



The Burgate School & Sixth Form



Cover Supervisor

Full-Time/Part-Time considered
Temporary Contract (initially for one year)

Required for February 2023

Deadline for applications: 09:00hrs, Wednesday 25 January 2023

Headteacher: David Pover
The Burgate School and Sixth Form, Salisbury Road, Fordingbridge, Hampshire, SP6 1EZ
Tel: 01425 652039 Fax: 01425 656625
Email: burgate@burgate.hants.sch.uk Website: www.theburgate.com

Learning For Life

Registered in England and Wales

Register Company Number: 07596997



Dear Prospective Applicant

I am delighted that you are interested in applying for the post of Cover Supervisor at The Burgate School and Sixth Form. We believe our school is an exceptional place to work, where students and staff share collective values in a happy and successful environment. Every member of our staff team matters, and creativity and innovation are embraced and developed. Our students are a pleasure to work with and we encourage you to come and see this for yourself. 'Learning for Life', our school and college motto, underpins our culture and applies to every member of our school and sixth form community, whatever stage they are at.

Our desire to be one of the top comprehensive schools nationally continues with great enthusiasm and this appointment is a key factor in ensuring that we achieve that ambition. Please take your time to explore our school's website which will give you a greater understanding of what we believe is a happy, caring, and successful school. I hope both our website and this recruitment pack will give you a better understanding of The Burgate School and Sixth Form and the way we work.

I very much look forward to receiving your application to work with us at The Burgate.

Yours sincerely



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Role

The Post

We are looking to appoint an enthusiastic, confident person to join our fantastic team of Cover Supervisors. This post would be ideal for an ECT or an aspiring teacher. In this key position, the successful candidate will supervise a group of students during the short-term absence of a teacher to ensure that students carry out a pre-prepared lesson whilst maintaining the good behaviour of the students, keeping students on task, responding to questions, and generally assisting students to undertake and engage in the set learning activities to support their learning. The successful candidate will be required to work as part of a team or on their own under the direction of their line manager. The role will also involve supporting departments with administration tasks. Please also refer to the detailed job description.

Further Information

Applicants are invited to contact our Assistant Headteacher, Richard Hollowbread, in the first instance.

Required for:	February 2023
Hours:	Monday to Friday, 35 hours per week, Term Time only (44.07 weeks per year)
Salary:	£20,258 - £21,968 (FTE) dependent on experience
Contract:	Temporary (initially for one year). Part-Time and Full-Time will be considered
Closing date:	09:00hrs, Wednesday 25 January 2023

How to Apply

The following guidelines are designed to help you submit an application in line with our requirements. Please ensure that you comply with the instructions below otherwise the panel will not shortlist you. If you require clarification or have any questions regarding the application process, please contact Sarah Hewett, Headteacher's PA at shewett@burgate.hants.sch.uk

Application Form

To apply for the role, please either complete an application via the TES website, an application via the Government's Teaching Vacancies website, or our Support Staff application form which can be downloaded from the vacancies page on the school's website. If you apply using

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the school's Support Staff application form, completed forms should be emailed to Miss Sarah Hewett, Headteacher's PA, at: shewett@burgate.hants.sch.uk. All applications should be received by the deadline, 09:00hrs on Wednesday 25 January 2023. Only applications submitted on a TES, Government Teaching Vacancies, or school application form will be considered. CVs will not be accepted.

Disclaimer

You are advised to submit your applications as soon as possible as, on occasion, we reserve the right to close a vacancy earlier than the advertised date, if we have received sufficient applications that meet the criteria, or a suitable candidate is found. We advise you to submit your application as early as possible to prevent disappointment.

Shortlisting

Shortlisted candidates will be contacted by telephone or email. We will endeavour to contact non-shortlisted applicants however, if you have not heard from us within three weeks of the closing date you should assume that you have not been shortlisted for interview.

Interviews

Interviews will be held at The Burgate School and Sixth Form. In addition to a tour of the school and informal discussions with key members of staff, candidates may be required to complete a task or exercise relating to aspects of the job description and criterion/criteria of the person specification. The selection process will culminate in a formal interview. Full details of the interview process will be sent to candidates with the invitation to interview. Candidates invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will also be required to bring photo ID with them on the interview day e.g. valid passport or driving licence to provide proof of identity and, if relevant to the role, evidence of all academic and professional qualifications disclosed on your application form. Full details will be sent to candidates alongside their formal invite to interview.

References for shortlisted candidate

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until The Burgate School and Sixth Form has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer), confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS).

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Safeguarding and Child Protection Statement

Safeguarding determines the actions that we take to keep children safe and protect them from harm in all aspects of their school life. As a school and sixth form we are committed to safeguarding and promoting the welfare of all our students.

The actions that we take to prevent harm, to promote wellbeing, to create safe environments, to educate on rights, respect, and responsibilities, to respond to specific issues and vulnerabilities all form part of the safeguarding responsibilities of the school and sixth form.

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, all our recruitment and selection practices reflect this commitment. Should you be successful, any offer of a post will be conditional subject to an enhanced Disclosure and Barring Check as well as other relevant pre-employment checks including the receipt of two satisfactory references and medical clearance. As this is a post in regulated activity, the DBS check will include a children's barred list check. It is an offence to seek employment in regulated activity if you are on a barred list. All positions within The Burgate School and Sixth Form are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

A copy of our child protection policy and our policy on the employment of ex-offenders are available to view on The Burgate School and Sixth Form's website at: <https://www.theburgate.com/policies>

Equal Opportunities Statement

The Burgate School and Sixth Form is an equal opportunities employer and welcomes applications from all suitably qualified candidates.

As a provider of employment and education, we value the diversity of our staff and students, and all our staff are equally valued and respected. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.

