

# Information for Prospective Candidates

2024



Gildredge  
House

An Ofsted  
**GOOD**  
School



**JULY 11 2024**

**Position: Cover Supervisor (Cross-phase Primary & Secondary)**

**35 hours per week, Permanent**

**Deadline: Please see the website for the closing date**

# An insight into the role

Dear Applicant

As a school, we are delighted that you are considering applying for the post of **Cover Supervisor (Primary & Secondary)**. We hope this pack is informative and useful but if you require any additional information or have questions, please contact [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk)

**CLOSING DATE:** Wednesday 17<sup>th</sup> July at 9.00 a.m.  
**START DATE:** September 2024, following all pre-employment checks  
**INTERVIEWS:** By appointment, following the closing date  
**HOURS OF WORK:** 35 hours per week, 8 am to 4 pm (with a one-hour unpaid break daily), 36.4 weeks, term-time only, plus one week of INSET and paid holidays. Total of 43.2 paid weeks per year.

- Do you subscribe to high levels of standards and behaviour in a school?
- Are you flexible and forward thinking?
- Do you possess high emotional intelligence?
- Can you be creative and show initiative?

If the answer is 'yes' to these questions then Gildredge House wants to hear from you.

We are looking to appoint a strong candidate to the post of Cover Supervisor to work across both our Primary Phase and Secondary Phase to cover for absent teachers and to ensure that students are engaged in their work.

As the Cover Supervisor, you will be responsible for providing students with work set by their teacher. You will be highly skilled in creating an excellent learning environment and in keeping students on task. You will demonstrate your abilities to be resilient and creative in a busy school environment. The role is likely to be predominantly in the Secondary phase, but there will also be cover to be provided in the Primary phase.

You will be confident in applying the school's behaviour management policy in all areas of the school.

**Our school motto: 'Aspire'**

Starting salary: two-point salary range starting at Grade 4 Point 9 on the Gildredge House Support Staff Scale 2023-24: £23,114 FTE (actual salary £18,115 pro rata) rising to Grade 4 Point 10: £23,500 FTE (actual salary £18,417 pro rata) for a full academic year. You would be required to work 43.2 weeks per year (includes 36.4 weeks of term-time plus 1 week of INSET plus paid holidays).

If you are interested in the position please download the Application Pack from our website. Please complete the Application Form and return to [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) by 9.00am on the date listed on the website.

If you wish to discuss the post further, please contact [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk)

Gildredge House is committed to safeguarding and promoting the welfare of children. All offers of employment with the school are subject to pre-employment checks which will include References, Health, Right to Work in UK, a satisfactory Enhanced DBS with Children's Barred List check.

## Cover Supervisor: Job Description

### Grade 4 Points 9-10 Gildredge House Support Staff Pay Scale 2023-24

Reports to: Assistant Head Teacher, Culture for Learning

The job description below gives an insight into the tasks and responsibilities for the post of Cover Supervisor. Gildredge House is seeking to appoint an enthusiastic Cover Supervisor who has the determination and drive to be an outstanding practitioner.

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## Job Description

### General Responsibilities:

- To promote the corporate image of the school and high standards of behaviour and courtesy among students.
- To communicate effectively with the public and wider community.
- To provide effective support for teaching staff and students.
- To promote and support the implementation of school aims, policies and values.
- To work flexibly as part of the support staff team to contribute to the smooth operation of the school.
- To use school computer hardware and software packages where appropriate.
- To commit to safeguard and promote the welfare of children and young people.

### Main Responsibilities, Tasks and Duties:

- In the absence of a teacher, to provide supervision of and be responsible for a class of students during lesson time.
- To manage the behaviour of students to promote and maintain order and a calm working environment, including implementation of the Behaviour and Exclusion policy. Report back as appropriate on the behaviour of students during lesson, and any issues arising, using the school referral procedures.
- To establish productive working relationships with students, acting as a role model and setting high expectations.
- To promote the inclusion and acceptance of all students within the classroom and school.
- To ensure the health, safety and welfare of students is maintained at all times.
- To establish constructive relationships and communicate with other relevant professionals, in liaison with the teacher, to support students' learning and progress.
- To liaise with teachers and other relevant professionals regarding the work set for a class.
- To communicate the work set by the class teacher to the students and ensure that students are aware of the teacher's expectations during the course of the lesson with regard to task completion.
- To motivate students to complete tasks set by the class teacher and encourage students to interact and work co-operatively as appropriate with others to ensure all students are engaged on the set task. Respond to any questions from students about process and procedures.
- To deal with any immediate problems or emergencies in accordance with school policies and procedures.

