



Job Pack

Cover Supervisor

Kent Range 5

Full Time (37 hours per week), Term Time Only

Permanent Post

Start Date ASAP



Weald of Kent
Grammar School

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About Us

Weald of Kent is a selective Girls' Grammar School for 11-18 year olds with a roll of approximately 1600 students including our co-educational Sixth Form. The school is one of the highest performing schools in the country. We aspire to excel at everything we do. Owing to our continued success we are thrilled to have been given permission by the Secretary of State to expand and mirror what we deliver at our Tonbridge site in an Annexe at Sevenoaks, which opened in September 2017. In addition to the exciting new facilities, we have also invested in our Tonbridge site which now has a state of the art Sports Hall and university style Sixth Form Study Centre. Both sites are situated in beautiful rural settings with far reaching views across the Garden of England with excellent transport links.

Results

We are, once again, exceptionally proud of the magnificent performance that has led to some wonderful results both at GCSE and A level this year. 99% of students achieved 5 GCSEs grades 9 to 4 (including Maths and English). The average GCSE grade was above a Grade 7. We also enjoyed superb A Level results with 66.3% of our students achieving A*-B grades. The average was a Grade B. Our aim is for students to achieve high academic results whilst still affording them a platform to extend their personal qualities, talents and interests.

Teaching School

This is an exciting time for Weald of Kent as we continue on our journey as the Lead School of the Kaizen Teaching School Alliance. We are passionate about ensuring students and staff have an opportunity to develop and grow and because of this we are working with a fantastic group of schools on collaborative projects.

Staff Development Opportunities

We are passionate about staff development. Individual Development Plans are tailored to help and support staff in new positions, existing posts and preparation for promotion. A whole range of developmental and capacity building training is available, supporting staff to develop their skills and professionalism. This includes opportunities such as:

A personalised induction programme
CPD days and a range of workshops
Performance development programme
Mentoring-Coaching programme
Relevant external courses and training

The Team

Cover Supervisors are an essential part of any team within the school. They both cover lessons at short notice and from time-to-time take on longer cover assignments. They have to confidently carry out lessons which cover the entire curriculum, from English to Science and Music to DT. Cover Supervisors need to be able to work closely with the Heads of Departments, who must ensure that the Cover Supervisor has sufficient information to deliver the lesson and make the experience meaningful for the students

The role of the Cover Supervisor involves the supervision of pupils in learning activities, ensuring that the learning objectives set by the teacher are achieved and that good behaviour by the students is maintained throughout lessons. Appropriate records are to be maintained as required; enabling accurate feedback to be given to the teachers and pupils on the conduct of the lessons. Cover Supervisors provide support for the Student Services and Administration teams when they are not covering lessons.

The Post

Job Title:	Cover Supervisor	Reports to:	Lead Practitioner
Team:	Cover Supervision	Start date:	ASAP
Grade:	Kent Range 5	Hours:	37 hours per week 07:40 – 15:40 Monday to Friday

Purpose

The role of the team is to provide professional and effective support for teaching within any curriculum area. The aim is to enable the delivery of quality lessons within a safe environment so that students' learning is improved.

Support-staff in schools make a strong contribution to students' learning and achievement. Cover Supervisors provide support within any curriculum area to benefit student learning and teacher efficiency. To keep abreast of developments in your key areas, to think creatively and constructively to ensure that the job is done in the most effective and time efficient way.

Operational Responsibilities:

Cover Organisation

- Plan and organise cover with reference to the school calendar, respond to cover requests and allocate cover teachers fairly, following school guidelines.
- Log daily absences and organise cover accordingly between 07:40 and 08:15.
- Send out the daily cover list by 08:30.
- Allocate room changes.

Cover Supervision

- Register form groups when required.
- Refer to the daily cover programme.
- Note the subject lesson and location where cover is required.
- Arrive punctually for the beginning of cover lessons.
- Register the teaching group.
- Supervise the subject work that has been set and issue appropriate directions and ensure the students remain on task.
- Respond to any questions from students about appropriate processes/procedures to adopt.
- Manage the classroom environment including the behaviour of students and use of resources.
- Deal with any unforeseen circumstances/emergencies immediately.
- Ensure students know if homework has been set.
- Report back to subject teachers by written comments and/or personal contact.
- Shadow PGCE students/GTP personnel when requested.

Accountabilities

- To work effectively as a Cover Supervisor to support the teaching and learning of all students. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management.
- To work as part of the school team and contribute to plans to ensure the school meets its aims.
- To work within the relevant policies, code of practice and legislation reporting any concerns to the appropriate person.
- Use good communication skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.
- Be familiar with, and comply with a full range of policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure students' well-being.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.
- Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.

About You (Person Specification)

	Essential	Desirable
Qualifications		
GCSE in English and Maths at Grade C or above (4+)	✓	
Evidence of further professional development relevant to post		✓
First Aid qualification (or willing to undertake training)		✓
Experience		
Experience of working with children in Secondary Education		✓
Confident user of new technology	✓	
Skills & Knowledge		
Able to communicate effectively, orally and in writing	✓	
Strong ICT skills	✓	
Able to provide clear direction and to inspire, motivate and enthuse others	✓	
Confidence in own ability to be effective and to take on challenges	✓	
Good numeracy and literacy skills	✓	
Able to relate well to students, colleagues, parents and Governors	✓	
Able to support staff in maintaining high standards for the school	✓	
Efficient and effective administrative, organisational and personal management skills	✓	
Good influencing skills to encourage pupils to interact with others and be responsible learners		✓
Basic knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality		✓
Personal Attributes		
Ability to inspire, challenge and motivate	✓	
Have a positive approach with a desire to succeed	✓	
Energy, enthusiasm and perseverance	✓	
Reliability and integrity	✓	
Good interpersonal skills	✓	
Professional appearance and manner	✓	
Positive commitment to individual personal development	✓	
Capacity to work hard, under pressure, to meet deadlines and manage time effectively	✓	
A good record of attendance during the last three years	✓	
Adaptable and amenable with respect to working practices	✓	
Ability to work independently and in a team, take a collaborative approach	✓	
Ability to build supportive working relationships with colleagues	✓	
Commitment to supporting the full life of the school	✓	
Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly	✓	
Suitable to work with children	✓	
Equal Opportunities		
A commitment to inclusive education	✓	

The Package

Salary: Kent Range 5: £18,705 – 20,121

Actual salary for 37 hours per week, 39 weeks of the year £15,835.19 - £17,033.94

Benefits:

Generous Pension Scheme (TP / LGPS)	Health Care Cash Plan*
Priority Admission for Staff Children**	Free On-Site Parking (subject to availability)
Kent Reward Scheme	Free refreshments

Weald of Kent Grammar School is located on two sites; Tonbridge and Sevenoaks. The successful candidate will be required to work across both sites.

*Available upon successful completion of probation

** See Admission Policy on the School Website

The Application Process

Application forms can be found on our website and should be sent to Human Resources, HR@wealdgs.org or posted to the school. Please include a 1-2 side of A4 application statement or letter of application. The communication should set out how your proven relevant experience relates to this role.

References may be taken up before being short-listed, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

Dates:

Closing date for applications: Monday 28 October 2019, 9am

Interview day: w/c 28 October 2019

**Interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.*

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