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General Information for Applicants

The Burgate School and Sixth Form is a school that wants every student to enjoy their learning and feel valued for who they are. The school provides high quality comprehensive education for children aged between 11 and 18 and we enjoy an excellent reputation within the local community for our high standards. Consequently, many students attend the school through parental choice. We provide a broad curriculum and a creative approach to learning that inspires curiosity, builds collaboration, helps develop resilience and encourages flexibility of thought.

This could not be a better time to join The Burgate; our GCSE results in 2022 continued to be with strong with 81% of students achieving both English and Mathematics at Grade 4+ and 59% achieving Grade 5+. Our most recent Progress 8 value added score, which related to the 2022 exam series was +0.02 which was above the national average and once again places The Burgate as one of the very best performing schools in Hampshire and in the top 25% nationally. Our A level results are consistently very good and our results in 2022 again put us in the top 10% of 16-19 providers nationally. 65% of A level results were at A*-B grades and over 83% at grades A*-C, with practically all students gaining a place at their chosen university.

We offer a wide range of subjects at GCSE and A Level delivered by a highly qualified team of professional teachers and support staff who are committed to offering the highest quality of education to the students. All staff members participate in a well-established and bespoke performance management scheme. Induction and in-service training are provided for all teaching and support staff and there is a special programme for ECTs, as well as access to a wide range of CPD through National College and beyond. Internal promotion is a typical route for progression to higher levels of leadership for Burgate staff.

The school has a very committed and supportive board of trustees, enjoys healthy links with the local community, our cluster primary schools and partnership schools. We build and consequently benefit from excellent supportive relationships with parents, and we encourage close contact with the school whenever they have concerns regarding their child's education.

The school was inspected by Ofsted in May 2019 in which we were awarded 'Good' overall with three of our inspection judgements being 'Outstanding'. The inspectors praised the high expectations of everyone at the school and remarked how the school's trustees and staff work closely together to create a team spirit that provides a consistent and positive learning environment, where teaching is inspirational and student behaviour is superb.

We are situated on the outskirts of Fordingbridge, in Hampshire. Salisbury, Bournemouth, Southampton and the Channel ports of Poole and Portsmouth are all within easy driving distance, and Bath, Bristol and London easily accessible by road and rail. With the New Forest National Park, Isle of Purbeck, Jurassic Coast and Salisbury Plain further enriching and enhancing the natural beauty of the local environment, the successful candidate will have a chance to live and teach in one of the most highly desirable areas of England, where the standard of living is of the best available nationally.

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Job Description Cover Supervisor

It is the role of a Cover Supervisor to provide efficient and effective delivery of cover lessons so that each student is enabled to achieve his or her full potential, through lesson cover for absent

Responsible to: Assistant Headteacher, School Business Manager
Weeks per year: 44.07
Hours per week: 35
Daily working times: 08:00 to 15:30 Monday to Friday

CORE RESPONSIBILITIES:

- Maintain high professional standards and level of conduct
- Adhere to statutory policies and procedures and undertake training as required
- Contribute to the delivery of the school's vision
- Uphold the values of the Burgate School and Sixth Form
- Help to foster innovation and the development of new capabilities
- Engage with school improvement plans and initiatives
- Support the pastoral care and behaviour standards of students to ensure they feel safe, secure and valued.

KEY RESPONSIBILITIES:

- Supervise classes when teachers are unavailable ensuring that the students complete the work set to the best of their ability.
- Prepare worksheet, materials and other resources for lessons as required
- Follow the school's behaviour management policy, referring any students who misbehave as necessary.
- Support individuals and groups of students either within lessons or separately as directed by the teacher responsible for the class.
- Assist in the supervision of students on educational trips and visits, some of which may run outside of normal school hours.
- Carry out various administrative tasks to support the work of the department as directed by the HOD including copying, displays, ordering, stock control.
- Attend and contribute to departmental and other meetings as required.
- Support with Exam Invigilation when necessary (training will be given).

You may also be asked to carry out any other duties reasonably requested by the Senior Leadership Team

Desired Skills/Knowledge and Abilities

Microsoft Office/Excellent organisational skills/Flexibility/Ability to work well within a team/Ability to maintain confidentiality

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Cover Supervisor: Person Specification

Qualifications or Training	Essential	Desirable
GCSE English, Maths and Science	X	
Experience of working with children		X

Skills and Knowledge	Essential	Desirable
Good literacy and numeracy skills	X	
Good planning and organisational skills and a flexible approach to the management of work	X	
Ability to build effective working relationships with students and adults	X	
Skills and expertise in understanding the needs of all students	X	
Excellent communication skills, both written and oral, and the ability to communicate effectively with staff and students	X	
Ability to remain calm in stressful situations	X	
Understanding of roles and responsibilities within the classroom and whole school context	X	

Personal Qualities & Attributes	Essential	Desirable
Ability to work as part of a team and on own initiative and with resilience	X	
Self-motivating with the ability to multi-task	X	
Good interpersonal skills and the ability to enthuse and motivate others	X	
Ability to empathise and be positive with children and young people	X	
Willingness to undertake first aid training	X	
Have a good record of punctuality and attendance	X	
Have a positive and optimistic outlook	X	
A commitment to getting the best outcomes for all students and promoting the ethos and values of the school	X	
Commitment to safeguarding and promoting the welfare of children and young people	X	
Commitment to equal opportunity	X	

Essential Competences	Essential	Desirable
Confidentiality	X	
Ability to relate well to children	X	
Excellent IT skills including all main Microsoft applications	X	
Familiarity with SIMS		X
Well-honed interpersonal skills	X	
Smart appearance	X	
Strong team player	X	

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