

# St Bede's School

64 Carlton Road, Redhill, Surrey, RH1 2LQ



## Cover Supervisor

32.5 hours per week, 39 weeks per year

To Start: July 2018 / September 2018

Application Deadline:

09:30hrs 16<sup>th</sup> May 2018



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# About St Bede's

At St Bede's we are proud to serve roughly 1,700 boys and girls of all abilities, age 11-18, from the Reigate, Redhill, Caterham, Horley and surrounding areas. This includes over 300 studying academic courses in the sixth form. The school has an Anglican, Catholic and Free Church foundation and we work hard to create an inclusive ethos. Our aim is to ensure that pupils thrive academically, socially and spiritually within a Christian framework.

In January 2017 Ofsted carried out an inspection of St Bede's and judged the school outstanding in every category. The report acknowledged that pupils make exceptional progress in all year groups and in almost all subjects. Disadvantaged pupils and those who have special educational needs and/or disabilities also make rapid progress. The inspection highlighted the teaching in the sixth form as consistently challenging and as a result, students are motivated to learn and achieve excellent outcomes.

Attainment and progress scores at GCSE and A level are consistently above national averages. We are particularly proud of the English and Maths results achieved in the new 9-1 GCSEs. Both departments achieved fantastic results at 4 and 7 grades. St Bede's also saw a steep rise in the number of students achieving the English Baccalaureate.

Measure	2017
Attainment 8	54.9
Progress 8	+0.48
EBACC	43%
EBACC entered	74%
4/C+ English	84%
4/C +Maths	89%

**Our school is committed to the safeguarding of children so all appointments are subject to a satisfactory enhanced DBS check. Only applications made on our School Application Form will be considered; we do not accept CVs or unsolicited testimonials. It is our policy always to request references prior to interview.**



***“A zest for learning permeates the whole school. Teachers’ high expectations mean that pupils are ambitious for their own futures and approach their learning with determination and resilience.” Ofsted 2017***

# Support Staff at St Bede's

## Current Vacancy

Our current vacancy is for a Cover Supervisor. We are seeking to increase our team of people who supervise classes when the timetabled teacher is not available. Full training will be provided. The post holder will work 08:30 to 15:30 Monday to Friday (with a 30 minute unpaid lunch break) term time only. The work is varied. In any one day you could cover lessons in a diverse range of subject areas: including desk based learning, and practical subjects such as Physical Education.

Support staff are valued members of the school community and fill vital roles. They are respected for the expertise they bring to their area of work. As you would expect in a large secondary school; support work is varied. St Bede's support staff work in the following areas:

- **Central Administration Team** – providing general administrative support to senior and middle managers, this team includes our Reprographics officer and Receptionists
- **Exams Office** – responsible for all administrative work related to public examinations (GCSE – A level)
- **Finance** – managing school budgets, administration of school trips, lettings, purchasing, and payment of invoices,
- **Personnel** – providing a generalist HR service and liaising with Surrey County Council payroll team
- **Premises Team** – responsible for maintenance & development of the school site, setting up rooms for exams, concerts etc.
- **School Shop** – shop assistants
- **SIMs Office** – maintaining student records in various systems and completion of data returns to external agencies; monitoring attendance and liaising with external agencies; administration of assessment and reporting system to parents; administering school admissions and liaising with Surrey County Council School Admissions and Transport team; providing first aid; dealing with day to day student issues including illness, lockers, canteen accounts and lost property, etc.
- **Timetabling & Cover**– working with senior leaders to develop and maintain whole school timetables, arranging short to medium term cover for absent teaching staff and planning room changes.
- **Curriculum Support** - roles such as Learning Support Assistants, Library Assistants, Cover Supervisors, Science Technicians and IT Technicians.

# Job Profile

## Context

St Bede's is a voluntary-aided school in which the staff are employed by the Governors and are expected to work within the policies approved and adopted by the Governing Body and under the direction of the Headteacher. We expect all staff to support the Christian ethos of the school, maintain the highest professional standards and contribute to the development of St Bede's as a thriving community. The contractual basis of this post is the Surrey pay scale, currently in force as adopted by St Bede's Governors, and the written contract offered for signature on appointment.

## Purpose

To serve the mission of St Bede's as an ecumenical Christian school by supervising and organising work for teaching and tutor groups where a teacher is on a short-term absence from school.

## Salary and working hours

32.5 hours per week, 39 weeks per year - term time including inset days. Surrey Pay SP6 starting salary £ 16,594 (pro-rata to £21,563 full time salary).

