



**Swale**  
ACADEMIES  
TRUST

## **THE SITTINGBOURNE SCHOOL**

### **Recruitment Pack**

# **Cover Supervisor**



**Swanstree Avenue**

**Sittingbourne**

**Kent**

**ME10 4NL**

## Job Description

<b>Job Title:</b>	Cover Supervisor
<b>Grade:</b>	SAT 5
<b>Responsible to:</b>	Assistant Headteacher

### **Purpose of the Job:**

To provide supervision of classes in the absence of the subject teacher or form tutor. It is not a teaching role.

The Subject Leader or delegated member of staff for the subject being covered will assume responsibility for the setting of cover work. The school's extensive and highly effective support structure for managing behavior will be available for use by cover supervisors.

### **Main duties and responsibilities (Accountabilities):**

1. The supervision of lessons, including the entry and dismissal of classes:
  - during the short-term absence of a teacher
  - when a teacher is on school business
  - when a teacher is undertaking staff training
  - when a teacher is absent for other reasons, such as medical appointments, bereavement leave etc.
2. Liaison with Subject Leader when necessary regarding the cover work
3. Registration of tutor groups in the absence of the tutor
4. Invigilation of examinations
5. Daily duties when necessary
6. The supervision of students when on school visits (a teacher will always retain overall responsibility for the students)
7. When lesson cover is not required, tasks associated with reducing teachers' workload, including administration, or support within lessons
8. Managing the behaviour of pupils whilst they are undertaking work
9. Preparing the classroom/outside areas for lessons, ensuring that resources are available and cleared away at the end of the lessons as appropriate

10. Supervising pre-prepared activities and self-directed learning in the short-term planned / unplanned absence of teachers to provide continuity of learning for pupils
11. Collecting any completed work after the lesson and return it to the appropriate teacher
12. Using agreed referral procedures to report back on the behaviour of students

**The supervision of lessons will include:**

- maintaining good order and discipline
- registering students
- distributing work set by the teacher or Subject Leader
- assisting students to complete the work
- collecting the completed work and returning to the appropriate person
- ensuring the classroom and surrounding is left clean and tidy
- looking after any resources used.

**Individuals in this role may also undertake some or all of the following:**

1. Undertake exam invigilation

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

**Person Specification**

**Job Title:** Cover Supervisor

**Grade:** SAT 5

**Responsible to:** Assistant Headteacher

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Level 2 A* - C GCSE English, Mathematics and Science (or equivalent)</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Successful recent experience of working with children of relevant age</li> </ul>	
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Ability to relate well to children and adults, understanding their needs and being able to respond accordingly</li> <li>Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment</li> <li>Able to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations</li> <li>Excellent communication skills, both verbal and written</li> <li>Good organisational skills</li> <li>Ability to work independently or as part of a team</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of procedures for supervising pre-prepared learning activities, providing feedback</li> <li>Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>Specialist knowledge of behaviour Management</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>Smart, professional appearance</li> <li>Organised, methodical and adaptable</li> <li>Conscientious, polite and calm, with a good sense of humour</li> <li>Obvious enthusiasm and energy</li> </ul>	

## Letter from Jon Whitcombe – Trust Principal

Dear Applicant,

Thank you for your interest in this role within Swale Academies Trust.

Since its creation in September 2010 Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Beaver Green Primary School, South Borough Primary School, Meopham School, Regis Manor Primary School, Westlands Primary School, Istead Rise Primary School and The Sittingbourne School, will all point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost, Swale Academies Trust is about the provision and development of high quality leadership and management.

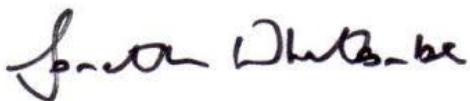
We don't seek to clone schools that deliver education in a regimented manner. Rather, we value the development in our schools of a spirit of enquiry and action research that provides the best possible education that is right for pupils in a local setting. We do, however, collectively value and strive for all pupils to produce work which showcases their development over time of which they, their teachers and support staff and parents can be really proud.

Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and who provide the highest quality challenge and support.

We are proud of our schools and strive for a sense of shared pride in the achievements of all of our students.

We look forward to receiving your application.

Yours sincerely,



**Jon Whitcombe**  
Chief Executive Officer

## **Welcome from Yvette Peden – Headteacher**

July 2019

Dear Applicant

Thank you for showing interest in our advertised vacancy for a Cover Supervisor.

