



Cover Supervisor

Recruitment Pack - Sep 2024



**CHELTENHAM
BOURNSIDE
SCHOOL**

“ Inspiring lives through learning



Welcome

People are at the heart of Bournside. Rating us as “Good” in all areas, OFSTED saw that “staff well-being, as well as curriculum knowledge, are paramount”. Our staff and students are **Ambitious, Purposeful, Proud, Respectful, Curious,** and **Supportive**. These are our values and whilst you’ll see them written on our website and on our corridor walls, where you’ll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn. All that leads to what OFSTED called “**a harmonious school**”.

We are highly ambitious for the academic progress of our students: our positive **Progress 8 score of +0.52*** places Bournside in the top 16% of schools nationally for academic progress.

Bournside is an established single academy trust with a PAN of 300. We have a wide catchment, over 200 staff and over 1,800 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 3G sports pitches; a fully equipped drama studio, a dance studio, a large library, modern spacious English and Maths blocks, 12 new and further refurbished science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base within the school too.

No one gets lost in the crowd, however. In their 2022 report, OFSTED commented on the “**strong sense of community for both staff and pupils**” and that “**pupils are ready for learning and engage well with teachers and other adults.**” Everyone is a member of one of our six houses; coupled with our vertical tutor group model, the house system aims to nurture and enhance that sense of family and community, strengthen home/school communication, and provide opportunities for older students to act as role models for younger students, enabling them to have meaningful conversations about school life and their future aspirations.

If you have any questions regarding the position please contact Human Resources - recruitment@bournside.gloucs.sch.uk. I would also very much encourage you to visit our school so you can see for yourself why it is a wonderful place to work.

I look forward to receiving your application to join us in **inspiring lives through learning**.

Steve Jefferies
Headteacher



*Results of academic year 2022-23



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Overview

Cover Supervisor

- Start date:** November 2024
- Grade/pay scale:** H14 - 25
Actual salary: £8,241 - £10,235 Based on: £27,334 - £33,945 F.T.E (Pay award pending)
- Contract:** 13 hours per week, 39 weeks per year, permanent
- Working pattern:** Thursday and Friday 8:30am – 3:30pm (There is some flexibility)
- Responsible to:** Deputy Headteacher

Purpose

An exciting opportunity has arisen to join Cheltenham Bournside School as a **Cover Supervisor**. We are looking for a capable and enthusiastic person to supervise classes during the short-term absence of subject teachers. If you are passionate about education and enjoy working with young people, we invite you to apply for this exciting opportunity. This would be an ideal opportunity for someone considering training to become a teacher.

Reporting to the **Deputy Headteacher** and working closely with the **Subject Teachers and Head of Departments**, the successful candidate will be taking responsibility for the learning, behaviour and progress of classes during the absence of the subject teacher.

Closing date: Monday 14th October, 2024 at 9.00am

Apply online: www.bournside.gloucs.sch.uk/school-information/careers-at-bournside

Please note - We reserve the right to interview and appoint prior to the closing date.



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Job description

Cover Supervisor

We are an equal opportunities employer and value respect and diversity across our school community. Bournside is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check.

Purpose

- To provide lesson cover for short term teacher absence
- To provide classroom support for students
- To provide administrative support for departments
- To assist with the invigilation of internal and external examinations

Specific Responsibilities

- To supervise students during the short-term absence of a member of the teaching staff
- To take an accurate register of students for each lesson
- To introduce the work set by the absent teacher or by the Head of Department and ensure that it is completed in an acceptable environment
- To guide and support the students during the completion of the work
- To liaise with teachers before planned absences over the work set
- To ensure that appropriate student behaviour is maintained so that an environment conducive to learning is evident at all times
- To operate and enforce school systems of behaviour
- To resolve students problems with the work or direct to an appropriate member of staff
- To invigilate internal and external examinations as required
- To undertake relevant training as required
- To undertake any additional activities identified, commensurate with the level of the post

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.