- To provide comfort and immediate care in case of minor incidents and report serious incidents to the appropriate person for action, in accordance with school guidance, policies and procedures.

### **Creativity, Innovation and Expectations:**

The post holder will be empowered to think innovatively about how the effectiveness of cover can be improved. The post holder will be required:

- To wherever possible, liaise with the teacher and/or Head of Department in advance of the lesson to discuss and agree the tasks to be set and completed.
- To collect any completed work after the lesson and return it to the class teacher as appropriate.
- To undertake break and lunch duties
- To accompany teaching staff and students on educational visits as necessary.
- To invigilate internal examinations when not needed for cover.
- To contribute to the overall ethos, aims and work of the school.
- To be aware of, uphold, and contribute towards the development of school policies and procedures.
- To participate in appropriate school-based meetings and training activities.
- To undertake any administrative duties relevant and appropriate to this post.
- To take an active part in appraising their own work against agreed priorities and targets in accordance with the school's performance management and supervision arrangements.
- To undertake any necessary training associated with the duties of the post.
- To maintain confidentiality at all times and to observe Data Protection guidelines.
- To understand and comply with the school equal opportunities and other policies.
- To carry out the duties in accordance with the school's Health and Safety policies and procedures.
- To undertake any other duties which may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post. Any changes of a permanent nature will be incorporated into the job description in specific terms, following consultation with the post holder and Senior Leadership Team.

All School based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the School's Child Protection and Safeguarding Policy and Procedure and work in accordance with this document at all times.

All School based staff will be subject to a full Enhanced DBS check.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties, including the provision of high-quality teaching and learning and the safeguarding, well-being and care of students.

It should be noted that the post-holder is expected to carry out such duties as may reasonably be required by the Head Teacher from time to time, which are commensurate with the grade.

**Cover Supervisor: Person Specification**

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Key Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to provide classroom cover - within agreed parameters - in the absence of the teacher.</li> <li>• Ability to implement agreed behaviour management strategies consistently and effectively.</li> <li>• Ability to use language and other communication skills that students can understand and relate to.</li> <li>• Ability to converse at ease with students and provide advice in accurate spoken English.</li> <li>• Ability to establish positive relationships with students and empathise with their needs.</li> <li>• Ability to demonstrate active listening skills.</li> <li>• Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to students’ needs, encouraging the students to stay on task.</li> <li>• Ability to monitor the students’ response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.</li> <li>• Ability to carry out and report on systematic observations of students’ knowledge, understanding and skills.</li> <li>• Ability to assist in the recording of lessons and assessment as required by the teacher.</li> <li>• Ability to offer constructive feedback to students to reinforce self-esteem.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to work effectively and supportively as a member of the school team.</li> <li>• Ability to abide by and apply all school policies, e.g. Behaviour and Exclusions, Health and Safety, Equal Opportunities and Data Protection, etc.</li> </ul>	
<b>Education and Qualifications</b>		NVQ Level 3 for Teaching Assistants or equivalent.
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• A good standard of education particularly in English and Mathematics.</li> <li>• Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.</li> <li>• Knowledge of the SEN Code of Practice.</li> <li>• Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the students.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of supporting children in a classroom environment.</li> <li>• Experience of using Information Technology to support students in the classroom.</li> <li>• Experience of common ICT applications such as Microsoft Office or equivalent.</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge.</li> <li>• Ability to maintain confidentiality on all school matters.</li> </ul>	

***“Our vision is for all students to be co-operative, confident, ambitious and successful members of our community”***

If you think like us, share the same beliefs and thoughts, we would love to have you on board. You will be joining a team that is extraordinarily hardworking and most importantly which makes sure each child reaches their full potential.

If you are interested in the position, please complete an Application Form, available from the school website:

<https://www.gildredgehouse.org.uk/home/contact-us/staff-vacancies/>

Please complete the Application for Employment and return to [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) by **9.00am** on the date shown on the website.

**We look forward to hearing from you.**