As a school, we are extremely proud of the rapid developments we are making. There are exciting new building projects underway and we are very much looking forward to the new look of our substantial site. The school received a 'Good' Ofsted judgment in our last two inspections and our ethos is fixed on continual improvement. Therefore, we very much welcome applications from dedicated individuals who would like to join our highly skilled and committed staff.

Should you wish to apply, we would be grateful if you could complete the application form and return it with a covering letter on not more than one sheet of A4, outlining why, in your opinion, you would be the right person for this post.

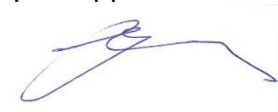
The Sittingbourne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore, all posts are subject to an enhanced DBS check.

As a school dedicated to the principle of equal opportunities, we aim to ensure that staff recruitment is fair and open to all, regardless of age, social class, disability, religion, ethnic origin or sexual orientation within the context of a detailed person specification.

Please find enclosed an application form and details of the post.

In view of the large number of applications received, we are unable to reply to each applicant individually. If you have had no response from us within four weeks of the closing date, please assume you have been unsuccessful. Please be assured however that each application is very carefully considered.

Thank you again for your interest in The Sittingbourne School. We look forward to receiving your application.



**Ms Y Peden**  
Headteacher  
The Sittingbourne School

## Swale Academies Trust

The Swale Academies Trust based in Kent came into being in September 2010 as one of the first few Academy Converter Schools based around Westlands School in Sittingbourne. As a National Support School and an Academy Sponsor, Westlands and Swale Academies Trust have developed into one of the South East's leading Academy Sponsors, currently consisting of five secondary schools and ten primary schools. The Trust provides support for other schools, located in Kent and East Sussex.



As the Trust has grown and developed we continue to ensure that effective school support and leadership is maintained. Most of the schools that join us have had inherent weaknesses and challenges that need to be addressed. This involves intensive support and considerable levels of experience and intervention. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

## **Swale Academies Trust – Schools**

### **Primary**

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

### **Secondary**

- Meopham Secondary School, Meopham
- The Sittingbourne School, Sittingbourne
- The Eastbourne Academy, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

### **Central Support Services**

- Ashdown House, Sittingbourne



## **Extract from Safeguarding Policy**

### **Introduction and Ethos**

Swale Academies Trust is a community and all those directly connected (staff, governors, parents, families and pupils) have an essential role to play in making it safe and secure. All schools within the Trust recognise their moral and statutory responsibility to safeguard and promote the welfare of all children.

Trust Schools recognise the importance of providing an ethos and environment within school that will help children to feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The Trust core safeguarding principles are:

- It is a whole school responsibility to safeguard and promote the welfare of children
- All children (defined as those up to the age of 18) regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection
- All children have a right to be heard and to have their wishes and feelings taken into account
- All staff understand safe professional practice and adhere to our code of conduct and other associated policies
- All staff have a responsibility to recognise vulnerability in children and act on any concern in accordance with this guidance

There are four main elements to our safeguarding policy:

- Prevention (e.g. positive, supportive, safe school culture, curriculum and pastoral opportunities for children, safer recruitment procedures)
- Protection (by following the agreed procedures, ensuring all staff are trained and supported to respond appropriately and sensitively to safeguarding concerns)
- Support (for all pupils, parents and staff, and where appropriate specific intervention for those who may be at risk of harm)
- Working with parents and other agencies (to ensure appropriate communications and actions are undertaken)

The procedures contained in this policy apply to all staff and governors and are consistent with those of Kent Safeguarding Children Board (KSCB).

### **Recruitment of ex-offenders**

The Trust has a written policy on the recruitment of ex-offenders, which is available on the Trust website under policies and documents.

## **The Application Process**

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the [Kent-Teach](#) website and all electronic application should be made via this route. Alternatively, completed forms can be sent by post to the following address:

HR Team  
Swale Academies Trust  
Ashdown House  
Johnson Road  
Sittingbourne  
Kent  
ME10 1JS

## **The Shortlisting and Interview Process**

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## **Conditional Offer**

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications

- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

## Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

## Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold. This can be downloaded here:

<https://www.swaleacademiestrust.org.uk/about.php?i=19>

