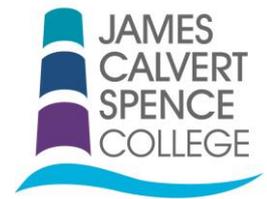


NAVIGATE ILLUMINATE SHELTER



COVER SUPERVISOR

CANDIDATE INFORMATION PACK

Executive Headteacher's welcome

Thank you for your interest in this opportunity to join us at James Calvert Spence College.

It's my great pleasure to welcome you to James Calvert Spence College, a 9-19 through school that welcome students from Y5 through to Sixth Form. We're a relatively small, friendly school that is in the heart of its community, spread across two sites in Amble, on the beautiful Northumberland coastline.

Years 5 to 7 are taught on our lower school site, and, unlike many primary schools, we have fully equipped and dedicated science laboratories, an enviable Design Technology workshop, Food kitchen, Art studio, ICT suite and PE facilities that our students take advantage of to enhance their learning.

Years 8 to 13 are taught on the upper school site and take advantage of a fabulous array of facilities including an art, fashion and DT suite; PE facilities including generous playing fields, tennis courts, a running track, dance studio, sports hall and climbing wall; and well-equipped classrooms and science laboratories.

We have high aspirations for all of our students – we expect them to show determination and a desire to achieve highly and, in return, we offer them unwavering support throughout their years with us. In Key Stage 4 and the Sixth Form, we offer a wide range of GCSE and A-Level courses to make sure that there is a relevant pathway into Higher Education, further training or employment for everyone.

JCSC has improved considerably over the last few years with excellent A-level results and rapidly rising GCSE outcomes. In 2019 [the last year of exams before covid] we celebrated our best ever set of GCSE results – a key measure that had improved each year for three consecutive years. In that same year, our A-level results were up there with the very best in Northumberland and we were the highest performing school in the county for the highly academic measure of AAB+ with at least two facilitating subjects.

The staff and governors of the school are committed to its continuing development and improvement, to ensure that it provides education of the highest quality for all students. It's a great place to work or study – feel free to contact us and arrange a visit if you'd like to experience all JCSC has to offer first hand.

I hope that the information within this pack will encourage you to apply for this opportunity. If you would like an informal discussion about the posts then please contact Amy Crawley, Business Manager on 01665 710636.

Yours faithfully



NEIL RODGERS
Executive Headteacher

Our vision and values

Our vision and values are simple: we navigate, we illuminate and we shelter.

HOW WE NAVIGATE

We trust and empower our staff to make the right decisions. We all know what we are accountable for, and we stick to the rules. We don't seek to blame, but to learn. We are fair and ethical, gaining the respect of others through acting with integrity. We work at pace, but collaboratively, building effective relationships. We promote simplicity, innovation and learning to get the best results.

HOW WE ILLUMINATE

We exceed people's expectations with our can-do attitude. We encourage and listen to others' views, needs and suggestions. We are imaginative about better ways of delivering services and work together to achieve the best results. We exhibit and encourage a sense of pride in the achievement of our personal, team and organisational goals.

HOW WE SHELTER

We provide clarity of expectation of behaviours and how these behaviours create a positive, open and honest environment. We support the diversity of teams and trust others to fulfil their responsibilities. We build and maintain relationships with each other, students, parents and the wider community and encourage others to do the same.

AIMS

We firmly believe in the potential of every single student and that everyone is capable of achieving great things. We want our students to leave us well qualified, well rounded and confident. Students will be ready to go out into the world and make the most of every opportunity. This is reflected in our vision and values and is demonstrated in the way we work with our young people.

We aim to:

- Deliver excellence in teaching and learning
- Challenge and inspire students to achieve academic success
- Provide students with excellent facilities, experiences and an overall stimulating learning environment
- Commit to the all – round development of every student
- Help students to acquire the social skills, knowledge and understanding needed for future success
- Provide dedicated and supportive pastoral care
- Work in partnership with the local community.

