

ASPIRE.
BELIEVE.
ACHIEVE.



CALDEW
SCHOOL

WHERE EVERY STUDENT

IS SUCCESSFUL TODAY

AND PREPARED

FOR TOMORROW.

POST AND APPLICANT INFORMATION.

COVER SUPERVISOR

Starting Salary: £21053 (including holiday pay)
Contract Term: Part time, Permanent
Times 8.00-3.30pm
Start date: As soon as possible

Closing date: 9:00am Monday 13th April
Interview date: Thursday 16th April

PURPOSE OF THE ROLE:

In the event of a short-term teacher absence, Cover Supervisors (CS) take responsibility for supervising classes, working across all subject areas. Longer teacher absence will usually be covered by a supply teacher. The work of the CS complements that of teachers.

When the demand for cover is light, we aim to enable the CS to work with individual departments, helping them to prepare teaching materials, displays, other tasks and assist with the pastoral support of students. The cover team provides an array of support right across the school so this is an excellent opportunity to gain some invaluable experience within a secondary education environment.

Safeguarding Statement

Caldew School is committed to the protection and safety of its pupils and expects all staff and volunteers to share this commitment. An online search will be carried out for shortlisted candidates. The successful applicant will be required to undertake a criminal record check via the DBS. Our safeguarding policy can be found at:

<https://www.caldew.cumbria.sch.uk/our-school/policies-other-key-documents/>

Equal Opportunities Statement

We are an equal opportunity employer. We want to develop a more diverse workforce and we welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met. We are committed to employing disabled people making reasonable adjustments to support applicants when required

Application Process

Please return a completed application form in full ensuring you have provided accurate information, including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification

POST AND APPLICATION INFORMATION

Short listed applicants may be screened prior to interview by checking social media. The purpose of this is to ascertain if the applicant demonstrates behaviour that is suitable for employment in a school environment. References will be requested prior to interview.

We are committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

DEPARTMENT INFORMATION:

We are a small, team who are supportive and positive with our students. Learning is at the heart of everything we do. We want to give individual students the best possible start to their adult life.

JOB DESCRIPTION:

Our aim is to maintain high quality education in a productive environment during the short-term absence of teaching staff. You will need to be energetic, hardworking, flexible and passionate about working with young people while supporting their education in a popular, busy, and vibrant school. They will be a supportive team player and have the ability to adapt to often rapidly changing situations.

Training will be discussed with the successful candidate and a programme developed to meet their specific needs.

The role will include:

- Providing quality classroom management to classes in the absence of a teacher at the direction of the Headteacher and line manager, creating a purposeful and orderly environment in which students can complete work set by the teacher;
- Maintaining good communication between key staff to ensure continuity of our students' education;
- Supporting the school's rewards and sanctions policy;
- Supporting the development of learning resources following guidance of Heads of Departments when not with a class;
- The use of our school management system (SIMS) to record student-related information.
- Accompanying visits and field trips as required;
- Duties before and after school to ensure student safety

There is also an opportunity to join the lunchtime duty team which provides an additional income plus a free lunch!

POST AND APPLICATION INFORMATION

PERSON SPECIFICATION:

	ESSENTIAL	DESIRABLE	SOURCE
Qualifications/Training Competences	5 A*-C GCSE including English and Maths or equivalent numeracy and literacy	3 years full time or 5 years part time experience in a relevant post.	Application
Relevant Experience	Experience of communication effectively at all levels.	Experience of working with pupils of the relevant age. Experience of self-evaluating your own learning needs and seeking learning opportunities. Experience of working in a classroom setting.	Application Interview Reference
Knowledge	Understanding of how to ensure appropriate student behaviour for learning in a classroom setting.	Up to date knowledge and understanding of practices and procedures within education relating to the welfare, safety and education of pupils. Working knowledge of national curriculum and other relevant learning programmes and strategies.	Application Interview
Skills/Ability	Good written and oral communication skills. Ability to work as part of a team. Good level of personal organisation and flexibility.	Experience of using other equipment and technology i.e. DVD, photocopier Experience of using ICT	Application Interview
Personal Skills	Experience of working constructively in a team, understanding classroom roles and responsibilities and own position within these. Experience of prioritising tasks and acting on own initiative. Experience to adapt to quick changing situations.	Experience of motivating pupils to develop to their full potential.	Interview References