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Person specification

Cover Supervisor

Cheltenham Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> English & Maths at GCSE or Equivalent Post 16 Education 	<ul style="list-style-type: none"> A higher level professional qualification Degree Qualified
Experience, understanding and knowledge	<ul style="list-style-type: none"> Previous experience working in a school supporting students in small groups and in the classroom. General understanding of national curriculum and other basic learning programmes/techniques 	
Personal qualities	<p style="text-align: center;">Ambition</p> <ul style="list-style-type: none"> Shows enthusiasm to excel in their role Takes initiative to identify and pursue opportunities for growth and improvement <p style="text-align: center;">Curiosity</p> <ul style="list-style-type: none"> Possesses a natural curiosity and desire to learn new things Approaches challenges and opportunities with an open and curious mindset <p style="text-align: center;">Pride</p> <ul style="list-style-type: none"> Punctual and reliable Pays careful attention to detail and takes pride in delivering high-quality work, effectively prioritising tasks to meet deadlines <p style="text-align: center;">Purpose</p> <ul style="list-style-type: none"> Demonstrates a strong sense of purpose and dedication to making a positive impact on students' lives Is committed to serving the needs of students, parents, and the school community with purpose and intentionality <p style="text-align: center;">Respect</p> <ul style="list-style-type: none"> Shows empathy and understanding towards the needs and perspectives of others Conducts themselves with professionalism and integrity in all interactions and communications, keeping calm when working under pressure in a busy working environment <p style="text-align: center;">Support</p> <ul style="list-style-type: none"> Works collaboratively as part of a team, supporting colleagues and sharing guidance, knowledge and resources Provides encouragement and support to students, colleagues, and parents to help them achieve their goals 	<ul style="list-style-type: none"> These personal qualities are essential for creating a positive and supportive school environment that fosters the growth and development of students, staff and the broader community





Supporting information

Settling in at Bournside

We will fully support you with your transition to Bournside. Our HR team oversees the provision for new staff, including your induction to support you in understanding your new role.

Induction

You will receive induction training on your first day, providing all of the information you'll need for a successful start at Bournside. Including:

- Leadership Structure
- Communication and meeting systems
- Induction procedures, performance management and professional development
- IT equipment
- Health and Safety
- Safeguarding
- Key policies

Your line manager or mentor will meet with you regularly to ensure you have the support you need.

Continuing Professional Development (CPD)

We pride ourselves on being a forward-thinking in our approach to CPD. We use a wide variety of activities to engage all staff with sharing best-practice including whole staff training options, access to National Online Training resources, regular CPD breakfasts, departmental development time, focused workshops, and time for performance management and review.

We are also happy to discuss support to complete further academic study and professional qualifications.

Teacher Development Trust Gold Award

In 2023 our genuine, shared commitment to inspiring the lives of both students and staff through learning. was recognised with **The Teacher Development Trust Gold Award** following a rigorous audit of our provision for staff.



"The school has a proven track-record in designing and delivering a high-quality, research-informed programme of CPD, which senior leaders quite rightly take great pride in. It was a great pleasure to speak with a range of staff who clearly feel well supported and appreciative of the developmental opportunities unique to the school." - TDT Auditor, 2023



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Support staff

Employee Benefits

Please speak to the HR team about our full range of benefits.

Lifestyle and wellbeing

- Salary sacrifice electric car leasing scheme
- Family-friendly policies
- Attractive salary and pension
- Generous annual leave entitlement/term time only working options
- Free one-to-one wellbeing support with a qualified psychotherapist and coach
- Onsite parking facilities and cycle storage
- Free/discounted access to the school's onsite Gym (conditions apply)
- Cycle to work scheme
- Techscheme - save money on the latest tech from Apple and Currys PC World
- Blue Light Card - Discount scheme
- Staff social events
- Onsite catering (8.00am - 1.30pm daily)

Statutory and other benefits

- The full range of statutory benefits including sick pay, maternity, parental, and adoption leave
- Enhanced Paternity Leave Policy
- We will honour your continuity of service in other state-funded schools in relation to sick pay and pension rights
- Provision of all necessary IT equipment



Lottie, our School Therapy Dog



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We are:

Ambitious

Curious

Proud

Purposeful

Respectful

Supportive



“leaders put the welfare of pupils, as well as academic achievement, at the heart of everything they do”

“strong sense of community for both staff and pupils”

“the school curriculum is ambitious”

“inclusive environment”

- Ofsted, 2022



“Inspiring lives through learning