Perks of the job

We are a maintained school within Northumberland County Council. Located just 30 miles from Newcastle City Centre, you have an enviable journey to work each day. Traffic? Not on the country roads of Northumberland! You will have the opportunity to work in one of the most beautiful areas of the UK; the picturesque fishing village of Amble, the historic village of Warkworth and its castle to the north and an area of outstanding national beauty at Druridge Bay.

We offer staff many perks of the job. Staff requiring IT access to do their job are provided with a laptop with five licences of the full Microsoft Office suite that can be installed on multiple PCs, Macs or iPads at home. All staff can opt into flexible benefits such as tax-free childcare vouchers or bicycles on the Cycle to Work scheme. Support staff are also eligible to join a salary sacrifice scheme for a lease car, payable through your salary each month and saving on tax again.

With approximately 750 students on roll, we are a relatively small school but what we lack in size we make up for in other ways. We have a friendly staff body who all know and care about the children; the pastoral care and support for students and each other is humbling. We also have a vibrant staff social committee!

We feel strongly that Continuous Professional Learning and training is key to success and offer excellent opportunities for professional development. If successful, we will support you to be your very best.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share the commitment. If you are successful, we need you to have an Enhanced Disclosure Check through the Disclosure and Barring Service which we'll pay for.

Join us and be part of an organisation that is always looking for ways to improve or do things differently so we can make a real difference for our students every single day.

Cover Supervisor

35 hours per week (term time plus 5 days)

Permanent

Band 4 £20,494 – £22,183 pro rata

We Navigate. We Illuminate. We Shelter.

To start as soon as possible, James Calvert Spence College seeks to appoint a Cover Supervisor to supervise whole classes during the short term absence of the class teacher.

Working under the guidance of teaching/senior staff and within an agreed system of supervision, the primary focus will be to maintain good order, keep pupils on task and to observe and monitor progress within the lesson. Staff involved in cover supervision will be expected to respond to pupils' questions and generally support pupils in learning activities in line with school's policies and procedures.

If you are passionate about assisting and supporting pupils and enjoy working in an inclusive and nurturing educational setting we would welcome an application from you. This role is ideal for those strongly considering a teaching career, as well as those who wish to provide outstanding support within a classroom environment.

The successful candidate will:

- be committed to supporting effective learning
- have excellent communication skills
- be dedicated to ensuring success for all students in the school

Further details about the school and vacancy can be obtained from www.jcsc.co.uk or by emailing jjohnson01@jcsc.co.uk, Assistant Headteacher - Teaching & Learning.

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all staff and volunteers share this commitment. An enhanced criminal records check from the Disclosure and Barring Service is required for all posts.

Interested in applying?

Completed forms must be emailed to Linda Gordon, Business Support Officer at lgordon01@jcsc.co.uk.

The closing date for applications is noon on Friday 12th November 2021.

Interviews will take place during week commencing Monday 15th November 2021.

JOB DESCRIPTION

Post Title: Cover Supervisor	Director/Service/Sector : Children's Services		Office Use
Band: 4	Workplace: James Calvert Spence College		JE ref: SG6 HRMS ref:
Responsible to: HLTA/Line Manager managing Support Staff/ members of the school's management team	Date:	Manager Level:	
Job Purpose: To work under the guidance of teaching/senior staff and within an agreed system of supervision, to supervise whole classes during the short term absence of the class teacher. The primary focus will be to maintain good order and to keep pupils on task. Staff involved in cover supervision will be expected to respond to pupils' questions and generally support pupils in learning activities in line with school's policies and procedures.			
Resources	Staff	None	
	Finance	None	
	Physical	School & Classroom Resources and data.	
	Clients	Teachers, Groups of Children, Parents/Carers	
<u>Duties and key result areas:</u>			
General			
<ol style="list-style-type: none"> 1. Within an agreed framework of supervision, during the short term absence of the classroom teacher, supervise and support pupils undertaking work and support work to establish an appropriate learning environment. 2. To undertake activities, as directed by the teacher, with whole classes, individuals or small groups of pupils. 3. Manage pupil behaviour and deal promptly with conflicts and incidents in line with school policy 4. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against agreed, predetermined, learning objectives. 5. Provide the class teacher with accurate and objective feedback on pupil progress and other matters. 6. Undertake the maintenance of pupils' records and accurately record achievement. 7. Gather information from parents and carers as directed. 8. Establish constructive relationships with parents and carers and participate in feedback sessions as directed. 9. Administer routine tests and invigilate exams. 10. Undertake the routine marking of pupils' work e.g. routine spelling tests, routine maths tests etc. 			
Support for Pupils			
<ol style="list-style-type: none"> 1. Use specialist skills, training, or experience to support pupils learning. 2. Establish good relationships with pupils, acting as a role model and responding to the needs of each individual child. 3. To actively promote inclusive practice within the classroom setting to ensure acceptance of all children. 4. Encourage children to engage in, and participate in learning activities lead by the class teacher. 5. To have challenging expectations that encourages children to act independently and build self-esteem. 6. Provide feedback to pupils in relation to progress and achievement 			

