



# Cover Supervisor

## Candidate Information Pack



**Sackville School**

TOGETHER WE ACHIEVE

Dear Applicant,

We are delighted that you are looking to join our team.

Sackville is a vibrant school, with supportive families, colleagues and students who behave well and are a genuine delight to be around. This is a harmonious and happy place to work, with colleagues who want the very best for our students and work hard to achieve it. Our motto of 'Together We Achieve' very much resonates throughout the school.

Our academic standards are high, and our students make good progress with Progress 8 consistently being above average. We regularly have students achieve places at Oxbridge, with many more going on to Russell Group and other universities. However, as a truly inclusive and comprehensive school, we are equally proud of the students who successfully move on to apprenticeships, and into employment or training to meet their personal ambitions.

Pastoral care and the support we give students to achieve in life and in learning is of equal importance to us. We believe that every member of our team has a part to play in this and is central to the success of our new smaller Communities system, putting student engagement, wellbeing and success at the heart of all that we do and aspire to.

We believe in offering a broad and balanced curriculum in which trips, visits, clubs, charity work and competitions play a vital part. Our ambition is for our students to leave us with the best grades possible to support the next step of their journey, but we will only have fully achieved our vision if they also leave as well rounded, confident and curious young adults who believe in themselves, that anything is possible and go on to achieve great things in their future.

We offer a wide variety of extra-curricular provision. Art, drama, music, sport and debating are all very strong at Sackville and we are very proud of the level of success that has been achieved in these valuable curriculum areas, as well as the opportunities given to provide inclusive and enriching activities for all.

We are a 'Leading Edge' school, with recent awards from the SSAT for our work on Professional Learning, Principled Curriculum Design, Engaging with Evidence and Research and Leadership Through Moral Purpose. The provision of high quality teaching and learning is fundamental to our success and staff really value the collaborative opportunities for professional dialogue and training, both within our own school, across our Federation of schools and through national networks such as the SSAT, Challenge Partners and PiXL.

"Our vision is for a safe and inclusive community that enables every student to reach their full potential and develop a love of learning, by living our values every day".

Our fundamental belief is that every student has potential, gifts, and talents. It is our job, no matter what role we have in school, to provide the opportunities, challenge, guidance, and support that enables them to truly flourish. We have high expectations of our students who we expect to work hard, live our values and fully engage in school life every day.

If you think this could be the role for you, we encourage you to come and visit to see for yourself or arrange to have an informal conversation with us. Visits can be arranged by contacting [hr@sackvilleschool.org.uk](mailto:hr@sackvilleschool.org.uk) or telephoning 01342 414900. An application pack is available from our school website at [www.sackvilleschool.org.uk](http://www.sackvilleschool.org.uk).

Yours faithfully



Jo Meloni  
**Headteacher**

## Cover Supervisor

Full Time- Term Time Only, 5 days per week

Hours: 31.25 hours per week. Part time equivalent available.

Salary range: Grade 4, point 5 £24,790

(pro rata £17,635.82 based on 31.25 hrs/pw term time only)

We require a cover supervisor to work within our well established team at Sackville School. Sackville is a community of like minded people with a shared vision to provide the best possible learning experiences, in a friendly, safe and welcoming school. We have high expectations and ambitions for all our students and live by our motto 'Together We Achieve' and our shared school values.

The role of cover supervisor plays an important part in achieving our vision in the classroom and beyond. You would be engaged in supervising classes for absent teaching staff, invigilating examinations, and assisting with administration. You will also have the opportunity to join student groups on trips and visits throughout the year.

You do not need to have previously worked in a school environment, full training will be provided. All that we ask is that you have a genuine desire to work with young people, the ability to engage with them on a professional level to get the very best out of them and the commitment to learn and be part of our great team.

We are unapologetically ambitious for every child, no matter what their background, prior attainment or needs. We are an inclusive school and believe that all young people have gifts, talents and interests, it is our job to provide the opportunities and encouragement to help them flourish.

The successful applicant will:

- Be able to support in the delivery of high-quality learning experiences for all students.
- Have high expectations of learning and behaviour, inspiring and motivating our students to learn.
- Be supportive, understanding and skilled in building positive, professional relationships with young people.
- Seek to make learning exciting and a positive experience.
- Communicate well with parents, carers and members of staff, as well as students.

**Hours:** 31.25 hours per week, across five full days (8.15am-3.00pm), term time only, Part time hours would be considered - please highlight this request in your application.

**Salary range:** Grade 4, point 5 £24,790 (pro rata £17,635.82 on 31.25 hrs/pw term time only) Part time equivalent available. (8.15am-3pm Mon-Fri).

Further details are available from [zbutcher@sackvilleschool.org.uk](mailto:zbutcher@sackvilleschool.org.uk)

We reserve the right to shortlist and interview prior to the closing date, so early applications are encouraged.

Please address your letter of application to Ms Jo Meloni Headteacher, explaining how your experience has prepared you for this role, on no more than two sides of A4. Send this together with the application form and safer recruitment form to [hr@sackvilleschool.org.uk](mailto:hr@sackvilleschool.org.uk)



Sackville School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post is covered by the Protection of Children Act and any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service. It should be noted that it is a requirement of the Governors of Sackville School that candidates should, whenever possible, name as referees current and former employers (via Heads or Principals where employment at educational institutions is concerned).

