



# KINGS'

SCHOOL • WINCHESTER

**Job title:** Cover Supervisor

**Salary:** Grade C £23115.00 - £24140.00 FTE (actual £15527.11 - £16215.64)

**Hours:** 28.33 hours, 40 weeks

We are looking for an enthusiastic and dynamic person to join our Cover Supervisor Team. If you are passionate about the learning of young people, or interested in a route into teaching, this is a great opportunity to get involved in school life. No previous experience required; full training will be given.

We understand the value of effective personal and professional development; many of our Cover Supervisors are supported through coaching and mentoring, enabling them to progress on to Teacher Training Courses at Kings' and other local Schools.

The Cover Supervisor team are responsible for providing teaching cover during periods of absence and leave. A day on cover can involve teaching any of our KS3/KS4 classes, from Maths or Science to PE or Food Technology, this is a varied and exciting role where no two days are the same.

At Kings' we recognise and appreciate the invaluable contribution support staff provide to our school, their work is essential to the daily operation and management of Kings'.

The successful candidate will:

- Be an inspirational person who has enthusiasm, drive, tenacity, and ambition to deliver.
- Have excellent administrative and organisational skills.
- Possess highly effective interpersonal, communication and presentation skills.
- Have a high level of personal integrity and confidentiality.

In return, we can offer you:

- A supportive induction and training program, tailored to you.
- Continual opportunities and support – we are passionate about development; we want to invest in you.
- A strong sense of community.
- Staff wellbeing at the heart of every decision.
- Staff swimming – free staff swim sessions at our indoor heated pool.
- Hampshire County Council benefits also include:
  - Local Government Pension Scheme – with guaranteed benefits.
  - Employee Assistance Program – 24/7/365 phone advice, and up to 6 free counselling sessions per year.

For further information and to apply for this position, please visit our [website](#).

If you have any questions about the role, application process or life at Kings', please do get in touch to 01962 861 161 or [recruit@kings-winchester.hants.sch.uk](mailto:recruit@kings-winchester.hants.sch.uk)

***We review applications as they are submitted and reserve the right to close this advert and/or interview at any time, therefore, we would encourage you to apply as soon as possible if you are interested in this role.***





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## Kings' School mission and values

At Kings' we are proud of our ambition to achieve excellence in everything that we do. Our values are 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 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. The role of receptionist is essential to the everyday running of the school.

These 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 teachers thrive because we keep teaching 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 the school that make the difference.

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*. Our school values are to:

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

We are reminded of our vision by our motto, *Una Laborantes*, 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.





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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

<b>A Qualifications</b>	
Good standard of general education including Numeracy, Literacy and ICT Skills	A
Evidence of an understanding of safeguarding within Schools	A
<b>B Knowledge and Experience</b>	
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
<b>C Personal Qualities</b>	
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
<b>D Confidential Reference</b>	
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](mailto:recruit@kings-winchester.hants.sch.uk)

