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11 – 16 Mixed Comprehensive NOR 1,412 (across 2 campuses)

Head Teacher: Mrs Krista Dawkins

Cover Supervisor

37 hours per week: Mon – Thurs 8am – 4pm, Fri 8am – 3.30pm

39 weeks per year, term time only

Grade D. Actual full-time salary: £21,980 - £24,294

Are you considering a career change? Thinking of working with young people? Perhaps contemplating teaching as a possible career in the future, then this may be the role for you. A Cover Supervisor will undertake the supervision of classes in the absence of teachers and provide support for teaching staff and extracurricular activities.

You must be educated to GCSE level with proficiency in Maths and English, have good communication skills with an ability to clarify and explain instructions clearly and be adaptable and flexible. Experience of working in a school environment would be advantageous but is not essential.

The post of Cover Supervisor is to ensure teacher 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.

You will be required to cover classes in the absence of the class teacher across both campuses, 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 student work, preparing for open evenings or exams and other administrative tasks in support of the teacher. 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. 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.

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.

Crestwood Community School had an Ofsted inspection in February 2024, which confirmed that we continue to be a **'good'** school. The report stated that at Crestwood *"there is a welcoming, friendly atmosphere"*. They also said that *"teachers and support staff, including those in the early stages of their career, are proud to work at the school. They particularly value school leader's careful consideration of their workload and well-being so that they can focus their efforts fully on pupils' education."* In addition, Ofsted report that *"many pupils, staff and parents describe the school as a 'big family'.* This is a happy school, where staff and students want to be. The #Crestwoodfamily pervades through everything we do.

As a school we take staff well being seriously. We offer staff the following:

- wellbeing weeks, with no commitments scheduled after school
- free lunch every day
- free tea and coffee
- half termly cooked breakfasts
- One wellbeing day per year (during term-time), to be taken at their chosen time (after a qualifying period and acceptable levels of attendance)
- weekly thank you bulletin
- birthday cards
- heads discretionary leaves of absence for family events
- acts of random kindness
- access to mental health first aider

Application Procedure

Please download further details and a Hampshire Support Staff Application form from the school website www.crestwood.hants.sch.uk located under the School Information / Vacancies tab. Complete with the names and email addresses of two referees, and submitted to the Head Teacher by hand, post or by email to hr@crestwood.hants.sch.uk. Applications must reach us before noon on the advertised closing date.

Please note we cannot accept a CV as a means of application. We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.

Closing date: Friday 16th August 2024

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
 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