

We are looking to appoint a

Cover Supervisor

Grade	Actual salary £21,490-£22,808
Working hours	Term-time only. 37.5 hours per week, 8.00am-4.00pm (with half hour unpaid break), to include INSET days, plus 37.50 hours to be worked flexibly across the year.
Start Date	As soon as possible.

If you would like further information about the role or an informal chat, please contact the Mrs C Poulton, Deputy Headteacher either by telephone call 01256 322691 or email charmaine.poulton@The Blue Coat School.hants.sch.uk

The Blue Coat School, Basingstoke is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

CLOSING DATE

31 October 2024

INTERVIEW DATES

WC 4 November 2024

Cover Supervisor

The Blue Coat School

The Blue Coat School joined the South Farnham Educational Trust and is the second, secondary school alongside Brighton Hill School. As such, we are in a great position to be at the forefront of educational developments to provide the best possible school experience for our students.

There is a strong sense of community within the school and a real desire amongst staff to grow and develop our teaching and provision. We are committed to ensuring a truly inclusive, enjoyable and successful school environment for all children.

Every student has a place in our school and the team are committed to high standards and expectations in every aspect of our work. We aim to grow and develop as a school community to meet these expectations which will best prepare our students for a successful and happy life after their journey with us.

Cover Supervisor Role

Cover supervisors are key to the effectiveness of the school. The role involves supervising whole classes during the absence of a teacher, providing short term cover and helping the students with their learning. Cover supervisors often get involved in the heart of the school and are familiar and trusted faces around the school.

Candidates

We are looking for someone with energy and enthusiasm who is dedicated to supporting students in a school and willing to work hard. The candidate should be empathetic yet firm, able to stay calm in difficult situations and be able to fully commit to the whole team.

Although previous similar experience would be useful, this is not essential as full training will be provided. More important is someone who is willing to learn, attend training and be proactive.

The school actively encourages applicants from a range of backgrounds and is proud of the diversity of the staff.

The Blue Coat School is committed to safeguarding young people and we ensure that all our recruitment and selection practices reflect this commitment. All appointments are subject to full safeguarding checks, including an enhanced DBS check. Any candidates selected for interview will be subject to an online search as part of our due diligence checks. The school reserves the right to close the position early on receipt of a strong application, so if you are interested we would urge you to apply sooner rather than later.

To apply, please complete the SFET Support Staff Application form (available on our website) and send by email to [recruitment@The Blue Coat School.hants.sch.uk](mailto:recruitment@TheBlueCoatSchool.hants.sch.uk)

For further information or enquiries, please use the above email address or contact us on 01256 322691.

JOB DESCRIPTION

Key Duties and Responsibilities

Support for pupils

- To supervise whole single classes of pupils using material planned by a teacher to engage pupils in learning activities.
- Establish productive working relationships with pupils acting as a role model and setting high expectations of work and behaviour.
- Assisting the inclusion of all children to ensure optimum learning opportunities including dealing with behaviour issues in accordance with the school behaviour policy.
- Respond to pupils' general queries and keep pupils on task.

Support for teachers

- Provide objective and accurate feedback to the teacher on the conduct of the lesson including keeping appropriate records as agreed with the teacher.
- Comply with instructions requested by the usual class teacher.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

Support for curriculum

- Make appropriate use of equipment and resources.
- Comply with lesson plans and instructions from class teacher.

Support for the school

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Undertaking playtime or lunchtime supervision of pupils.
- In line with the operational needs of the school, undertake other duties (e.g. supervising examinations) when needed.
- Participate in training and continuing professional development.
- Attend relevant school meetings as required.

Other Duties

- Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace.

You will be expected to support the aims and ethos of the school by setting a good example in terms of dress, punctuality and attendance, attending team and staff meetings and being proactive in matters relating to health and safety and safeguarding.

PERSON SPECIFICATION

POST: Cover Supervisor

DATE: September 2024

Criteria / Standard	E/D	Source of Evidence
Qualifications		
Qualified to at least GCSE Grade C or equivalent in English and Maths	E	Application
Evidence of continued education, qualifications and training post 16.	D	Application/Interview
Experience		
Life or work experience which will indicate that the applicant has the skills/experience to be a cover supervisor.	E	Interview/Reference
Knowledge of children and the education sector	D	Interview
Knowledge of school procedures and systems	D	
Experience of working with children.	D	Application
Personal skills and attributes		
Ability to work independently and as part of a team.	E	Application/Interview
Good ICT skills.	E	Reference/Interview
Good organisational skills.	E	Reference
Strong Interpersonal skills.	E	Reference/Interview
Dedication and commitment to children of all abilities.	E	Reference/Interview
Administrative skills	E	Interview
First Aid trained	D	Interview
Minibus driver (or willing to undergo D1 training)	D	Interview
The ability to work under pressure A calm, firm approach to children. Energy. Flexibility and adaptability. Respect the values of The Blue Coat School School.	E	Interview
A sense of humour. Commitment to continuing personal development	D	Interview
Suitability to work with children		
Responsible for promoting and safeguarding the welfare of children and young persons.	E	Reference
The post is subject to enhanced DBS checks		Document verification