



BEVERLEY GRAMMAR SCHOOL

Cover Supervisor Recruitment Information Pack



**Beverley Grammar School
Queensgate
Beverley
East Yorkshire
HU17 8NF**



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BEVERLEY GRAMMAR SCHOOL

THE APPLICATION PROCESS

Completed applications should be:-

Posted to Mrs C. Hoyle,
Beverley Grammar School,
Queensgate,
Beverley,
HU17 8NF.

Emailed to apply@beverleygrammar.co.uk

Shortlisted candidates will be contacted by email/telephone following the closing date with details of the interview process. If you have not heard from us within 2 weeks of the closing date please assume your application has been unsuccessful.

Queries

If you have any queries on any aspect of the application process or need additional information, please contact Mrs C. Hoyle in the first instance on 01482 881531.

THE CLOSING DATE FOR APPLICATIONS IS:

7th February 2024 (10.00am)
Interview Date week commencing 5th February 2024



Beverley Grammar School
Queensgate
Beverley
East Riding of Yorkshire
HU17 8NF
Tel: 01482 881531

COVER SUPERVISOR

Closing Date: 7th February 2024 (10.00am)
Interview Date w/c. 5th February 2024
Salary Range: Grade 11 - £25,979 (Pro-rata'ed to hours/TTO)
Contract type: 33.75 hours Term time only

Beverley Grammar School is a vibrant, 11–18 boys' comprehensive school with a Joint Sixth form with the neighbouring girls' school. The school prides itself on our values of confidence, ambition, resilience and empathy and we promote inclusive education and celebrate equality and diversity.

We are a successful school which has the respect of the local community and in which all staff and students assist each other in achieving their full potential.

We are looking for a committed team worker, who is able to establish positive working relationships with students and adults. The person appointed should have experience of strategies and techniques in a teaching and learning environment.

The main responsibilities will be:

- to provide cover for teaching staff, supervising lessons and carrying out duties
- to supervise students in clubs, visits, activities and examinations
- to be deployed for general office and support work when cover is not required

Further details and application forms are available at www.beverleygrammar.co.uk Completed forms should be posted to **Mrs. C Hoyle**, or emailed to apply@beverleygrammar.co.uk

Beverley Grammar School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Clearance from the Disclosure and Barring Service is required prior to appointment.



BEVERLEY GRAMMAR SCHOOL

Job Title:	Cover Supervisor
Responsible to:	Assistant Head
Location:	Beverley Grammar School, Queensgate, Beverley
Grade:	Grade 11-£25,979 (pro rata to hours/TTO)
Hours:	33.75 hours per week, term time only Monday to Friday inclusive: 8.30am - 3.45pm (to include a 30 minute lunch break)

PURPOSE AND SCOPE:

- Provide cover for teaching staff, supervising lessons
- Perform lunch time duty
- Supervise students in clubs, visits, activities and examinations
- General office and support work when cover is not required

MAIN DUTIES AND RESPONSIBILITIES

Working in partnership with the teacher:-

- Instruct pupils in relation to the work provided by the subject teacher;
- Ensure pupils are provided with the necessary resources to facilitate learning;
- Register and record pupil attendance in lessons;
- Supervise the class for the duration of the lesson;
- Ensure classes enter and leave classrooms in an orderly manner;
- Ensure the classroom is left tidy and ready for the next lesson after dismissing the class;
- Liaise with the subject teacher and mark work as appropriate;
- Manage, record and report incidents of inappropriate behaviour, in accordance with the school's behaviour policy and procedures;
- Support and supervise after school study support activities;
- Work with support staff allocated to the teaching area.

Support inclusion:-

- Facilitate participation and learning: help to build confidence and self-esteem, so that all pupils, including those who present challenging behaviour, are enabled to reach their full potential alongside their peers
- Produce packs of work (in collaboration with Heads of departments) for pupils who are excluded from school
- Arrange work from departments for pupils in isolation

General Duties

- Perform lunch time duty;
- Participation in the appraisal and professional development policy;
- Conduct all duties with due regard to the school's policies of child protection, health and safety, security, confidentiality and data protection;
- Assist educational visits and out of school activities as necessary;
- Perform other duties as reasonably correspond to the general character of the post, commensurate with level of responsibility.

The postholder may be required to work in more than one area of the school. If this involves using unfamiliar equipment, techniques or procedures, appropriate training will be given.

Advice and guidance on all matters is available from the postholders Line Manager.

This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing needs of the school.

Date Approved	January 2024	Signature:
Head Teacher	Gavin Chappell	Signature:



BEVERLEY GRAMMAR SCHOOL

COVER SUPERVISOR

PERSON SPECIFICATION

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>
<u>Qualifications:</u> Good standard of general education and IT skills to NVQ Level 3 or equivalent. Safeguarding training/qualifications	Y	Y
<u>Experience:</u> Previous experience of working in a support capacity in a school with students of relevant age or in an appropriate learning environment. Competent in the use of IT applications including word processing, spreadsheets, databases, email etc. A willingness to undertake training as required. Experience of successful liaison with staff at all levels.	Y Y Y Y	
<u>Knowledge:</u> A knowledge and understanding of behavioural systems including Individual Behaviour Plans A knowledge and understanding of school policies and procedures relating to child protection, confidentiality and data protection	Y	Y
<u>Skills/Attributes:</u> Ability to encourage pupils to learn using available resources Organisational skills, ability to undertake varied duties Ability to communicate effectively and competently deal with enquiries from staff, students and parents Ability to gain respect of students through manner of confidence and authority Ability to work calmly under pressure Able to exercise a high degree of integrity Must be of smart appearance	Y Y Y Y Y	