



# **Claverham Community College**

## **Cover Supervisor**

Information for Applicants

Principal: Mr P Swatton

North Trade Road,  
Battle,  
East Sussex  
TN33 0HT  
Tel: (01424) 772155  
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Dear Applicant.

**Re: Post of Cover Supervisor**

Thank you for your enquiry regarding the vacancy for the above named post. The post is for 30 hours per week term time only, 5 days per week 8.45am – 3.30pm and will be paid on Single Status Grade 4/5 point 8-13, £17,681 - £18,672 p.a pro rata (actual is £12,681 - £13,392 per annum).

This role will require you to be a reliable, flexible and hardworking individual who enjoys working as part of a team.

Please find enclosed a pack, which has been prepared to help you with your application. It includes:

- Information about the College;
- The job description;
- The person specification.

Your completed application form should be returned either by post to Personnel, Claverham Community College, North Trade Road, Battle, East Sussex, TN33 0HT or via e-mail to [recruitment@claverham.org](mailto:recruitment@claverham.org) by the closing date of Friday 22<sup>nd</sup> March 2019. Please be advised that we do not accept curriculum vitae's. Receipt of applications can only be acknowledged if a stamped addressed envelope is enclosed with your application. If you have not heard from the college within three weeks of the closing date, your application has not been successful this time.

Claverham is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

This Post is subject to an enhanced DBS check.

If you require any further information, please call 01424 772155.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'P Swatton', enclosed within a circular scribble.

Mr P Swatton  
**Principal**

## **About Claverham Community College**

Claverham Community College is situated on the outskirts of the historic town of Battle in East Sussex. The College grounds incorporate land which belonged formerly to the Battle Abbey Estate and are immediately adjacent to the site of the Battle of Hastings.

The College aims to provide an outstanding education to the young people it serves through its stated objectives which are:

1. to develop fully their individual academic, emotional, physical and social potential;
2. to develop self respect, self discipline, adaptability, concern for others and the ability to live as independent adults while at the same time making a positive contribution to the community;
3. to acquire conceptual insight, knowledge, skills and practical abilities and the will to use them in the following areas of experience: scientific, technological, mathematical, linguistic, aesthetic, creative, commercial, moral, spiritual, economic, political and recreational;
4. to appreciate human activities of every kind;
5. to acquire understanding of the social economic and political order and a reasoned set of values, attitudes and beliefs;
6. to prepare for their adult lives at home, work, leisure and to make a full contribution to our society.

The Community College was established in 1973 and was developed from the former Battle County Secondary School built in 1955. In school terms the College became fully comprehensive in 1976 and now serves the educational needs of all children between the ages of 11 and 16 in Battle and the neighbouring villages of Ashburnham, Catsfield, Crowhurst, Netherfield, Ninfield, Penhurst, Sedlescombe, Whatlington and Westfield. The College is oversubscribed in all year groups. Children come from as far afield as Rye to the East and Eastbourne to the West, as well as the more immediate areas of Bexhill and Hastings. In addition to its purely 'school' function the College provides a wide range of cultural, educational and social amenities for the local population of the area as a whole. There is a thriving Community Education Centre, an excellent Sports Centre, and a large number of local organisations and sports clubs are affiliated to the College.

We opened a Day Nursery at the College in May 1993. The aim of the Nursery is to provide day care of the highest quality for babies and toddlers. The Nursery has a capacity of 40 places, up to 5 of which can be for children under the age of 2 years. A number of our staff make use of the Nursery for their own children.

The traditional catchment area of the College is almost entirely rural. The chief local occupations are various types of agriculture, forestry, horticulture, gypsum mining and retail services. Many professional and business people who live in the area either commute to London, a relatively fast 60 mile journey, or work in Bexhill, Hastings or Eastbourne, which are 8, 7 and 12 miles distant.

In addition to being ideally placed from the point of view of communication, Battle is very well provided for culturally. The town itself has a strong sense of community and supports a wide range of cultural and social activities. Bexhill, Hastings and particularly Eastbourne, offer good shopping facilities, excellent sporting opportunities, outstanding provision for the Arts and a wide range of social organisations.

## **EAST SUSSEX COUNTY COUNCIL**

### **Job Description**

<b>DEPARTMENT</b>	Children's Services
<b>SCHOOL</b>	Claverham Community College
<b>JOB TITLE</b>	Cover Supervisor
<b>GRADE</b>	Single Status Grade 4/5
<b>RESPONSIBLE TO</b>	Headteacher
<b>MAIN PURPOSE OF THE JOB</b>	In the absence of the class teacher, to work as a cover supervisor in the school or department under the supervisory arrangements established by the school.

### **Main Functions**

1. To undertake whole class supervision in the absence of the class teacher, setting work previously prepared by the teacher
2. To develop curricular knowledge as required by the school
3. To apply the school's behaviour management policy and report any difficulties to the class teacher/head teacher
4. To set homework previously prepared by the teacher
5. To mark elements of class work and homework under the guidance of the class teacher
6. To undertake observations of the pupils and contribute to pupil records
7. To administer class tests prepared by the teacher
8. To attend school/department meetings to contribute to the discussions about individual pupils as and when required
9. To provide consistent and effective support in line with the requirements and responsibilities of your role
10. To work as a Teaching Assistant when not covering lessons.
11. To take part in training activities offered by the school and county to further knowledge
12. To abide by and work towards all the policies within the school e.g. behaviour management, Health & Safety, Equal Opportunities

13. To carry out the above duties in accordance with the Children's Services Department's Equal Opportunities Policy.

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This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

## **EAST SUSSEX COUNTY COUNCIL**

### **Person Specification**

<b>DEPARTMENT</b>	Children's Services
<b>SCHOOL</b>	Claverham Community College
<b>JOB TITLE</b>	Cover Supervisor
<b>GRADE</b>	Single Status Grade 4/5
<b>RESPONSIBLE TO</b>	Headteacher
<b>MAIN PURPOSE OF THE JOB</b>	In the absence of the class teacher, to work as a cover supervisor in the school or department under the supervisory arrangements established by the school.

#### **Knowledge**

- 1.1 A good standard of education particularly in English and Mathematics
- 1.2 Understanding of SEN Code of Practice
- 1.3 Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils

#### **Experience**

- 2.1 Experience of supporting children in a classroom environment
- 2.2 Experience of using Information Technology to support pupils in the classroom

#### **Skills & Abilities**

- 3.1 Ability to provide classroom cover – within agreed parameters – in the absence of the class teacher
- 3.2 Ability to consistently and effectively implement agreed behaviour management strategies
- 3.3 Ability to use language and other communication skills that pupils can understand and relate to
- 3.4 Ability to establish positive relationships with pupils and empathise with their needs
- 3.5 Ability to demonstrate active listening skills
- 3.6 Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupils to stay on task
- 3.7 Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes
- 3.8 Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills

- 3.9 Ability to assist in the recording of lessons and assessment as required by the teacher
- 3.10 Ability to offer constructive feedback to pupils to reinforce self-esteem
- 3.11 Ability to work effectively and supportively as a member of the school team
- 3.12 Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc

### **Personal Qualities**

- 4.1 Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge
- 4.2 Willingness to maintain confidentiality on all school matters

### **Desirable Criteria**

- 5.1 NVQ Level 3 for Teaching Assistants or equivalent
- 5.2 Experience of common ICT applications such as Microsoft Office or equivalent

## **The Selection Process**

The interview process will involve:

- A tour of the school;
- Meeting with the Line Manager;
- Formal interview.

We look forward to receiving your application.

**Deadline for receiving applications: Friday 22<sup>nd</sup> March 2019.**