



Candidate brief for the position of:

## **Occasional Cover Supervisor**

Bullers Wood Multi Academy Trust

Application Deadline: Wednesday, 6<sup>th</sup> November 2019 –  
9.00am





# Contents

Letter from the Headteacher .....	3
Overview .....	4
Person Specification .....	4
Position Summary .....	4
Application Procedure .....	6
Appointment Process .....	6
Pre-employment Checks .....	7
Policy on Equal Opportunities .....	7



Dear Applicant

Thank you for expressing an interest in the post of Occasional Cover Supervisor at Bullers Wood Multi Academy Trust. The information in this pack will, we hope, give you a good flavour of the school, as well as the application procedure and I hope having read it, you will decide to apply.

This post is available now and offers an exciting opportunity to join an enthusiastic staff who are committed to making a real difference.

The Trust was formed in February 2018 following a successful application under the Free Schools programme to open a secondary boys' school to join the existing and very successful girls' school and offers opportunities for enhanced professional and career development for colleagues working within the Trust.

The Girls' school was last fully inspected by Ofsted in May 2011 and we were awarded Outstanding. The report is available on our website. We are very proud of our achievements and in recent years we have been congratulated by the Minister of State for Schools on our achievements at GCSE level, placing us in the top 100 non-selective state-funded schools in England. In addition, we were in the top 100 for pupils achieving the English Baccalaureate. We have also regularly been in the top 10% nationally (out of over 2,500 schools and colleges) for our A level performance assessed by ALPS.

The successful candidate will join the Trust at an exciting time as September 2018 saw the opening of a new secondary free school, Bullers Wood School for Boys.

When completing the application form, please follow the instructions below and demonstrate clearly how you meet the person specification and job description.

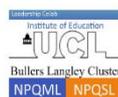
If you have any questions, please contact Gill Newton, HR Manager on 0208 467 2280 ext 359 or email [gnewton@bwsgirls.org](mailto:gnewton@bwsgirls.org)

We very much hope to receive your application.

Yours sincerely

T Millar  
Executive Headteacher

q u o d p o t e s t e n t a



## Overview

The position reports to the Cover Organiser.

Person Specification

### Person Specification:

We are looking for an adaptable, energetic and enthusiastic team player. Other qualities that we are looking for in the successful applicant include:

#### Essential

- The ability to function as an effective member of a team.
- Excellent interpersonal and communication skills to work effectively with students and staff and to inspire students.
- Have at least 5 GCSEs (or equivalent), including both English and Maths.
- Presence and calm authority.
- An enthusiasm for students' learning and achievement.
- The ability to relate to young people.
- Emotional resilience to deal with occasionally challenging students.
- A sense of humour.
- A positive and flexible approach to work.
- The ability to work under pressure and on one's own initiative.
- The willingness to engage in a training programme to develop the skills necessary for this post including ICT skills such as SIMS electronic registration, interactive whiteboard and others as required.
- Understanding of and willingness to uphold appropriate health and safety measures.
- Commitment and reliability.

#### Desirable

- Ideally have experience of working with girls aged 11 – 16

In addition the successful candidate must be willing to uphold the ethos and policies of the school, including the commitment to safeguarding and promoting the welfare of children and young people.

## THE POST AND SPECIFICATIONS

We are passionate about having the highest standards of teaching and learning at Bullers Wood. With this in mind we are seeking an occasional, part- time cover supervisor to ensure that effective learning continues when teaching staff are absent from their lessons. This is an exciting role and we are looking for someone to start as soon as possible.

We are looking for someone to cover part or the whole school day (8.30 to 3.50) on an 'as required' basis during term time.

## JOB DESCRIPTION

<b>Job Title:</b>	Occasional, Part-Time Cover Supervisor
<b>Reports:</b>	Mrs Karen Harris, Cover Organiser
<b>Hours of Duty:</b>	variable - there is no commitment to offer any regular employment – the requirement for this post is to have a cover supervisor who will be called upon on as needed.
<b>Term time contract:</b>	maximum of 190 days of term time
<b>Holiday:</b>	To be taken outside school term times.

