



Advert

Role	Cover Supervisor
School	Weston Secondary School
Hours	37 hours a week
Salary	Grade 6 (£26,609 -£28,770 FTE) + £2000 Recruitment incentive fixed for 2 years.
Closing date	1 October 2024 (12 noon)
Interview date	October 2024
Start date	As soon as possible

An exciting opportunity has arisen for a Cover Supervisor to join our expanding team at Weston Secondary School, part of Hamwic Education Trust (HET).

HET is a large, fast-paced Trust with currently 36 academies across the South Coast. Linked to 6 community-based partnerships, there are 33 primary academies, 2 secondary and 1 hospital school.

Our vision is to cultivate a diverse student community characterised by high aspirations and a commitment to personal development. Upholding our values, we aim to provide an enriching curriculum and exceptional teaching that empowers our students to believe in themselves and embrace the courage to pursue their dreams fearlessly.

We are seeking to recruit a highly motivated and passionate individual, who possess drive, energy and a commitment to achieving the very best for our students. If you are ready for a new challenge and enjoy working with an organisation where no day will be the same, then please apply.

'All about the Child'

At HET, we aim to put the child at the centre of everything we do. We believe that by doing this, it drives our ethos and values to do the best we can for our children.

'What about Sam'

Sam is the name we have given to the notional Hamwic child. By asking ourselves 'What about Sam?' we ensure that we put our students at the heart of our decision making.

JOB/PERSON SUMMARY:

- To supervise classes, or work with individuals or groups of students, to cover the absence of a teacher
- To invigilate examinations as required

WE ARE SEEKING A PROFESSIONAL INDIVIDUAL WHO:

- Can provide a calm, constructive working environment to enable students to carry out the planned work/activities in the absence of the class teacher
- Can understand and be able to use a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs; to promote effective behaviour

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WE CAN OFFER YOU:

- Excellent CPD opportunities and Training and Development Programmes
- In-house Teaching School
- An individual induction programme supported by a mentor
- Networking groups for Teachers, Business Managers, Site Teams and IT staff
- Eligibility to join the Teachers' Pension Scheme or Local Government Pension Scheme
- Generous holiday entitlement for staff working 52 weeks per year which increases with length of service
- Free eye tests up to the value of £25 for users of VDU equipment and contribution up to the value of £60 towards the purchase of glasses specifically for the use of display screen equipment (where all conditions are met)
- Opportunity to become a school workplace Health and Wellbeing representative, meeting with other schools on a termly basis and feeding into the Health and Wellbeing strategy
- Access to the Trust Health and Wellbeing pages
- Access to a staff benefits portal through Vivup
- Free confidential telephone and face to face counselling for staff and family members

APPLICATION PROCEDURE:

Should you wish to apply for this vacancy, please view the linked documents on our website, www.westonsecondary.co.uk:

- Headteacher's welcome
- Job description
- Person specification
- Application form

These can also be found at www.hamwic.org. Please return the completed Application form to Mrs Annie Mewett, hr@westonsecondary.co.uk

Where applicable, potential candidates may benefit from a tour of the school. Please note, any candidates requesting a tour will be asked for their current place of work which will allow the school to verify, where possible, the name and place of work given. Potential candidates will be asked to bring their current school ID and/or photographic ID as proof when they visit the school for a tour.

Successful candidates will be subject to online searches.

Applications will be reviewed as they are received. An early application is advised with interviews possibly being arranged in advance of the closing date. Weston Secondary School reserves the right to make an appointment before the closing date.

SAFEGUARDING:

All schools within HET are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

THE EDWIN JONES PARTNERSHIP

The Edwin Jones Partnership is part of an umbrella Trust called the Hamwic Education Trust. At the Hamwic Education Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our students and to do so we must employ **outstanding** people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.

