  | E                             |
| A supportive reference from one other source                    | E                             |
| Enhanced DBS check undertaken and acceptable to the Headteacher | E                             |
| <b>[g] TRAINING AND QUALIFICATIONS</b>                          | <b>Essential or Desirable</b> |
| Degree or equivalent  | E                             |
| Commitment to professional learning activities                  | E                             |

## Health & Safety Functions

This section is to make you aware of any health and safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

|   |          |
|---|----------|
| Using display screen equipment          | <b>X</b> |
| Working with children/vulnerable adults | <b>X</b> |
| Moving & handling operations            |          |
| Occupational Driving                    |          |
| Lone Working                            |          |
| Working at height                       |          |
| Shift / night work                      |          |
| Working with hazardous substances       |          |
| Using power tools                       |          |
| Exposure to noise and /or vibration     |          |
| Food handling                           |          |
| Exposure to blood /body fluids          |          |



# Benefits of Working with Aquinas

## Treating you as a professional...

Aquinas is committed to national and local agreements affecting employment as contained in the Burgundy Book (Conditions of Service) for teachers and Green Book (National Joint Council) for associate colleagues unless superseded by statute or revised editions, or by local provisions. This includes salary scales; period of notice and end of contract; maternity, paternity and adoption leave; leave of absence; and annual leave.



## Training you throughout your career

Aquinas offers colleagues a unique 'Five Stage Career Plan' which includes specific courses for NQTs; NQTs +1 (NQTPlus); Teachers (AquinasTeach); Leaders (AquinasLead) and Professionals at qualification stage (e.g. NPQH). These courses have been uniquely crafted to re-enforce our distinctive ethos and support colleagues in their roles across the trust.

## Keeping you fit and healthy...



Working with us gives you discounted membership with Freedom Leisure Centres. Freedom Leisure offers something for everyone, whatever you enjoy doing or your level of fitness. Whether you love the gym, group exercise classes, swimming or playing sports, their memberships have you covered!

## Helping you stay relaxed...

Working with us gives you discounted access to a range of leisure activities. CSSC is an exclusive membership for public sector employees. For less than a fiver a month, families and individuals can save much more on a range of pursuits including...



- Free entry to 280 [English Heritage](#) sites for you and your family;
- Cinema tickets from £5 including all top chains;
- Reduced price days out, trips and theme parks;
- [Subsidised](#) sports training and entry into select events;
- Special offers on new and used vehicles;
- Discounts in high street shops, on holidays, eating out and more.

## Looking after your well-being...

We believe well-supported, valued colleagues with a clear and shared purpose are best placed to provide for the emotional well-being of children in their care. Provided by Health Assured, our 'Employee Assistance Programme' is intended to help colleagues deal with personal problems that might adversely impact work performance, health and well-being. Typically support may include assessment, counselling and referral for individuals or their family.



## Supporting you with childcare...

Rye Community Primary School, Starfish Pre-school provides affordable high quality childcare for the under-fives – accessible to all. Aquinas employees benefit from a 10% discount on full-time and part-time child care at our term-time pre-school between 8am and 5pm. Starfish Pre-school: "Where the journey begins..."