### **Main purpose of the position:**

To supervise whole classes when teachers are absent and to assist students in completing work set to ensure that effective learning takes place.

### **Responsibilities:**

#### a) Cover for absent teachers

- Check lessons to be covered (via email or the Cover Organiser) each day.
- Collect cover work via email/from the cover box in the Staff Room.
- Be punctual for the start and end of lessons and begin lessons promptly.
- Register the class every lesson (within the first 5 minutes) using the school's electronic registration system as a check on punctuality, internal truancy etc. and ask students to use 'Yes' or 'Yes Miss/Sir'.
- Explain to students the work that has been set and project it/write it on the board. Distribute resources as appropriate.
- Supervise the class in the absence of the class teacher, expect and encourage good standards of work and assist the students in completing work set.
- Do not permit the students to leave the classroom without a valid reason. Students should be issued with an out of lesson pass in their contact book if they leave the room.

- Check the room is tidy and litter free at both the beginning and end of the lesson and, if not, ask students to assist in tidying up.
- Follow the school's Behaviour for Learning Policy with due regard to behaviour expectations, rewards and sanctions.
- Follow up on any behaviour issues promptly using the School's procedure.
- Ask students to stand before being dismissed formally at the end of the lesson - students should leave the class before you.
- Make sure the board is clean before you leave the room, turn off the interactive whiteboard and log off the computer.
- Return lesson details, register and work completed by students to the pigeon hole of the member of staff you are covering before the end of the day.

b) Other

- Undertake form registration for absent form tutors, supervise students during form time and undertake any duties required of the absent form tutor in this time
- Assist form tutors in form time
- Escort students to assembly and supervise entrance and departure.
- Support teaching staff in lessons if not required to cover absence.
- Undertake break duty as required.
- Invigilate exams as required.
- Participate in school trips and visits as required.
- Uphold the ethos and policies of the school, including the commitment to safeguarding and promoting the welfare of children and young people.
- Undertake any other duties as may be reasonably requested.

*This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the post holder.*

The salary for this position is in the range £20,414 to £22,936 per annum (£12.19 - £13.60 per hour) dependent upon skills and experience. Pay will be for actual service i.e. hours worked, payable

after submission of a claim form. No salary will be paid for any occasion when the school is closed or if you are unable to attend for any reason having previously notified the school that you would be attending.

#### Application Procedure

- i. Read carefully all the information about this post
- ii. If you have any questions, please do not hesitate to telephone or email *Gill Newton, Human Resources Manager, on ext 359 or [gnewton@bwsgirls.org](mailto:gnewton@bwsgirls.org)*. Please also contact her if you wish to visit the school before applying.
- iii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. *It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.*
- iv. In section 9 Letter of Application, please tell us
  - Why you are applying for this post
  - How your experience, skills, training and/or qualifications equip you for it i.e. how you meet the person specification and requirements of the job description.

Send your completed application form by email (if downloaded from our website) or through the post to:-

Mrs Gill Newton  
Human Resources Manager  
Bullers Wood School  
St Nicolas Lane, Logs Hill, Chislehurst, Kent BR7 5LJ

[gnewton@bwsgirls.org](mailto:gnewton@bwsgirls.org)

Please send your application by Wednesday, 6<sup>th</sup> November 2019– 9am.

#### Appointment Process

- i. Suitable applications will be shortlisted for interview as quickly as possible.
- ii. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

- iii. Candidates called to interview will
- be given a tour of the school
  - usually have an opportunity to meet with members of the department
  - normally be expected to conduct a short task.
  - Have an interview.

#### Pre-employment Checks

Bullers Wood Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

#### Policy on Equal Opportunities

The School is an Equal Opportunities employer and appointments are based on the applicant’s ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

