



Sheldon School  
Chippenham

# Candidate Information



## Cover Supervisor

**Closing Date: 31<sup>st</sup> January 2024, Noon**  
**Interview Date: Week Commencing 5th February 2024**

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## Cover Letter

January 2024

Dear Colleague,

### Vacancy for Cover Supervisor

Thank you for your interest in the post of Cover Supervisor at Sheldon School.

We are seeking to appoint a confident and enthusiastic individual to provide lesson and registration cover to facilitate students' learning during the short-term absence of teachers. At Sheldon, we have a behaviour policy that supports disruption free learning in the classroom. This is complimented by a comprehensive induction and CPD offer, underpinned by evidence informed teaching and learning strategies from Rosenshine, Lemov, Bennett et al. The successful candidate will be responsible for maintaining high standards of behaviour and ensuring set tasks are completed.

Sheldon is a well-respected school with a strong record of academic and extra-curricular success. The school has a fantastic family and community feel, which makes it stand out from others.

We are committed to creating and promoting a diverse and inclusive workforce that better reflects our community. Applications are welcome from all suitably qualified candidates regardless of ethnicity, gender, age or disability. We particularly encourage applications from under-represented groups.

The successful candidate will be required to safeguard and promote the welfare of all pupils in the school. The post will be dependent on a successful enhanced DBS check. In line with KCSIE 2023 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

Please complete the application form and return it with a supporting letter, (no more than two sides of A4 please), by post or email to Sarah Hill, at [hr@sheldonschool.co.uk](mailto:hr@sheldonschool.co.uk). Closing date for applications is **Wednesday, 31<sup>st</sup> January 2024 (12 noon)**.

We hope to interview week commencing 5<sup>th</sup> February 2024, so if you have heard nothing by this date, please assume you have been unsuccessful on this occasion. If this proves to be the case, thank you for your interest in Sheldon School and best wishes for your future career.

Yours faithfully,

Peter Lynch  
**Headteacher**

## Job Description

<b>Postholder</b>	Cover Supervisor
<b>Responsible to:</b>	Assistant Headteacher
<b>Salary/Scale of Post</b>	Grade G 12-14 (starting salary £26,873, rising to £28,770), based on full time equivalent. Actual starting salary £19,782.66 per annum, £13.9290 per hour.
<b>Hours of Work</b>	32.5 hours per week, 38 weeks per year. Working 8.15am to 3.30pm, Monday to Friday
<b>Post Purpose</b>	<p>The post holder is responsible for supervising the learning of whole classes across the curriculum (KS3 and 4) during the short-term absence of the class teacher. They will also be required to accompany staff and pupils on educational visits and provide administrative support to departments and the whole school. The cover manager will be the post holder's day to day line manager but they will also be responsible to the Assistant Headteacher with responsibility for staff cover and Continuous Professional Development.</p> <p>The information below is provided for the post holder to understand and appreciate the work content of the post. However, it should be noted that whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used below, in the assumption that all usual associated routines are included in the post description.</p>
<b>Specific Duties</b>	<p>Cover Supervisors will be required to undertake the following duties:</p> <ul style="list-style-type: none"> <li>• Maintain close liaison and good working relations with the Assistant Headteacher and the Cover Manager, Faculty and Year Heads as well as all teaching staff.</li> <li>• Acting as a classroom supervisor for absent teachers as required across all subjects and tutorials, maintaining a safe environment for students, writing reports on each lesson and, where necessary, following up with students/staff to ensure good continuation of learning.</li> </ul>