# JOB DESCRIPTION

## Cover Supervisor

### **SUPERVISION OF PRE-SET ACADEMIC TASKS UNDER CLASSROOM CONDITIONS:**

- Receive and register the class
- Communicate the work set by the class teacher/head of department to pupils
- Oversee the using of books and equipment necessary for the lesson
- Maintain good order in the classroom
- Assist pupils where necessary and seek appropriate assistance for the pupils when necessary
- Oversee the collection of books and equipment at the end of the lesson, and ensure they are returned to the appropriate place
- Ensure the pupils tidy up and leave the room in good order
- Return work etc. to the head of department/appropriate member of staff
- Inform the appropriate teacher of the point reached by the pupils
- Report any problems, difficulties, successes etc. to the head of department via the cover lesson worksheet

### **EXAMINATION INVIGILATION:**

- General administration assistance, including helping office staff or particular teachers with filing, data input, photocopying and distribution or stock taking as required

### **SUPERVISION OF STUDENTS ON ACTIVITIES/VISITS OUT OF SCHOOL:**

- Accompany students and staff on out of school visits
- Supervise their safety and behaviour as required
- Help with pre-set activities

### **GENERAL:**

- Flexible troubleshooting at short notice
- Ensure the health and safety of all students

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually. 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. The Post Holder must be prepared to carry out additional duties, which may reasonably be required by the Headteacher.



# PERSON SPECIFICATION

## Cover Supervisor

In order to undertake the post successfully it is anticipated that the following skills and qualities will be required. Selection will be made on the basis of this person specification with evidence drawn from the application form, confidential references and candidate's answers at interview.

You will be required to have full commitment to all school policies and to safeguarding and protecting the welfare of children and young people.

<b><u>Education and Training</u></b>	<b>Essential</b>	<b>Desirable</b>
A good level of education including GCSE grade C or equivalent in Mathematics and English	✓	
Ability to use ICT (Word, Excel, SIMS) for administration and learning	✓	
Other relevant qualifications		✓
<b><u>Knowledge and Experience</u></b>		
Experience of working with young people	✓	
Ability to work with commitment as an individual and as part of a team	✓	
Ability to use initiative and implement ideas	✓	
Willingness to attend training	✓	
Qualification showing study to at least A level equivalent and potential for further study		✓
Ability to plan effectively	✓	
Ability to work under pressure	✓	
Ability to prioritise	✓	
Potential to interpret schemes of work and communicate instructions to classes		✓
<b><u>Communication</u></b>		
Ability to communicate meaning accurately both in written and spoken form	✓	
Ability to use ICT to achieve effective communication		✓
<b><u>Personal Qualities</u></b>		
Patience	✓	
Enjoy working with young people	✓	
Flexibility, enthusiasm, creativity	✓	
Ability to work sensitively with a wide variety of people	✓	
Ability to remain calm	✓	
<b><u>Other requirements</u></b>		
Commitment to promoting our school vision and values	✓	
Commitment to the school and Local Authorities Equal Opportunities Policy and Practice	✓	
Excellent attendance and punctuality record	✓	
Commitment to ongoing personal development and willingness to undertake appropriate training	✓	

Appointment to the post is subject to a satisfactory enhanced DBS check. The post is exempt from section 4(2) of the Rehabilitation of Offenders Act 1974, as the duties give access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.

# Why Sackville?



## CONTINUED PROFESSIONAL DEVELOPMENT

- We are committed to developing all of our staff
- Comprehensive programme of CPD is available to all staff
- Tailored approach to fit the individual and their own needs and ambitions
- Membership of a number of external organisations designed to aid training and development across the school



## COMMUNITY

- A supportive and friendly staff group who will always go the extra mile for each other
- Weekly 'Staff tea' to bring colleagues from across the school together
- The school plays an important part in the local community, and is committed to working with local groups and charities



## STAFF WELFARE

- We subscribe to the Employee Assistance Programme
- Supportive community based on support and wellbeing
- Full free access to our fitness suite



## MID SUSSEX FEDERATION of SCHOOLS

- We work in close collaboration with our Federation schools including
  - Joint INSET
  - Cross federation coaching to support leaders & teachers



## LOCATION

- Beautiful historic town with a positive town identity
- East access to London, Brighton and Tunbridge Wells
- On the doorstep of the South Downs National Park and the Surrey hills
- A few minutes from the stunning Ashdown Forest, home of Winnie the Pooh and friends.



## FINANCIAL

- We offer competitive salaries at all levels
- Staff have access to the Teacher's pension or Local Government Pension Scheme
- Access to the West Sussex Choices platform with an array of discounts and savings across major brands



# Sackville School

TOGETHER WE ACHIEVE

Our vision is for a **safe** and **inclusive community** which enables every student to reach their full **potential** and develop a **love of learning**, by living our **values** every day.

Our  
Vision

Our  
Purpose

- ✓ To ensure students develop a **lifelong love of learning**
- ✓ To provide an engaging, broad, and knowledge-rich curriculum through **high quality teaching and assessment**
- ✓ To ensure all students achieve their **potential** regardless of their ability, we **fight for every child**
- ✓ To plan an **ambitious** programme of professional learning for all staff, using **research** and evidence to guide their development
- ✓ To prepare students for the **world of work** and to live fulfilling adult lives as **global citizens**
- ✓ To work closely with other professionals and agencies to serve the needs of our **community**

Together  
We  
Achieve

Sackville  
Way

Our  
Values

#SWAY

- ✓ RESPECT
- ✓ KINDNESS
- ✓ PREPARED



Sackville School  
on a page

CURIO **S** ITY  
**A** MBITION  
**C** OMMUNITY  
TEAMWOR **K**  
POSITI **V** ITY  
INTEGR **I** TY  
RESI **L** ENCE  
EXCE **L** ENCE  
**E** QUITY



Sackville School

TOGETHER WE ACHIEVE