



COVER SUPERVISOR Recruitment Information Pack



Putting Achievement First

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COVER SUPERVISOR RECRUITMENT INFORMATION PACK

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Dear Applicant

Thank you for showing an interest in the post of Cover Supervisor at our school. This is an extremely exciting time to join The North School on its journey to be outstanding.

Our aim is to ensure that every single member of the school community is putting achievement first.

The North School has entered an exciting stage of its development. After receiving a 'Good' Ofsted rating in 2017 the good exam results in Summer 2018, in partnership with the Swale Academies Trust we continue to be focused on school improvement and continuous learning for both our students and staff. We are particularly proud of the recent advances in oracy and students' leadership.

We look for talented and committed people and work hard to keep them, helping them reach as high as they can. We are looking for somebody that has high expectations of themselves and of others to join our staff team.

You should possess excellent communication and organisational skills, be hard working, flexible and professional. Have high expectations of yourself, displaying energy and enthusiasm in all that you do, thus contributing to the school's overall success. A willingness to contribute to other areas of school life would be welcome.

I want The North School to be outstanding a strong part of the local community. If you share our commitment to educational excellence, we want to hear from you.

Yours sincerely



Mrs Anna Lawrence
Headteacher

WORKING WITH SWALE ACADEMIES TRUST

Welcome from the Chief Executive Officer
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 Westlands Primary School, Meopham School, The North School, Regis Manor School and Sittingbourne Community College, 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 develop 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 students in a local setting. We do however collectively value and strive for all students to produce beautiful work which showcases their development over time of which they, their teachers and support staff and parents can be really proud. We are proud of our schools and we strive for a sense of shared pride in the achievements of all of our students.

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.



Jon Whitcombe
CEO Swale Academies Trust



INTRODUCTION

We are proud that The North School is a happy and improving school where students and teachers enjoy learning together. An experienced team of colleagues provide all students with the best possible opportunities, both inside and outside of the classroom. Our teachers encourage all students to develop their resilience and independence.

Our students are expected to treat each other and staff with care, courtesy and consideration. They are taught to always try their very best at whatever they do and to value the progress they make as individuals. We value a community approach to education to ensure that there is a broad range of expertise within the school. This enables our students to be supported in all areas, so that they may strive to reach their full potential in school and in their future lives.

At The North School we recognise that the students are at the centre of the learning experience and that they all come with different needs and abilities, not to mention interests and strengths. Therefore we continually review the curriculum diet available; to ensure that it best reflects the national picture and the needs of the students. This enables us to make the learning experience as skills based as possible with a broad range of subjects and an emphasis on personal achievement.

Working in partnerships with parents and the local community is important to us. Collaboration with parents to ensure that every pupil in our care reaches their full potential is highly valued. We encourage all parents to get involved in the life of the school. The well-established Parents' Forum offers an excellent opportunity to influence the developments at the North School.

Our classroom practice and academic achievement are supported by a wide range of facilities that include a Basketball Academy, excellent sports facilities and clubs, a climbing wall and even a full working farm that has achieved great success at the Kent Show. All these elements contribute towards our safe, positive and varied learning environment that will enable your child to achieve their full potential and enjoy their time with us.



SCHOOL'S VALUES AND ETHOS

The North School recognises that people have different strengths and interests and we aim to give individuals the opportunity to develop those further where possible.

We expect students to have high expectations of themselves, to share our aim of 'putting achievement first' and to commit to the school's values,

As a school we value:

- **Challenge:** Everyone is expected to do their best, never settle for second best and show a determination to achieve high standards in whatever they do
- **Respect:** The school upholds each individual's right to learn and respects different views, opinions and beliefs; showing kindness and consideration towards others is a baseline
- **Resilience:** We understand that long-term success requires perseverance, quality improvements to students' work and the ability to learn from mistakes
- **Community:** We believe that being part of the school community makes us stronger; caring for each other and supporting our local community helps us achieve our very best.
- We learn together, we celebrate together and we support each other through challenges.
- **Leadership:** The school believes that the voice of students and the leadership they show should play a significant part in the life of The North School.



THE APPLICATION PROCESS

Within this pack you will find a document detailing the responsibility of the role and a person specification listing the requirements you must meet to satisfy the selectors at the shortlisting stage. You should ensure that you address each of the points within the person specification in your application. Whether or not you are selected for interview will be determined solely on the information provided in your application form.

Should you be shortlisted for interview your suitability for the post will be explored including your motivation to work with children and young people and your understanding of appropriate boundaries.

Please limit any additional information to two single sides of A4 Paper. Please note CVs will not be considered. Applications should be typed or written in black ink.

All posts are offered subject to:

- A satisfactory Enhanced check from the Disclosure and Barring Service or Disclosure Scotland
- Identity Verification
- Verification of your entitlement to work in the UK
- Verification of any relevant qualifications, including Qualified Teacher Status if you are applying for a post requiring QTS
- Receipt of 2 satisfactory references
- Satisfactory pre-employment health clearance.

Copies of examination certificates or any further professional qualifications will need to be provided at interview stage.

Please note that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind overs, including those regarded as spent must be declared. Providing false or misleading information could result in the application being disqualified or summary dismissal if in post.