	<ul style="list-style-type: none"> <li>• Manage the behaviour of pupils in the classroom to ensure a positive, constructive learning environment, in accordance with the school's Behaviour Policy.</li> <li>• Ensure that all relevant resources are available before the cover lesson and liaise, when possible, with the relevant teacher or faculty head to ensure understanding of what is to be delivered.</li> <li>• Administer clear instructions to the class based on the work set, and actively supervise and motivate pupils as they carry out the instructions.</li> <li>• Take tutor and class registers (as and when appropriate) in accordance with school requirements.</li> <li>• Cover registration periods as appropriate.</li> <li>• Liaise with teaching assistants regarding individual pupils being supported in class.</li> <li>• Deal with any immediate problems or emergencies according to the school's policies and procedures.</li> <li>• Collect cover work at the end of the lesson and return it to the appropriate person / office.</li> <li>• Assist in supervision of offsite activities as necessary.</li> <li>• Exam / test supervision as required.</li> <li>• To be aware of and comply with school procedures, policies and approved methods and interpret them to deal with a problem, seeking assistance or approval where necessary.</li> <li>• Attending training courses identified as essential to meet the requirements of allocated tasks.</li> <li>• To attend and actively participate in relevant in-service training, including meetings and Staff Development Days</li> <li>• Contribute and participate in school events and activities, supporting the ethos of the school.</li> <li>• Develop and maintain effective working relationships with other staff and parents/carers.</li> </ul>
<b>Other Duties:</b>	<ul style="list-style-type: none"> <li>• Responsible for promoting and safeguarding the welfare of children and young people that you might come into contact with during the course of your day-to-day duties around the school site.</li> <li>• To carry out any other reasonable instructions given by the Headteacher, Deputy Headteachers and Assistant Headteachers. All employees have responsibility to understand and abide by the obligations laid down in the school's equal opportunities policy.</li> </ul>
<b>General Conditions</b>	<ul style="list-style-type: none"> <li>• All duties must be carried out complying with:</li> <li>• The Health &amp; Safety at Work Act.</li> <li>• Acts of Parliament, statutory instruments and regulations, as well</li> <li>• as other legal requirements.</li> <li>• The General Data Protection Regulation (GDPR).</li> </ul>



<b>Other</b>	<ul style="list-style-type: none"><li>Any other relevant and related tasks within the pay grade at the discretion of the Headteacher.</li></ul> <p><i>The job description is not a finalised definition of the post. It will be reviewed at key points based upon skills, experience and the interests of the post-holder. It may be amended from time to time after consultation with the post-holder and without changing the level of responsibility of the post.</i></p>
<b>Safeguarding</b>	<p>Sheldon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires a satisfactory enhanced DBS disclosure.</p> <p>In line with KCSIE 2023 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.</p>

## Person Specification

### COVER SUPERVISOR

ESSENTIAL	DESIRABLE
<p>Technical Competency (qualifications and training)</p> <ul style="list-style-type: none"> <li>Minimum of 5 GCSEs including English and Maths at grade C/4 or above or equivalent level</li> <li>An ongoing commitment to developing professional skills</li> </ul>	<ul style="list-style-type: none"> <li>Some knowledge and understanding of SEND issues</li> <li>HLTA qualification / Post 16 study</li> </ul>
<p>Experience</p> <ul style="list-style-type: none"> <li>Working in a team</li> <li>Working with children</li> <li>Ability to fluently use Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with young people in a classroom environment</li> </ul>
<p>Skills</p> <ul style="list-style-type: none"> <li>Adaptable and flexible</li> <li>A quick learner</li> <li>Able to work successfully in a team</li> <li>Good communication skills – written and oral</li> <li>Able to monitor students’ response to learning activities and adapt the activities as required</li> <li>Able to provide constructive feedback and encouragement to students</li> <li>Excellent planning and organisational skills</li> <li>Able to work under pressure and meet deadlines whilst remaining calm under pressure</li> <li>Show initiative and work pro-actively to support the smooth running of the school</li> </ul>	<ul style="list-style-type: none"> <li>Able to observe and report on students’ knowledge, understanding and skills</li> <li>Able to successfully manage behaviour in the classroom</li> </ul>
<p>Personal qualities</p> <ul style="list-style-type: none"> <li>Personable and professional at all times</li> <li>Energetic, enthusiastic and motivated</li> <li>Able to form and maintain good relationships with colleagues, pupils and the wider school community</li> <li>Interest in education and working with young people, helping them to flourish</li> <li>Committed to the progress, achievement and safeguarding of all pupils</li> <li>Good sense of humour</li> <li>Active listening skills</li> <li>Able to work calmly, but assertively with challenged and challenging pupils</li> <li>High degree of discretion in dealing with confidential information</li> </ul>	
Safeguarding	

<ul style="list-style-type: none"> <li>• Able demonstrate an understanding of safeguarding</li> </ul>	
Other <ul style="list-style-type: none"> <li>• Have an understanding of and be able to demonstrate a commitment to Opportunities and Diversity</li> </ul>	





# Sheldon School

Chippenham



**Headteacher:** Peter Lynch BSc (Hons)  
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