

Whitstone School

inspiring futures



COVER SUPERVISOR

Letter from our Headteacher

Dear Applicant,

Thank you for your interest in joining us at Whitstone School. I hope that the information contained within this pack provides sufficient information for you and helps you to decide if you have the right qualities, skills and experience to apply for the position.

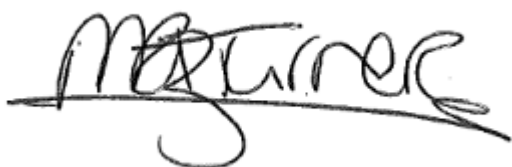
I am extremely grateful to be the Acting Headteacher of such a great school and of course, I am so proud of our wonderful students and our excellent team of staff who make Whitstone School a 'good', exciting and dynamic establishment. Whitstone School is a fully inclusive, comprehensive school which serves the community of Shepton Mallet and surrounding areas. We are a small rural school with big morals. Our values of Ambition, Respect and Excellence alongside our tagline of 'Inspiring Futures' highlights our responsibilities in ensuring that, regardless of starting point, background or prior attainment, our students achieve their full potential and are well equipped to deal with life beyond the school setting.

Our latest 'good' Ofsted report, from April 2022 along with our Challenge Partners review in December 2023 highlights that Whitstone School is a 'happy community school' with a strong respectful culture. Our recent accredited Area of Excellence from Challenge Partners sets us above other schools as the only one (primary, secondary and special) across the country that has received the accreditation for Staff Development/Investors in People. Whilst we know as a school this is true of our students, staff and our approach to education, it is always wonderful to hear such lovely feedback from both sets of inspectors/reviewers.

To apply, please submit a covering letter of no more than two sides of A4 setting out the skills and experience you would bring to this role and complete the application form. For further details about the school, please visit our website <http://www.whitstoneschool.org/>. Preliminary conversations regarding the role can be arranged by contacting Miss Lara Schofield at lara.schofield@whitstoneschool.org

I look forward to hearing from you.

Yours faithfully



Ms Maz Turner

Headteacher



Welcome to Whitstone School

Whitstone School is a thriving comprehensive school offering young people the opportunity of a bright future. Our staff inspire students with their passion for teaching, their care for all learners and the desire they show to help every child to succeed. Our beautiful school site and investment in learning spaces provides an environment in which students excel.

The Whitstone School community is built upon a shared commitment to supporting our students in their goal to achieve high standards in all that they do. We believe that the education we provide equips our young people to be happy, successful adults and gives them the skills and attributes they need to be fully prepared for life after secondary school. Student conduct in lessons and around the school site is excellent. Our students tell us that this helps them to access learning and to feel safe, respected and valued.

At Whitstone School, we firmly believe that the inspiring experience our students receive in the classroom is instrumental in their learning and academic development. We are truly proud of our highly trained teachers and we place great emphasis on their continual development to ensure that the lessons our students receive are at the cutting edge of educational research and thinking. Our highly motivated and skilled staff focus relentlessly on the experience our young people receive in the classroom. We are proud of this focus on learning and see the benefit in the continued academic success of our students.

Our school community is very aware of the importance of a secure, happy and caring school environment in allow young people to succeed. Whitstone School has established an excellent reputation throughout Somerset as an inclusive and caring school; being large enough to offer an innovative and inspiring curriculum to all students, whilst of a scale that ensures all students are well-known and their needs clearly understood. Our House system, complete with student leaders, inter-House competitions and House charities, develops both a sense of belonging and encourages peer support and guidance.



JOB DESCRIPTION

Job Title: Cover Supervisor

Salary Scale: Salary Grade: Grade 13 £16,704 - £18,162 (FTE £23,893 - £25,979)

Job Purpose:

To work as part of the team of support staff providing cover for the lessons of absent teachers and supporting the learning of the students.

To assist with the allocation of cover where required.

Responsibilities – The post holder will be responsible for:

- Provide cover for lessons of absent teachers.
- Supervise classes ensuring that work set by their teacher is undertaken in accordance with school policy.
- Register and record student attendance in lessons.
- Manage the behaviour of students to ensure a constructive working environment.
- Answer student queries relating to the work set.
- Deal with any immediate problems or emergencies according to school policies and procedures.
- Collect completed work after the lesson and return it to the appropriate teacher.
- Report about the work and behaviour of students during lessons and any issues arising.
- Support the wider functioning of the school through administrative support, on call duty rota, break and lunchtimes, LSA cover assistance, First Aid (if appropriately qualified), trips and visits and other related activities.
- Work with Learning Support Assistants involved in a lesson where appropriate.
- The use of a range of teaching and learning approaches including use of ICT.
- The inspiration and motivation of young people through your teaching.
- The keeping of appropriate records of students' work.
- Participation in your own performance management by your immediate line manager.
- Following safeguarding procedures and being aware that the safety and well-being of students is the responsibility of all members of the school community.
- Scope for Pastoral Leadership Development

Application Form

Please submit a letter of application to lara.schofield@whitstoneschool.org

Closing date: Midday Friday 19th April 2024

Interviews: Week commencing Monday 22nd April 2024