



# THE AVON VALLEY SCHOOL & PERFORMING ARTS COLLEGE





## Information for Job Applicants

Thank you for your interest in our vacancy.

The Avon Valley School is a popular and over-subscribed foundation school providing an exciting and ambitious curriculum for 11 to 16 year-olds. We are committed to building supportive, professional relationships between students, staff, parents and carers and the community that we serve.

At The Avon Valley School we have established a strong community where staff and students work together in an atmosphere of mutual respect. Our students are valued as individuals and encouraged to develop their abilities to the full. We are proud of their progress and of their achievements, both academically and in a wide range of extra-curricular areas.

The Avon Valley School is a forward looking school with proud traditions. We want all of our students to make the most of the opportunities that the school has to offer and to develop into thoughtful, articulate, confident and responsible members of society. We have high expectations and provide the support that each student needs to ensure success; as a result, standards are constantly improving.

Avon Valley staff are welcoming, committed and maintain the highest expectations of both themselves and our students. We have a firm commitment to professional growth for all our staff, reflected in our continual professional development and learning opportunities.

Across the school, teaching is creative, ambitious and evidence-informed which promotes a place of learning that challenges and supports all students to aspire, engage and achieve.

In our most recent Ofsted inspection (2017) we retained our categorisation as a 'Good' school. The report noted that:

- Senior leaders work very effectively as a cohesive and positive team
- Staff responses to Ofsted's online survey were overwhelmingly positive about all aspects of the school
- Leaders are very focused on raising pupils' aspirations and their cultural horizons.
- Pupils have very positive attitudes to learning.

Of all our achievements, we are most proud of our students: their enthusiasm, eagerness to learn and willingness to contribute to the various opportunities that life at The Avon Valley School offers and we are united in our commitment to ensuring that all our students receive an excellent education that develops and nurtures their abilities and talents.

We welcome applicants to arrange a visit to our school to see first-hand our learning environment and we hope this information pack provides useful insight into life, work and learning at The Avon Valley School.

Finally, I would like to take this opportunity to wish you every success in your application to join our exceptional team.

Alison Davies, Headteacher



## Advertisement – March 2023

### Cover Supervisor

Scale G SCP 11-14 (£18,346 - £20,105)

**Fixed Term (one year in the first instance). 32.5 hours a week, 39 weeks per year (Term time only plus Teacher Training Days).**

### Job Start: As soon as possible

We are seeking to appoint an enthusiastic, dynamic and inspirational Cover Supervisor. You will be responsible for delivering prepared lessons and supervising whole class lessons during short term absence of teaching staff. In addition to covering lessons, you may be asked to work with small groups of students within our Inclusion department, to support learning, behaviour and engagement with lessons.

You will need the ability to motivate and enthuse others, to be creative and show a commitment to lifelong learning. As part of a small team, a willingness to be flexible and develop as a professional are essential attributes of the ideal candidate. This position is well suited to someone thinking about pursuing a career in teaching who wishes to gain some further experience before doing so.

If you are interested in applying, please look at our website to find out more about the school and to see the virtual tour. If you would like to speak to Katie Collins, the Assistant Headteacher in charge of teaching, please contact her on [kcollins@avonvalleyschool.uk](mailto:kcollins@avonvalleyschool.uk)

**Closing date:** Midday Friday 21<sup>st</sup> April 2023

**Interviews to be held:** soon after the closing date

For further information, the application form and job description, please visit our website, or email HR: [recruitment@avonvalleyschool.uk](mailto:recruitment@avonvalleyschool.uk) or telephone: 01788 542355, please note we do not accept CVs without an application form.

*The Avon Valley School is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment. The above post is subject to a satisfactory DBS Enhanced Disclosure Certificate with Barred List check (child) via the Disclosure and Barring Service.*



## Job Description Job Title: Cover Supervisor

<b>Accountable to:</b>	Cover Manager	<b>Line Managing:</b>	N/A
<b>Post type:</b>	32.5 hours per week Term time only plus teacher training days	<b>Salary/Grade:</b>	Band G SCP 11-14
<b>Liaising with:</b>	Staff, students & parents		

### Every member of staff is required to:

- Work towards and promote the vision, beliefs, aims and expectations of the school
- Support and contribute to the achievement of every child's outcomes
- Support and contribute to the safeguarding of all students
- Undertake professional development activities to enhance personal development and performance
- Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.

### Broad Description

- Providing cover and supervising whole classes during the short term absence of teachers.
- Cover supervision occurs when students are undertaking self-directed learning, where the work has been set and students can work independently and keep on task. No active teaching occurs during cover supervision.
- The Cover Supervisor will provide learning activities for classes under the professional direction and supervision of the class teacher.
- Cover Supervisors will need to ensure good behaviour of the pupils and make sure the pupils engage in the learning activity.
- The Cover Supervisor will be required to respond to pupil's general questions and give feedback to the teacher on broad issues such as behaviour but will not be expected to undertake detailed planning, preparation, delivery or assessment of pupils' progress and/or development.