## Responsible to

Head of School

## Key Accountabilities

- Supervise classes where a teacher cannot be present to ensure student safety, good order and behaviour and that the work left is attempted and completed so far as possible.
- Take registration for tutor groups where the tutor cannot be present, performing routine daily checks and tasks with the group as required.
- Collect and organise work to be set for covered groups, following school procedures, and ensure the correct work is set for each group and that students are clear about the tasks required. Where absence is known in advance, work with a teacher or Head of Department to organise a sequence of work and supervision that will support effective cover of the group.
- Liaise with teaching staff to ensure that appropriate work is set and collected, that necessary resources are available and that teachers are aware of the progress made by their groups(s) during absence.
- Follow School procedures and apply school policies in taking a class register, enforcing discipline, applying basic sanctions and following up any concerns or problems.
- Where possible (and within the limits of training and experience) support and work with students so that they can complete the work set to the best of their ability.
- Follow school procedures and apply policies relating to student special needs, child protection and any other aspect of student welfare in relation to the groups covered.
- To file pupil records for Head of Year.
- When not required to cover classes, to assist the admin teams and undertake tasks as directed by them.

- Engage with professional development activities and processes.

#### **Key Tasks**

- Check arrangements for supervision each morning and afternoon
- Liaise with other cover supervisors and with management to ensure best deployment of cover supervisors
- Collect and organise work for supervised groups
- Collect completed work as requested and ensure it reaches the relevant teacher
- Supervise classes as required
- Supervise Tutor Groups as required
- Perform Lunch Time Supervision duties as required
- Maintain records of each class as required by school policies (e.g. register)
- When not needed for cover, take on exam invigilator and admin tasks as arranged.



# Person Specification

	Essential	Desirable
<b>Christian Commitment</b>	<ul style="list-style-type: none"> <li>• Able to support the aims and mission of an ecumenical Christian school</li> </ul>	<ul style="list-style-type: none"> <li>• Personally committed Christian, member of any denomination served by the school.</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Broad general education to at least sound GCSE standard</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Has worked with young people</li> <li>• Good interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• Has worked in a secondary school</li> <li>• Has taught or trained people</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Sense of humour</li> <li>• Patience</li> <li>• Calm under pressure</li> <li>• Able to work independently</li> <li>• Be proactive</li> <li>• Flexible and adaptable</li> <li>• Very good at dealing with people</li> <li>• Ability to relate effectively to, and earn the confidence of staff, students, and parents</li> <li>• Enjoy working with students, whilst being sensitive to the needs of a diverse age and ability range</li> <li>• Be fair and firm, but friendly and approachable in dealing with students</li> <li>• Be sensitive to students' needs and concerns</li> <li>• Have the presence of mind to pick up on student issues and welfare problems, reporting them as necessary</li> <li>• Be lively and engaging, with a personality whose presence is noted</li> <li>• Have good health and stamina</li> <li>• Have a commitment to equal opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Able to use initiative</li> <li>• Sound judgement</li> <li>• Keen interest in all aspects of school life</li> </ul>

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# How to Apply

If you would like to apply please complete our application form for Support posts and send it to us with a supporting statement which explains what attracts you to the post as well as detailing the skills and experience you would bring to it.

Your completed application can be emailed to:

[jobs@st-bedes.surrey.sch.uk](mailto:jobs@st-bedes.surrey.sch.uk)

or sent by post to:

Mrs C. Whybra  
Personnel Officer  
St Bede's School  
64, Carlton Road  
Redhill  
Surrey  
RH1 2LQ

If you have any queries please ring Carole Whybra on 01737 214048 or send an email to [jobs@st-bedes.surrey.sch.uk](mailto:jobs@st-bedes.surrey.sch.uk)

**The deadline for receipt of completed applications is**

**09:30 hrs on Wednesday 16<sup>th</sup> May 2018**

Interviews will be arranged as soon as possible.

We look forward to hearing from you.



# Quotes from our Ofsted Report

## January 2017

*"Pupils conduct themselves impeccably in lessons and around the school. They are polite and welcoming to visitors and wear their uniforms with pride".*

*"Teaching in the sixth form is consistently challenging. As a result, students are motivated to learn and achieve excellent outcomes".*

*"Teachers go the extra mile to meet pupils' individual needs exceptionally well. Their detailed subject knowledge, clear explanations and expert use of questioning ensure that pupils make rapid progress in their learning".*

*"Pupils are exceptionally well prepared for their next steps. A higher than average proportion of pupils, including disadvantaged pupils and those who have special educational needs and/or disabilities, progress to further education, employment or training. These destinations match pupils' career paths closely".*

*"The headteacher has created an open, tolerant and ambitious culture, underpinned by the Christian ethos of the school. He is a highly visible and approachable figure, well respected by staff, pupils and parents alike. Consequently, relationships between staff and pupils are exceptionally strong, and there is a purposeful and scholarly atmosphere throughout the school".*

*"Parents are overwhelmingly positive about the school. They value the school's nurturing climate, the range of opportunities available to their children and the visible and approachable leadership of the headteacher".*