

Application Pack

Vacancy Title: Cover Supervisor
Hours/FTE: 29 hours per week, term time only
Closing date: 12 noon on 05 June 2023
Interview date: Interviews will be held shortly after the closing date

Cover Supervisor, part time (29 hours per week), term time only.

Monday to Thursday 8.30am – 3.30pm and Friday, 8.30am – 2.30pm.

£22,777 – £24,948 pro rata. Actual starting salary £14,900 per annum
Part time, 29 hours per week, term time only.

£14,968 per annum

As Cover Supervisor, you will step in to deliver pre-set work to students when teachers are unavailable, supporting them to complete it in an atmosphere conducive to learning.

With an approachable, friendly manner, you should be flexible, resilient and able to relate to young people in a positive way. A good level of education is required.

Full training and support provided. Experience of working with young people desirable but not essential. Would suit someone thinking of a career in teaching, a recent graduate, or someone looking for a career change.

Gillotts aims to maximise achievement through effective and inspiring teaching and support to students, so if you share these values and would like to join this supportive and high-achieving school, we'd like to hear from you.

Closing date for applications: 12 noon on Monday 05 June 2023
Interviews will be in the weeks commencing 12th and 19th June.

A Gillotts School application form must be completed.

Gillotts is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. All staff are expected to promote fundamental British values. The successful candidate will be required to undertake an Enhanced DBS Disclosure.

Gillotts School is a registered company limited by guarantee. Reg Number: 07954417



How to apply:

For further details of this exciting opportunity to join a supportive, forward looking and friendly team in a highly successful, happy and popular school, please visit our website at www.gillotts.org.uk.

Completed applications should be submitted to applications@gillotts.org.uk. Please note a Gillotts application form must be completed in full, in all cases.



18 May 2023

Dear colleague

Thank you for your interest in joining the staff of Gillotts School. Our Cover Supervisors are a highly motivated, dynamic and committed team, with a 'can-do' attitude. The help they provide to the teaching staff in supporting our students' learning is invaluable.

We are seeking to recruit a part time Cover Supervisor to supervise lessons when teachers are absent to support us in maximising student's learning and minimising interruptions to effective teaching.

Working closely with the Cover Manager and teaching staff, the role involves delivering lessons across the school as and when required using pre-planned lesson material and resources.

The position would suit someone with an interest in a career in teaching or someone who enjoys working with young people. A confident, flexible and cheerful attitude is essential. Experience of working with young people is desirable.

Please do not hesitate to ring us if you would like to discuss the post before submitting your application.

Please make clear in your application what skills and qualities you would be able to bring to Gillotts.

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Disclosure & Barring Service checks along with other relevant employment checks.

I look forward to reading your application and to welcoming a new colleague to our team.

Yours sincerely

Ms Catharine Darnton
Headteacher

Job description

Role: Cover Supervisor

Accountable to: Cover Manager

Conditions of service: APT&C Grade 6, 29hpw, 8.30 – 3.30 term time only, 8.30am -2.30pm on Fridays

Objectives:

- to cover lessons when teachers are absent to maximise students' learning and to minimise interruption to effective teaching and learning

Main areas of responsibility:

1. To supervise classes for absent teachers & ensure that the work set by the class teacher or Subject Leader is completed by students
2. To explain the work to the students and provide support to them in completing it throughout the lesson
3. To maintain an atmosphere conducive to learning, using appropriate behaviour management strategies and following school procedures
4. To follow the agreed procedures under the guidance of the Subject Leader, whilst working within the team, including registers and cover report sheets
5. To provide support to teachers e.g. prepare learning materials
6. To undertake exam invigilation
7. To undertake at least three lunch time supervision duties each week by arrangement, with additional remuneration
8. To undertake general administrative work or in-class support as part of the LS department or one of the core subject teams, to support the work of teaching staff
9. To be familiar with and act in accordance with all school policies and procedures
10. To undertake any reasonable tasks, as directed by the Headteacher

The duties of the post may vary from time to time without changing the general character or the level of responsibility.

Child Protection *The post holder is responsible for ensuring all county child protection policies are adhered to and concerns are raised in accordance with these policies.*

Health & Safety *All employees have a responsibility to cooperate in promoting and maintaining a safe and healthy working environment, and to take reasonable care of their own health and safety at work and that of all team members for which they have general management responsibility.*

Person specification

Role: Cover Supervisor

The person appointed will be the one who most nearly fits this specification.