Support for the Curriculum

1. Implement agreed teaching programmes, adjusting activities according to pupil responses and needs.
2. Help pupils to understand instructions
3. Implement local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills
4. Support use of ICT in learning and develop pupils' competence and independence in its use.
5. Help pupils access learning activities through specialist support.
6. Determine the need for, prepare and maintain equipment and resources required to meet learning activities and assist pupils in their use.

Support for the School

1. Comply with all school policies relating to:
 - a. Health and Safety
 - b. Equal Opportunities
 - c. Child Protection
 - d. Confidentiality and data protection.
2. Work in such as to promote the ethos and vision of the school.
3. Participate in training and development, and activities that contribute to the management of performance.
4. Assist with the management of pupils outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and members of the school's management.
5. Attend and participate in regular meetings
6. To undertake other duties and responsibilities as required commensurate with the grade of the post

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:

Working patterns:

Working conditions:

None

Normal work patterns

Normally indoors

PERSON SPECIFICATION

Post Title: Cover Supervisor	Director/Service/Sector: Children's Services	Ref: SG6
Essential	Desirable	Assess by
Knowledge and Qualifications		
<p>Very good numeracy and literacy skills;</p> <p>NVQ 3 for Teaching Assistants or equivalent qualifications and practical experience in a TA role.</p> <p>Participated in training related to various national strategies e.g. literacy and numeracy</p> <p>Experience of being able to hold the attention of a class of children.</p>	<p>HSAW First Aid Qualification or equivalent</p>	<p>(a), (i),</p> <p>(t) .</p>
Experience		
<p>Working with children of the relevant age</p> <p>Implementation of relevant national strategies.</p> <p>Experience of using ICT in a classroom situation</p>	<p>Clerical duties</p> <p>Report Writing</p> <p>Working with children with additional needs</p>	<p>(a), (i).</p>
Skills and competencies		
<p>The effective use of ICT to support learning – computer, video, photocopier</p> <p>Ability to use other types of learning technology:</p> <ul style="list-style-type: none"> • Photocopying • Whiteboards • Digital Media <p>Understanding of codes of practice and recent relevant education;</p> <p>Good understanding of the principles of child development and the learning process</p>	<p>NVQ 2 ICT Qualification or in-service training and 3 years experience of using ICT in a learning environment</p>	<p>(a), (r), (i).</p>

<p>Can actively self- evaluate learning needs and seek out learning opportunities</p> <p>Can work as a member of a team, understanding their role in the classroom and associated responsibilities.</p> <p>Appropriate First Aid knowledge</p>		
Physical, mental and emotional demands		
<p>Concentrated periods of mental attention and the ability to work to deadlines, whilst being exposed to conflicting demands.</p> <p>The job involves direct personal contact with people whose personal circumstances and behaviour could be in conflict with those of the school.</p> <p>Normal lifting activities will be required.</p>		
Other		
<p>Willingness to participate in development and training opportunities</p>		<p>(a), (i).</p>

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits