



KINGS'

SCHOOL • WINCHESTER

Dear Applicant,

At Kings' we are proud of our ambition to achieve excellence in everything that we do. Our mission is simple, we aim to provide all pupils with:

- Inspiring Futures
- Exceptional Character
- Academic Excellence

Our school motto, *Una Laborantes (working together)* exemplifies our beliefs and behaviours. At Kings' our mission and values drive all that we do and as a result we aim for our teachers to enjoy impeccable behaviour in lessons with respectful, hardworking and highly motivated pupils. We are a genuinely comprehensive school that is working to provide a knowledge-rich education for pupils of all backgrounds. Cover supervisors are key to the effectiveness of the school. The role involves supervising classes during the absence of a teacher, providing short term cover and helping pupils with their learning.

Our values are not just the values and aims that we have for our pupils, we have the same goals for our staff. We want to invest in you and ensure that Kings' is a centre of excellence for teaching and learning, where our staff thrive because we keep learning at the heart of all we do. To join us and contribute to this exciting journey, you need to be excited by these three questions:

- Do you want to be part of a team where you will help make a lasting impact on our pupils, develop strength of character, and help them to fulfil all they can be in the future?
- Do you want to work in a school that values knowledge and ensures that pupils achieve excellent outcomes; a school that ensures that all our pupils are taught the cultural and social capital that enables them to succeed in the world?
- Do you want to work in a school that prioritises your professional development because we know that great people are the key to all our pupils having inspiring futures?

Kings' is highly ambitious with a continuous drive to be even better. We know that it is the staff in our school that make the difference.

The successful candidate will need to:

- Be an inspirational Cover Supervisor who has the enthusiasm, drive, tenacity and ambition to deliver outstanding support.
- Have excellent administrative and organisational skills.
- Possess highly effective interpersonal, communication and presentation skills.
- Have a high level of personal integrity and confidentiality.
- Be someone who is totally aligned with our values and mission, if you are the type of person who fits with our culture, you will love working here.





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Job title: Cover Supervisor

Required: February 2023

Location: Kings' School, Winchester

Salary: Grade C1 £21190.00 FTE

Hours: 28.33 hours, 40 weeks per year (term time + 1 week)

We are looking for an enthusiastic and highly organised individual to join our excellent team of Cover Supervisors from February 2023. This is an ideal opportunity if you are interested in a route into teaching.

Kings' is an exciting and rewarding place to work: our pupils are keen to learn and succeed; they appreciate the support and dedication of the whole school. You will have a passion to support our pupils' learning, and a desire to play a central role in our school mission: inspiring futures, exceptional character, and academic excellence.

This is an exciting opportunity for a highly motivated individual wishing to join an extremely effective and supportive department; and to contribute to the ongoing growth of Kings' as the school continues to flourish.

For further information and to apply for this position, please visit our website at <https://kings-hants.com/support-vacancies/>

Please submit your application to, recruit@kings-winchester.hants.sch.uk

Closing Date: Midday Friday, 10 February 2023

Interview Date: Week commencing 13 February 2023

We reserve the right to close this advert and/or interview at any time.





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Kings' School mission and values

At Kings' our values are at the heart of our school culture. They underpin our mission, that we are ***Working Together to Achieve Inspiring Futures, Exceptional Character, and Academic Excellence.***

We are reminded of our vision by our motto, ***Una Laborantes*** (Working Together), and our core values - developed and agreed by the Kings' community of pupils, staff, parents, and carers - help to guide every child, employee, and volunteer towards attaining that goal.

These values act as our inspiration and navigation in our learning, our work, and our life at school as we work together for our pupil's personal growth and future academic success.

Our school values are to:

- Discover brilliance in everyone
- Have unlimited ambition
- Earn success
- Be kind, be humble, and have integrity
- Make a difference





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Job Description

Job purpose, including main duties and responsibilities:

- To be responsible for supervising pupils, carrying out pre-prepared exercises and to manage a classroom, ensuring that pupils remain on task with the work they have been set.
- To ensure that pupils are safe.
- To ensure that pupils make excellent progress during your class cover.
- To present the work that has been set in accordance with direction from the Head of Department/Head of Subject.
- To manage the behaviour of pupils whilst they are working.
- To ensure that all pupils are actively engaged throughout the lesson.
- To take on the role of Tutor for morning and afternoon registration as required, ensuring that the register is complete, and any notices are read out.
- To ensure that behaviour in school is followed in line with school policies and procedures.
- To collect completed work, as required and return it to an appropriate member of staff.
- To ensure that all resources, for work set, are available for pupils to use and that these are returned at the end of each lesson.
- To supervise the care of materials, furniture, rooms, and the safety of pupils, ensuring that pupils learn to take responsibility for resources and the environment.
- To assist with administrative tasks when not covering for absent staff.
- To carry out invigilation duties during public examinations and school examinations as required.





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Person Specification

A Qualifications	
Good standard of general education including Numeracy, Literacy and ICT Skills	A
Evidence of an understanding of safeguarding within Schools	A
B Knowledge and Experience	
Clear understanding of the high expectation of working in an outstanding school	A/I
Good understanding of the role of the Cover Supervisor and the important part played in assisting with the education of individuals	A/I/R
Ability to build strong collaborative relationships with pupils and staff	A/I/R
Excellent oral and written communication	A/I
An understanding of the importance of good practice and reinforcement of good behaviours	A/I/R
An understanding of the importance of offering excellent support to enhance the educational experience of pupils	A/I/R
Able to operate effectively as a member of a team and with minimum supervision	A/I/R
Commitment to safeguarding and promoting physical and emotional health and well-being of young people	I
C Personal Qualities	
Demonstrate personal enthusiasm and commitment aimed at making a positive difference to all our children and young people	A/I/R
Demonstrate personal and professional integrity, including modelling the school's mission and values:	A/I/R
D Confidential Reference	
Positive recommendation from all referees, including current employer	R

A = application

I = interview

R = reference

Thank you for taking the time to read this information and for considering Kings' School in the next stage of your career. If our mission, values, and ethos excite you, please do contact the school to find out more about us, the role, life in Winchester and how to apply at recruit@kings-winchester.hants.sch.uk