### Support to students:

- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all students within the classroom, encourage them to interact and work co-operatively with others and engage all in activities
- Monitor and provide for the care, safety and welfare of students

### Support to teachers:

- Provide cover supervision when the teacher responsible for the class is absent on short-term absence (which may be planned or unplanned).



Cover supervision involves:

- Supervising a whole class to undertake set work/activities and can include introducing and closing the class
- Maintaining good order and managing behaviour constructively
- Promotion of self-control and independence
- Keeping students on task as necessary
- Responding appropriately to questions raised by students
- Collecting any completed work and returning it to the appropriate teacher
- Dealing with immediate problems and emergencies in accordance with the school's policies
- Reporting back on behaviour of students during the class and any issues arising

Examples of activities:

- pencil and paper set work, revision, questions or tests.
- practising spellings or other factual recall activities.
- taking registration while the students under undertake reinforcement activities
- supervising set work, following introduction and explanation by a teacher, with or without the possibility of the teacher returning later in the lesson
- supervising group activities such as board games, mathematical games, memory or coordination skills games, use of construction materials, practice and/or revision sessions.
- Undertake routine marking of student's work (e.g. tests, multiple choice questions, spelling)
- Undertake admin tasks as appropriate

## Qualifications/ training and likely abilities

- Educated to at least GCSE level, or equivalent, in literacy and numeracy.
- To be able to write routine letters, take minutes, work with data bases and maintain records.
- Able to communicate and exchange information, verbally and in writing, with a range of audiences.
- Good knowledge of the school, its organisation, activities and policies.
- Can undertake straightforward calculations and maintain records
- Able to read and write messages and instructions.
- Competent in use of software and office equipment
- Can operate a computer and have sound word processing skills.
- Able to undertake routine work or work within established procedures but without close supervision.
- Can solve straightforward problems. Able to make some decisions involving the use of judgement.
- Can maintain confidentiality at all times – recognises privileged position with access to pupil, parent and staff information. Understands the need for professional relationships within the school.
- Good organisational skills
- Be able to stay calm and on occasion deal with difficult students.

## Resources

- To monitor supplies of stock and inform line manager when further supplies of resources or ingredients are required; check goods delivered against orders and storing appropriately; carry out stock taking and inventory checks.
- To record breakages and loans, in accordance with school policy, and assist with department filing, including maintenance of up to date catalogues and price lists.
- To assist with the preparation of materials for lessons, display and projects.
- To assist in setting up for practical lessons and demonstrations.





# The Avon Valley School and Performing Arts College

## Support to School

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day

## Responsibility for others

- The post has some impact on the well-being of individuals or groups (ie physical social, health and safety).

## Responsibility for physical resources

- The post has some direct responsibility for physical resources, involving the careful, accurate, confidential and secure handling and processing of information.

## Key Organisational Objectives

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for students as appropriate
- Acknowledging Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for students
- Promoting and safeguarding the welfare of children

## Continuing Professional development

- Take responsibility for personal professional development, keeping up-to-date with research and developments and changes in the school curriculum
- Undertake any necessary professional development as identified
- Maintain a professional learning portfolio of evidence to support the appraisal process including the incorporation of targets related to leadership, evaluating and improving own practice

## Additional Duties

- Contribute to the life of The Avon Valley School and Performing Arts College, and support its ethos and policies
- Undertake any other duties as reasonably required by the Headteacher

This job description may be reviewed and be subject to amendment or modification after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

### Safer Recruitment Statement:

*We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).*



## Person Specification – Cover Supervisor

	Essential	Desirable	Evidence
Qualifications & Experience	<ul style="list-style-type: none"> <li>• Qualified to Level 3 (A level or equivalent)</li> <li>• 5 A*-C grades at GCSE including at least C grade in English and Mathematics;</li> <li>• Experience of being a successful team member in more than one institution.</li> <li>• Experience of working with children</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using a management information system, if not SIMS.</li> <li>• Experience of covering lessons in the absence of teaching staff.</li> <li>• Experience of working with secondary-aged students.</li> </ul>	Application form
Knowledge and skills	<ul style="list-style-type: none"> <li>• High expectations which motivate and challenge students</li> <li>• Adaptable to working across a range of subject areas with no regular timetable</li> <li>• Behaviour management skills to support a disciplined learning environment</li> <li>• Commitment to safeguarding</li> <li>• IT skills in particular use of Word, Excel and Google</li> </ul>		Letter, references & selection process
Personal qualities and skills	<ul style="list-style-type: none"> <li>• Helpful, positive and calm nature</li> <li>• Able to communicate and relate well with children, parents and members of the community</li> <li>• Keen to learn and develop own skills</li> <li>• Flexible attitude with the ability to adapt quickly to new demands</li> <li>• Motivated to work with children and young and help them succeed</li> <li>• Genuine belief in the potential of every pupil</li> <li>• Committed to the values and ethos of the School</li> <li>• Maintain an excellent record of attendance, of punctuality and personal time management.</li> <li>• Maintains a professional standard of dress.</li> <li>• DBS enhanced clearance required.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to ask for help if required</li> <li>• Concern for the welfare of the school community</li> </ul>	Letter, references & selection process