



Dane Court Grammar School

Application Pack

Cover Supervisor

Required for September 2021.





Contents

Welcome from the Headteacher.....	3
School Vision and Values	4
The Post.....	5
Job Description	6
Person Specification.....	7
What we can offer you	8
Application Process.....	8

Welcome from the Headteacher

Thank you for your interest in the position of Cover Supervisor at Dane Court Grammar School.

Dane Court is a mixed selective school of about 1,200 students. We are the most popular and academically successful grammar school in Thanet. Our students are polite, kind and keen to learn. Dane Court is a happy, welcoming and inclusive community and a great place to work. We like to describe our school as a 'place of belonging'; a place where our students and staff feel at home.

As an IB World School, our students follow a broad, internationally-minded and academically challenging curriculum. We are the only school in Kent to offer both the International Baccalaureate Diploma (IBDP) and the Careers-related Programmes (IBCP) in our Sixth Form. We are fully committed to the philosophy and approach of the IB.

We are proud to be part of the Coastal Academies Trust, a local MAT consisting of four secondary schools and one primary school. At all levels, we work very closely with colleagues from across the Trust.

Once again, thank you for your interest in this position. We look forward to meeting you.

Yours faithfully



Martin Jones
Headteacher

School Vision and Values

At Dane Court Grammar School, we develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

We encourage our students to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

Specifically, we:

- Create responsible independent learners
- Provide an excellent academic education
- Foster a respectful, caring, supportive school community
- Provide an excellent education in life skills
- Develop respectful and confident international citizens



The Post

Our Cover Team

The cover team is a key element of the school support staff. They are flexible and committed, understanding that situations change at short notice. They prepare themselves for the lessons by ensuring they understand the content to be delivered and attain some prior knowledge of the students in the class, via the school information systems.

They encourage students to actively participate in lessons and to remain engaged in class when their usual teacher is unable to lead the learning. They are able to successfully monitor the students' progress in class. They work alongside classroom teachers to foster high standards of behaviour and maintain this throughout KS3 and KS4.

Cover supervisors also provide invaluable support for Heads of Department, completing administrative roles as guided and, if appropriate, using subject expertise to positively contribute to department development.



Job Description

Cover Supervisor

Accountable to: Assistant Headteacher

Duties and Responsibilities: To work under the guidance of teaching staff and within an agreed system of supervision, to implement work programmes with individuals/groups in or out of the classroom including the supervision of whole classes during the absence of teachers.

Specific responsibilities include:

- Supervising lesson entry and departure of students
- Recording and reporting attendance at lessons in accordance with school policy
- Supervising students to complete work left in accordance with school policy
- Managing student behaviour to ensure a constructive working environment
- Responding to questions from students about the work that has been set
- Collecting any work completed after the lesson and returning it to an agreed person/place
- Leaving the room in good order at the end of the lesson
- Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class and any other issue arising
- Dealing with any immediate problems or emergencies according to the school's policies and procedures
- Liaising with relevant Heads of Department to provide required administrative support (e.g. displays; photocopying)
- Supporting the House system and liaising with the relevant Head of House to provide assistance, as required
- Following school policies and procedures especially those relating to child protection and health and safety
- Respecting confidential issues linked to home/students/teacher/school work
- To undertake other such duties as may be required by the Headteacher in accordance with the relevant pay and conditions

The job description, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job.

Dane Court is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Offers of appointment are subject to satisfactory references and DBS clearance.

Person Specification

Cover Supervisor

Education & qualifications	<ul style="list-style-type: none"> • 5 GCSEs with English and Maths (at C or 4 grade) are essential
	<ul style="list-style-type: none"> • Preferably educated to A Level/IB standard
Experience & knowledge	<ul style="list-style-type: none"> • Experience working in a secondary school is desirable (not essential)
	<ul style="list-style-type: none"> • Experience of working with or caring for children of secondary age
Personal attributes & skills	<ul style="list-style-type: none"> • To enjoy working with young people
	<ul style="list-style-type: none"> • To have strong verbal and written communication skills
	<ul style="list-style-type: none"> • To have the ability to work constructively and flexibly as part of a team and to understand school roles and responsibilities
	<ul style="list-style-type: none"> • To have the ability to manage classroom activities and the physical learning space, safely
	<ul style="list-style-type: none"> • To have knowledge of, and ability to use a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs.
	<ul style="list-style-type: none"> • To be confident in the use of IT
	<ul style="list-style-type: none"> • To have the capacity to develop and foster positive relationships with students and staff
Additional requirements	<ul style="list-style-type: none"> • To be able to attend some CPD sessions outside of normal school hours
	<ul style="list-style-type: none"> • Ability to deal appropriately with confidential information
	<ul style="list-style-type: none"> • A commitment to safeguarding and promoting the welfare and development of young people
	<ul style="list-style-type: none"> • A commitment to Dane Court's ethos and aims
	<ul style="list-style-type: none"> • Have high professional standards and expectations

What we can offer you

A popular and successful school with a high profile in the local community.

Well-motivated students who are excited about learning.

Bright, modern buildings with excellent facilities.

At the heart of the Coastal Academies Trust, with strong links to teachers and students in other local schools.

Located in Broadstairs, on the Kent coast, with a sunny climate and affordable housing, yet only 80 minutes by train from central London.

Forward-thinking curriculum: we are an International Baccalaureate World School, offering academic and vocational courses.

Friendly staff, working together and supporting each other.

Excellent induction programme.

Opportunities for high quality professional development.

Application Process

Closing date for applications is **Friday 25th June at 5pm.**

Interviews will be held during the week beginning Monday 28th June.

To apply please complete the online application form on Kent Teach and submit a covering letter.

We are currently unable to organise pre-application visits but if you would like to discuss the role further please feel free to contact Carolyn Hobbs, Office Manager on 01843 864941.