Qualifications and experience:

Very good literacy and numeracy skills (GCSE English & Maths or equivalent)
Suitability to work with young people*
Experience of working with young people
Evidence of relevant professional development
Some experience of taking responsibility for others' success

Knowledge and skills:

Broad general knowledge
Awareness of current issues in education
Ability to motivate and inspire young people
Ability to reflect on and learn from experience
Ability to employ a range of strategies to enhance students' learning experience
Ability to use ICT effectively to support learning
Ability to think on your feet
Ability to solve problems creatively, make decisions and take action to effect results
Ability to negotiate and communicate effectively with diverse people
Ability to manage own time effectively
Ability to form and maintain appropriate relationships and personal boundaries with young people*

Personal attributes and attitudes:

Belief in the right and capacity of everyone to learn
Love of learning
Recognition of the need to respond to change
Commitment to the values and aims of the school
Willingness to work collaboratively
Energy
Assertiveness
Sense of humour
Flexibility
Confidence
Creativity
Moral courage
Emotional resilience*

* DfE – Safeguarding Children – Recruitment and Selection June 2005

About Gillotts School

Gillotts is a school that takes great pride in its unique identity. It is one of four mixed 11-16 schools in south-east Oxfordshire and its 900 students come from Henley and the surrounding villages. The school occupies a 33 acre site on the edge of Henley-on-Thames, which incorporates a Victorian house as well as extensive grounds, both of which contribute to the school's special character.

Gillotts places innovation in teaching and learning at the heart of its development. There is a strong pastoral focus too, recognising that students' well-being is crucial to their learning. Academic standards at Gillotts are both high and improving. In the GCSEs taken in 2022, 71% of students achieved grade 5 or above in English and Mathematics."

Gillotts also prides itself on being a welcoming and inclusive community. Its motto – 'non nobis solum' – translates as 'not by ourselves alone' and the sense of teamwork, collaboration and cooperation underpins the life of the school.

Working for Gillotts

As a high-performing school, Gillotts places innovation in teaching and learning at the heart of its development. This is underpinned by an in-house individualised CPD programme which allows staff to develop the skills most pertinent to their needs. We are committed to our staff and work in conjunction with the Oxfordshire Teaching School Hub to offer the very best in professional learning for colleagues at every stage of their career.

We recruit staff who:

- Want to be excellent teachers
- Are keen to work together to achieve our shared aims
- Are committed to helping all our young people be the best they can be
- Are reflective practitioners – keen to grow and develop throughout their career
- Are curious about finding creative solutions to tricky problems and building leadership capacity across the whole school

What we will offer:

- **Remarkable behaviour** (Ofsted 2020) – we believe in clear routines, appropriate responses and outstanding relationships fuelled by mutual respect and a commitment to excellence.
- **Great curriculum resources** – clear and coherent schemes of work that mean you can spend time thinking about the how rather than the what.
- **Commitment to high quality CPD** – we'll support and challenge you as an individual so you can develop your skills as a teacher rather than feeding everyone the same diet irrespective of their needs and goals.
- **Efficient solutions** – we focus on evidence-based approaches where teacher-time spent is commensurate with student outcomes. This means, for example, that we use methods of feedback that are designed to move learning forward; you should be spending time on things that will make a difference.
- **Staff wellbeing as a priority** – we care about our staff as teachers and as people. Teams work very closely together with a focus on developing practice but also supporting each other in the good times and the bad.

You can watch our former Assistant Headteacher, Sarah McHugh, say more about what we offer [here](#).

Gillotts

Vision, values and strategic aims

Non nobis solum – Not by ourselves alone

Vision

Gillotts is a high performing, innovative school where every student is valued as an individual, and is supported and encouraged to achieve their potential. We pride ourselves on being inclusive of all, developing academic achievers and individuals who make a positive contribution to society now and in their future lives.

Values

As individuals –we value –

everyone as an individual, capable of growth, change and development; self-respect; self-belief; courage, humour; honesty; integrity; dedication; commitment; generosity of spirit; flexibility; vision; initiative; open-mindedness

In our professional relationships with each other –we value –

all staff, whatever their role; clarity in determining roles and responsibilities; respect for the unique contribution of different parts of the curriculum; effective communication; transparency; teamwork; good timekeeping; pride in our achievements; professional development; confidence in each other's support

In our relationships with our students –we value –

justice; equality; mutual respect; fairness; consistency; courtesy; high expectations; trust; achievement

In the experience of learning in our school –we value –

the joy of learning; creativity; a spirit of enquiry; risk-taking; exploration of ideas; challenge; raising aspiration; inclusion; hard work; celebration of achievement; freedom to express ideas and views; opportunities for reflection; sense of purpose; inventiveness; independence; rigour; mistakes as means of learning

In our capacity as a community school –we value –

partnership with parents, governors and the wider community; lifelong learning; human rights; preparing young people to become effective, responsible citizens; skills for life and for work

In our environment –we value –

an atmosphere conducive to learning; safety; respect for property; healthy living; sustainability

Vision for the medium term

Gillotts School is proud of its successes and proud of its identity. We believe in achievement for all and want to secure the best outcomes for all our learners, without exception. We want to continue to raise students' expectations of themselves and develop them as independent learners, ready for the challenges ahead.

