

THE CASTLE PARTNERSHIP TRUST

Executive Headteacher: Sarah Watson



The Castle Partnership Trust

ACHIEVE | BELONG | PARTICIPATE

THE CASTLE SCHOOL

Wellington Road, Taunton,

Somerset TA1 5AU

Tel: 01823 274073

www.castleschool.co.uk

COURT FIELDS SCHOOL

Mantle Street, Wellington,

Somerset TA21 8SW

Tel: 01823 664201

www.courtfields.net

June 2017

Dear Applicant

Cover Supervisor vacancy at The Castle School – 2 posts

Thank you for your interest in the position of Cover Supervisor at The Castle School. The Castle School offers a rewarding and positive environment in which to work and I hope that these details encourage you to submit an application.

The Castle School is a highly successful school where the children are courteous, respectful and have a lively interest in their own learning. We have high expectations of them as they have of us and we all work hard together to make sure that outcomes for our students are the very best possible. As a result, our students and their parents are appreciative and supportive. Everyone in the school contributes to the success of students and everyone, regardless of their role in the school, plays an equally important part in this. It is about the way we treat students, the way we speak to them and the respect we have, which is modelling best behaviour to students and they respond likewise.

If you feel that you are able to model exemplary behaviours and attitudes, that you want to be part of a thriving, busy and successful community where you are valued and where you will contribute to the success and happiness of our young people, we want to hear from you.

The role of Cover supervisor is a vital and important one in the school and students have an excellent relationship with our current staff. You will have a valuable role to play in supporting students within the school. The post will involve supervising the learning of students when teaching colleagues are absent, together with supporting teaching and learning across the school. In addition to this, Cover Supervisors are required to cover 30 minutes of lunchtime supervision each day as well as support the Special Educational Needs Department in the role of Teaching Assistant if there are no lesson cover requirements. The posts do not require qualified teacher status, although applicants with this status are most welcome to apply and often people use this as a stepping stone into teaching as a career. An enthusiasm for education and learning, and a commitment to supporting and working with young people are vital personal qualities for this role. Previous experience in a similar role is desirable but not essential as training will be provided.

Both vacancies are for 33 hrs 45 minutes per week and are term time only (38 weeks per year). The normal working day is 8:30am to 3:45pm with 30 minutes allowable for lunch, although this is not paid time. In addition colleagues are required to attend Full Staff meetings, which keep you informed of whole school issues and developments in teaching and learning. The post is Grade 13 on Somerset Support Staff Pay Scale (£17,772 - £20,138) – £9.21 per hour with a pro-rata actual starting salary of £13,408.

The most important thing for our children is their safety. We foster a culture of vigilance amongst staff, students and parents. We always listen to children and take their concerns seriously. The Castle School is committed to safeguarding and all staff have a duty of care towards our young people. All complaints and concerns are fully investigated.

Please note that for posts working with children the successful candidate will be required to undergo an Enhanced Disclosure and Barring Service checks (previously known as CRB checks).

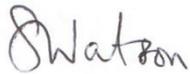
Applications should be emailed to Recruitmentcastle@educ.somerset.gov.uk or posted to
Mr Rob Trowbridge
Assistant Business Manager

The Castle School
Taunton
Somerset
TA1 5AU

Please do not send copies of DBS (Disclosure and Barring Service) certificates, or additional materials with your form. Any CVs must accompany a fully completed application form.

The closing date for applications is 12 noon on Friday 7 July 2017 with interviews expecting to take place on Thursday 13 July 2017.

Yours sincerely

A handwritten signature in black ink that reads "Sarah Watson". The signature is written in a cursive style with a large initial 'S'.

Sarah Watson, Headteacher

JOB DESCRIPTION

The school aims and values are fundamental and each member of staff will be expected to promote and develop these in all aspects of his/her work. All duties should be exercised in the context of these aims and values and in line with school policies.

In line with both the complex nature of the roles carried out and the priority placed on development and improvement in all aspects of our work, job descriptions are written in terms of outcomes rather than simply a list of specific tasks.

Job Title: Cover Supervisor

Reports to: Headteacher

Grade: 13

Hours: 33 hours 45 minutes per week, term time only (38 weeks per year)

Main Purpose of Job:

To supervise the learning of students when teaching colleagues are absent for short term periods, together with supporting teaching and learning across the school.

To support the SEND department in the role of Teaching Assistant at times when there are no cover requirements.

To supervise students during lunchtime either inside or outside of the school building as directed by the School Business Manager.

Role:

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Supporting the assigned teacher of a class by

1. supervising the whole classes during pre-planned learning activities, which have been set in accordance with the school policy ie will be relevant to the age group and point reached in the curriculum to assist with continuity
2. collecting finished work as necessary and returning it to the appropriate teacher
3. promoting positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging students to take responsibility for their own behaviour
4. reporting, as appropriate, using the school's agreed referral procedures on the behaviour of students during the class, and any issues arising

Supporting students by

1. responding to students and providing general guidance or advice about process and procedures
2. establishing productive working relationships with students, acting as a role model and setting high expectations for behaviour
3. promoting the inclusion and acceptance of all students within the classroom
4. working consistently whilst recognising and responding to individual student needs
5. encouraging students to interact and work co-operatively with others
6. promoting independence and employing strategies to recognise and reward achievement of self-reliance

Supporting the curriculum by

1. helping students to access pre-planned learning activities
2. ensuring that any pre-determined equipment and resources are available to students

Supporting the school by

1. being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
2. being aware of and supporting difference and ensuring all students have equal access to opportunities to learn and develop
3. contributing to the overall ethos/work/aims of the school
4. to undertake the role of teaching assistant when there are no cover requirements
5. to supervise students during lunchtime in accordance with the School Behaviour Policy, being especially vigilant as to the health, safety and security of students
4. to undertake other non-teaching duties to support learning and the curriculum. This could include providing additional support for individual students, exam invigilation, accompanying educational visits or support to administrative departments and pastoral teams.

Standards and Quality Assurance

1. Support the aims and ethos of the school.
2. Set a good example in terms of dress, punctuality and attendance.
3. Attend team and staff meetings.
4. Be proactive in matters relating to health and safety across the school.

This job description is current at the date shown, but, in consultation, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.