Job Description

Your role

- To supervise classes, or work with individuals or groups of students, to cover the absence of a teacher
- To invigilate examinations as required

Key Responsibilities

- To supervise whole classes, individuals or groups of students in the absence of a teacher, maintaining good order and keeping students on task
- To explain clearly to students the work set by the teacher, to answer any general questions and to actively promote learning in the classroom
- To prepare the learning environment and assist students with the organisation and use of materials and resources
- To assist students to access the curriculum by helping them with their literacy/numeracy/ICT skills and developing their understanding of classroom activities
- To ensure that the school's agreed behaviour management procedures are adhered to, and that rewards and sanctions are given appropriately
- To record attendance, ensure the lesson begins promptly and that students are dismissed at the appropriate time in accordance with school policy
- To collect any work completed after the lesson and return it to an agreed person/place
- To provide objective and accurate feedback to teachers on the conduct of the lesson and the behaviour of the students
- To invigilate examinations as required
- To provide classroom support or to assist with other activities around the school, including administrative duties, when no cover, supervision or invigilation is required.

Responsibilities of all school staff

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- support the attitudes, beliefs and values alongside the vision of WSS
- contribute as a member of the WSS Team to aspects of school life which enhance our community
- attend and contribute to staff meetings and INSET days as required
- take responsibility for safeguarding and children's welfare and ensure the immediate reporting to the DSL or a Deputy DSL of any safeguarding matters which place a child at risk or potential risk
- be aware of health and safety issues and act in accordance with the school's Health and Safety policy
- maintain positive discipline and uphold school policies and practices at all times, ensuring a safe, stimulating and positive learning environment for all students
- maintain appropriate standards of professional appearance and conduct and to ensure that all interactions with students, staff, parents, governors and visitors reflect a commitment to high professional standards of courtesy and behaviour and effectively contribute to the safeguarding of learners at all times
- keep their Line Manager/ SLT apprised of any concerns whilst undertaking this role

Professional development

As part of your performance development, ensure that you:

- fully engage in the Professional Development and CPD programme as required
- contribute to the setting of your own performance development targets which ensure WSS improvement outcomes are met
- regularly review your own practice and set personal targets in consultation with your line manager
- take responsibility for, seek out and engage fully with CPD in order to support your development as a practitioner (all WSS staff have access to the full suite of training available from The National College)
- maintain accurate and up-to-date professional development records on your Bromcom file;
- develop effective working relationships and network with local, national and digital agencies to ensure that you are at the forefront of developments within your field of expertise

- disseminate best practice further to CPD opportunities made available to you.

NB.

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed.
- This job description is not necessarily a comprehensive definition of the post.
- This job description will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- To carry out any other duties that are commensurate with the role as requested by the Headteacher

Headteacher/line manager's signature	
Date	
Postholder's signature	
Date	

Person Specification

Qualifications and training	Essential	Desirable
<ul style="list-style-type: none"> Excellent literacy/ numeracy skills: minimum requirement grade C+ in GCSE English and Maths 	✓	
<ul style="list-style-type: none"> Recent and relevant professional development NVQ3 for Teaching Assistants or equivalent qualification or experience 		✓
Experience/employment record	Essential	Desirable
<ul style="list-style-type: none"> Clear understanding of how effective strategies for managing behaviour within the classroom and beyond impact on wider student performance An understanding of issues related to inclusivity and social mobility within education Experience of addressing large groups of students and /or giving presentations Experience of providing administrative support 	✓	
<ul style="list-style-type: none"> Experience of working with secondary aged children (11-16) Experience of working with children with Special Educational Needs and Disabilities (SEND) Experience working in a school set in an area of deprivation Understanding of the principles of teaching and learning Experience as a teaching assistant and/ or behaviour management 		✓
Personal qualities, skills and attributes	Essential	Desirable
<ul style="list-style-type: none"> High expectations of all students Excellent communication skills A positive role model who creates a good first impression Ability to motivate, inspire and challenge students Confident ICT user Ability to plan, prioritise and organise self and others Commitment to raising standards Calm, adaptable, dependable, resilient and reliable Collaborative and a good team player Commitment to further own professional development A commitment to promoting and safeguarding the welfare of young people Has 'presence' around the school Able to follow direction and accept challenge and feedback in a positive and productive way An understanding that getting better never stops Ability to be flexible and cope with interruptions in workload Experience of cash handling 	✓	