We will build on our success as a highly inclusive and integrated community by enhancing the opportunities for interaction and engagement with the school beyond the planned curriculum, encompassing students' social time within the school day and enhancing opportunities for the use of the school site by the community.

Teaching and learning are at the heart of this school. We see Assessment for Learning as the single most powerful lever for improved teaching and learning, and hence improved attainment and progress. We continue to develop an increasingly personalised approach to CPD recognising that teachers, as professionals, are the best placed to drive their own development.

We will build on our outstanding curriculum, underpinned by a deep understanding of student progress and a commitment to developing the wider skills valued by higher education and employers. Our curriculum will give learners the knowledge and cultural capital they need to succeed in life, whatever their starting point. Knowledge underpins and enables the application of skills – we see knowledge and skills as intertwined.

Seamless, embedded access to ICT supports interaction, collaboration and feedback. We will break down the artificial boundary of the limits of the school day to support the integration of students' learning in school, at home and on the move. A comprehensive and flexible ICT solution is an essential means to this end. Every student has access to a handheld device to motivate and support learning. We will support students to be confident and reflective users of technology, in preparation for their adult lives.

Our motto, "Not by ourselves alone", will continue to underpin an ethos centred on the core values of kindness, respect and living without harm. We know that students will only thrive in their learning when their basic needs are met and we will continue to work towards this goal, through our extended team which offers outstanding pastoral care and by maintaining and developing our partnerships with external agencies who can provide specialist care and support. We will continue to develop the support we offer to parents to enable them in turn to support us as they work alongside their children.

We have an inspirational site – 33 acres with extensive woodland, on the site of the local manor house, parts of which (including two associated cottages) remain. The school is set on the fringes of the town with extensive views across the Thames valley. We want to use the stunning environment to help excite and inspire students and staff to move the school's performance to the next level, making it an outstanding place to study and work with results securely in the top 10% of schools nationally.

Redeveloping the school environment will enable us to achieve all this by allowing us to maximise the potential of the site. It will support us to meet the challenges we face by ensuring we have buildings that are fit for purpose and so allow us to focus on our core priority of continuously improving outcomes for all our young people.

Strategic aims

The primary function of the school is to serve its students and the local community in the best possible way. Bearing this in mind, together with the overall target of being an outstanding school, the Governing Body and the School will work together:-

Primarily (Aim 1):

- **To maximise achievement through effective and inspiring teaching**

And:-

Aim 2

- **To maintain a distinctive curriculum offer tailored to the needs of our students, ensuring that 21st century technology is used effectively to support teaching and learning**

Aim 3

- **To promote personal development by the provision of outstanding support and guidance**

Aim 4

- **To provide a built environment fit for the purpose of 21st century teaching and learning**

Aim 5

- **To promote Gillotts' position as Henley's first class community school**

This document was adopted at a meeting of the Governing Body on 29 November 2022. It is reviewed annually.

Catharine Darnton
Headteacher

David Gorsuch
Chair of Governors

Safeguarding Children

It is the responsibility of all staff to promote and safeguard the welfare of children and young persons for who s/he is responsible or with who s/he comes into contact, and to adhere to and ensure compliance with Gillotts School's Child Protection Policy Statement at all times. If in the course of carrying out duties the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's child protection officer or to the Headteacher.

Gillotts is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Online searches

For all shortlisted candidates, we will carry out an online search as part of our due diligence. The reason for the check is to identify any concerns with suitability to work with children and keep them safe. The search will be carried out by the school's HR Manager and they will only pass on information to the panel that may need to be explored at interview.

A search will be carried out using a search engine using the candidate's name, location and current employer. The purpose of the search is to identify any concerns about a candidate, with a focus on recent time.

Living and working in Henley on Thames

Henley-on-Thames is a pretty riverside Oxfordshire market town, on one of the most beautiful stretches of the River Thames, in gently wooded, rolling countryside. With a population of 10,000, it is an hour west of London and close to the M4 (Junction 8/9) and M40 (Junction 4). The town has a variety of restaurants, cafés and pubs as well as high street shops and specialist retailers, excellent schools and leisure facilities.

Henley has a reasonable public transport network, with trains running directly to Paddington at peak times and a good bus service in and around the town. There is a variety of accommodation available to buy or rent in Henley and the nearby towns of Reading, High Wycombe, Maidenhead and Oxford.

Henley is dedicated to maximising its riverside location and has an international reputation for the world's greatest rowing regatta. The town also hosts the Henley Festival, and the 80's music festival Rewind.

Gillotts School is situated adjacent to Henley Leisure Centre, which offers discounted membership for Gillotts staff.