References will be taken up prior to interview. Referees should be able to comment on your professional suitability for the post you have applied for. One referee **should** be your current or most recent employer.

Completed applications should be returned to recruitment@north.kent.sch.uk or by post addressed to Mrs Jo Manning, Personnel/Recruitment Manager, The North School, Essella Road, Ashford, Kent TN24 8AL. If returning your application by post, please ensure your envelope contains the correct postage. If you would like us to acknowledge receipt of your application form, please enclose a stamped addressed envelope with your application.

Please see recruitment site for closing date for the receipt of applications.

Shortlisting will take place shortly after the closing date. An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within two weeks of the closing date please assume your application has been unsuccessful.

If you have any queries on any aspect of the application process or need additional information please contact the Recruitment Team on 01233 614600 ext. 210.

COVER SUPERVISOR

**8.00am to 4.00pm (37hrs per week)
Term Time only – plus 5 training days**

**KR 5 : £19,355 - £20,483 per annum, pro rata
(pro-rata salary : £16,368 - £17,340pa)**

We are seeking to appoint an enthusiastic, positive and committed person to join our highly regarded student support team within the school, supervising whole classes in the absence of a teacher, undertaking pre-prepared activities provided by a teacher.

Cover Supervisors oversee work that has been set in accordance with school policy and are expected to manage the behaviour of students throughout the lesson.

If you have experience with working with children and are confident in managing and maintaining a focused environment, you will excel in working as part of this team.

This job allows for a large amount of autonomy in the classroom and would suit a person looking for an exciting and rewarding job, possibly before embarking further in a career in teaching.

Further details about the school can be found on our website www.north.kent.sch.uk.

The closing date for applications: See recruitment site.

Interview date: To be confirmed.

The North School is committed to safeguarding and promoting the welfare of young people, and expects all staff and volunteers to share in this commitment. Any successful candidate will be required to undertake an Enhanced Disclosure by the Disclosure & Barring Service.

The North School is an Equal Opportunities Employer

JOB DESCRIPTION

JOB DESCRIPTION:	COVER SUPERVISOR
GRADE:	KENT RANGE 5
HOURS OF WORK:	Full Time 37hrs, term time only plus 5 days
LINE MANAGER:	SYSTEMS MANAGER

1. Purpose of the Job

To supervise whole classes undertaking pre-prepared activities provided by a teacher during the short-term absence* of a classroom teacher. The primary focus is to maintain order and to keep students on task.

2. Key duties and responsibilities:

- Supervise pre-prepared activities and self-directed learning in the short-term planned / unplanned absence of teachers to provide continuity of learning for students.
- Prepare the classroom/outside areas for lessons, ensuring that resources are available and cleared away at the end of the lessons as appropriate.
- Manage the behaviour of students whilst they are undertaking work.
- Collect any completed work after the lesson and return it to the appropriate teacher.
- Report back as appropriate using agreed referral procedures on the behaviour of pupils during the class, and any issues arising.
- Participate in training and other learning activities as required and attend relevant meeting to ensure own continuing professional development.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for students.
- Undertake any professional duties reasonably delegated to you by the Head of School, Deputy Head or Line Manager

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

- Exam invigilation.

* See Workforce Agreement Modelling Group (WAMG) guidance on Cover Supervision and guidance on Rarely Cover.

Your duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head of School.

As a term of your employment you may be required to undertake other such duties as may reasonable by required of you, commensurate with your grade, as requested by your line manager or the Head of School.

3. Necessary Experience:

- High standard of general education including good written and verbal communication.
- Word Processing Skills
- Computer Literacy
- A mature and sensitive manner and excellent inter-personal skills are required.
- An ability to work confidentially, efficiently and on own initiative is essential.
- Flexibility and adaptability.

The Head of School reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.

PERSON SPECIFICATION

JOB TITLE:	COVER SUPERVISOR
	<p>The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.</p> <p>Applicants should describe in their application how they meet these criteria.</p>
QUALIFICATIONS:	<ul style="list-style-type: none"> • Level 2 Diploma (or equivalent)
EXPERIENCE:	<ul style="list-style-type: none"> • Successful, recent experience of working with children of relevant age.
SKILLS / ABILITIES:	<ul style="list-style-type: none"> • Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment. • Must have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances / situations.
KNOWLEDGE:	<ul style="list-style-type: none"> • Knowledge of procedures for supervising pre-prepared learning activities, providing feedback. • Specialist knowledge of behaviour management. • Knowledge and compliance with policies and procedures relevant to child protection and health and safety.

The North School is committed to safeguarding and promoting the welfare of children and expects all staff to share in this commitment.

This post will require an enhanced disclosure from the Disclosure and Barring Services (DBS)

The North School Facts and Statistics :	
Type of School	Community School
Age Range	11-19
Location	Ashford, Kent
Gender	Mixed
Number of students on roll	912
Number of students in Sixth Form	152
GCSE Results 2019:	English : 61% at 4+ and 39% at 5+ Maths : 69% at 4+ and 49% at 5+ Science : 47% at 4+ and 27% at 5+
Number of teaching staff	85
Number of associate staff	65
Ofsted Inspection Report – Sept 17	https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/118832

