

CRESTWOOD COMMUNITY SCHOOL

Shakespeare Road, Eastleigh, Hampshire, SO50 4FZ
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Telephone: 023 8064 1232 Fax: 023 8062 9373
Email: krista.dawkins@crestwood.hants.sch.uk
11 – 16 Mixed Comprehensive NOR 1020
Head Teacher: Mrs Krista Dawkins

Cover Supervisor

Grade C £13,864 - £15,562 p.a. (£16,209 - £17,955 FTE)

37 hours per week, Mon – Thurs 08.00am – 4.00pm, Fri 08.00am – 3.30pm

39 week term-time only (reflected in salary).

Crestwood Community School is one school, with two campuses serving central Eastleigh. We are looking to appoint an enthusiastic and ambitious individual to the role of Cover Supervisor. You will be required to cover classes in the absence of the teacher therefore we are looking for someone with good organisational skills, who is patient and assertive with a good sense of fairness and discipline. You will be expected to maintain behaviour management standards of children, which on occasion can be challenging, and possess the ability to motivate and encourage children appropriately to make positive choices. The ability to form good relationships with our students and staff and play an active role in the school is essential. Duties will be varied and, as well as class cover, could include; providing classroom support, arranging displays of students work, preparing for open evenings or exams and other administrative tasks in support of the teacher.

Crestwood Community School was described during its last Ofsted inspection as a good school, achieving good and rapid progress for students. This is a happy school, where staff and students want to be. We show respect to all in our community and value our staff, treating them as real people not just staff.

This post offers an exciting career opportunity for either someone new to the education sector, by providing an excellent opportunity to gain experience of working in schools, or for experienced individuals looking for fresh challenges. Training is provided which includes a comprehensive induction programme.

We are looking for someone to start as soon as possible. Please download details and a Hampshire Support Staff application form from our website under College Information / Vacancies.

Application Procedure

Your application must be made on a Hampshire Support Staff application form, complete with the names and addresses of two referees, and submitted to the Head Teacher by hand, post or by email to krista.dawkins@crestwood.hants.sch.uk Please note we cannot accept a CV as a means of application. Applications must reach us before noon on the advertised closing date. Candidates who appear to meet our requirements will then be invited to attend for interview.

Closing date: 2 March 2018

Interview date: TBC

Crestwood Community School and Hampshire County Council 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.

Cover Supervisor

Contract: Permanent (39 week, term time only)
Term time only: Mon – Thurs 08.00am to 4.00pm, Fri 08.00am to 3.30pm
Salary: Grade C £13,864 - £15,562 p.a. (£16,209 - £17,955 FTE)

Background

The post of Cover Supervisor is to ensure absence for whatever reason (sickness, professional development, meetings, etc.) can be covered by our own staff, who will be known to our students and familiar with the day-to-day procedures around the school. This alleviates difficulties finding supply teachers, whose teaching abilities can sometimes be undermined if they are new to the school and its students.

This post will appeal to someone who likes working with young people. It will require a flexible and proactive approach, so that students can gain access to the work set and complete it in the time allowed. You will need to have a good sense of fairness, discipline. A non-confrontational approach to the students is essential. Training will be provided, but the post will only suit someone who can communicate with young people.

When not required for cover, the Cover Supervisor will be allocated other duties, such as providing classroom support and arranging displays of students' work. The Cover Supervisor will be asked to base themselves in the staffroom during any time not teaching so that the Subject Leaders and other key staff can find them and brief them on requirements.

The post will be line managed by the Systems Manager and any queries will be directed to them in the first instance. The school is well ordered, has a clear Behaviour Policy, and a supportive team of teaching and support staff.

The Application Process

Your application must be made on a Hampshire Support Staff application form and submitted, with a brief covering letter, to the Head Teacher, Mrs Krista Dawkins, either in person, by post or email to krista.dawkins@crestwood.hants.sch.uk. Applications must be received by noon on the advertised closing date.

Applicants who appear to meet our requirements will then be invited to attend for interview, where they will observe and cover lessons prior to the interview itself.

Training for the successful candidate

The successful candidate will follow a minimum of five days induction prior to covering a class alone. This induction, including a significant element of work-shadowing, will include:

- General school routines
- Classroom management strategies
- The operation of the school's Behaviour Policy and associated procedures
- The inclusion of students with Special Educational Needs
- The school's Restraint Policy and Child Protection procedures
- Relevant equal opportunities matters

**Cover Supervisor
Person Specification**

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ● Level 1 in Maths and English (GCSE or equivalent) 	<ul style="list-style-type: none"> ● Level 2 in Maths and English (GCSE Grade C or equivalent) ● Further study at further and/or higher education
Professional Development	<ul style="list-style-type: none"> ● Experience of working with young people 	<ul style="list-style-type: none"> ● Experience of a school setting
Experience	<ul style="list-style-type: none"> ● Work with children ● Knowledge of secondary education ● Knowledge of children's attitudes and how to engage them 	<ul style="list-style-type: none"> ● Counselling skills
Knowledge and skills	<ul style="list-style-type: none"> ● Professionally discreet and able to respect confidentiality ● Well- developed interpersonal skills ● Team worker ● Trustworthy ● Empathy with pupils and sympathetic to their needs ● Ability to build positive relationships with staff and students ● Ability to stay calm under pressure ● Good listening skills and good judgement ● Firm but fair ● Flexible with a good sense of humour 	<ul style="list-style-type: none"> ● Understanding of principles of learning processes and in particular barriers to learning