

09<sup>th</sup> May 2017

Dear Applicant,

**Re: Cover Supervisor**

Thank you for your interest in the above post. The Governors are seeking to appoint a Cover Supervisor – Fixed Term from 01<sup>st</sup> September 2017 to 20<sup>th</sup> July 2018.

Enclosed with this letter are the following:

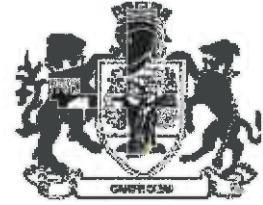
Background information about West Bridgford School  
Copy of the Advertisement  
Job Description

Applicants should return the application form (CV's are not acceptable), with a letter of application, by 12-noon on Wednesday 17<sup>th</sup> May 2017.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Joann Walker', with a large loop and a horizontal line extending to the right.

Joann Walker  
Personnel Department



**The West Bridgford School  
A Specialist Technology Academy**

The West Bridgford School is a very popular 11 to 18 comprehensive school situated in the Rushcliffe district of Nottinghamshire on the outskirts of Nottingham. It acquired foundation status in January 2006, became a specialist technology college in September 2006 and converted to an Academy in April 2011. The school's popularity has led to a steady growth in pupil numbers to its current size of 1460, with 300 pupils in the sixth form. In January 2004 we opened a new Post-16 Centre providing a common room and teaching areas for those students following AS/A2 courses, this was further extended in 2008 to accommodate increasing numbers.

The school's catchment area is the western side of West Bridgford. Within this area there are four primary schools, from which the vast majority of the school's intake originates. There is close co-operation and liaison between the primary schools and the West Bridgford School, and a great deal of preparation takes place to ensure that pupils experience a smooth transition between primary and secondary school.

Although the school is situated in one of the most affluent areas of Nottinghamshire the intake is truly comprehensive with the full range of attainment and socio-economic backgrounds represented. Some 20% of the pupil population originates from an ethnic minority and the number of pupils with special educational needs is close to the national average. The school has a policy of inclusion and strives to ensure that all pupils and prospective pupils are provided with appropriate support and resources to enable them to reach their full potential.

The school has consistently achieved excellent examination results and is presently the highest performing school in the county at GCSE and 'A' level with 93% of our children obtaining the five higher grades (including English and Maths) at GCSE and an average point score per entry of 227 at 'A' level. Our curriculum is largely academic and we only offer 'A' levels at post 16.

In November 2011, the school was inspected by Ofsted and classified as Outstanding.





## The West Bridgford School

Loughborough Road, West Bridgford,

Nottingham, NG2 7FA

Head Teacher: Mr R McDonough

Tel: 0115 9744488 Fax: 0115 9744489

[vacancies@wbs.eu.com](mailto:vacancies@wbs.eu.com)



Secondary roll: 1568 including 354 in the sixth form

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### COVER SUPERVISOR

**Fixed term from 1<sup>st</sup> September 2017 to 20<sup>th</sup> July 2018**

**33.75 Hours per Week – Term-Time Only – Hours of Work: 8:00am – 3:15pm**

**Scale 4 Points 18 to 21: £18,070 - £20,138 (pro rata actual salary will be £12406 - £13826)**

We have an opportunity for an enthusiastic person who enjoys working with young people to join our Cover Supervisor team. The role involves managing students in a classroom and assisting them with work left by the subject teacher, as well as working with students one-to-one as a member of the Intervention Team.

You should be flexible and willing to contribute to various areas of the school as necessary.

The position is particularly suitable for someone looking to gain experience in a school environment prior to applying for a teacher training post – possibly through our own highly regarded SCITT (School-Centred Initial Teacher Training).

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. We welcome applications regardless of age, gender, ethnicity or religion.

For further information, and an application pack, please visit our web site at [www.wbs.eu.com/vacancies](http://www.wbs.eu.com/vacancies), or email [vacancies@wbs.eu.com](mailto:vacancies@wbs.eu.com). Only applications submitted on the school's application form will be considered. We do not accept applications through recruitment agencies.

**Closing date for applications is Wednesday 17<sup>th</sup> May 2017 at 12 noon**



## **JOB DESCRIPTION Cover Supervisor**



<b>Grade:</b>	Scale 4 Points 18-21
<b>Salary:</b>	£18,070 - £20,138 pro-rata (actual salary will be £12,406 - £13,826)
<b>Responsible to:</b>	Deputy Headteacher
<b>Hours of work:</b>	Monday to Friday, 8:00am – 3:15pm with half an hour lunch, term-time only
<b>Other information:</b>	Appointments made are subject to the receipt of satisfactory references, confirmation of medical fitness for the post and an Enhanced DBS check.

The West Bridgford School is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

### **Duties and Responsibilities**

1. Reporting to Deputy Headteacher
2. Liaison with the Heads of Department for work to be set
3. Supervising students on work left in accordance with the school policy
4. Responding to students about the work that has been set
5. Assisting with the management of student behaviour to ensure a constructive working environment
6. Collecting any work completed after the lesson and returning it to an agreed person / place
7. Supervising entry and departure of students in accordance with school policy
8. Leaving the room in good order at the end of the lesson
9. Recording and reporting attendance at lessons in accordance with school policy
10. Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class and any other issues arising
11. Dealing with any immediate problems or emergencies according to the school's policies and procedures
12. Respecting confidential issues linked to home/students/teachers/school work and to keep confidences as appropriate
13. Following school policies and procedures especially those relating to child protection and health and safety
14. Supervision of students before school, at lunchtime and at the end of the school day.
15. Supporting the Intervention Team in the Intervention Centre
16. Assisting in exam invigilation under the supervision of the Examinations Officer
17. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms following consultation with the recognised trade unions

**PERSON SPECIFICATION**  
**Cover Supervisor**

<b>Skills</b>	
Well organised	Essential
Good communication skills	Essential
Good planning skills	Essential
Good literacy and numeracy skills to GCSE grade C or equivalent	Essential

<b>Qualities</b>	
Suitable for work with children	Essential
Willingness to continue to learn the role	Essential
Ability to work as part of a team	Essential
Empathy to children and their varied needs	Essential
Commitment to maximising student achievement	Essential