



FRAMWELLGATE
SCHOOL DURHAM

Turning potential into performance



Cover Supervisor

Candidate Information Pack



1 Advert

Cover Supervisor

Required as soon as possible

**Permanent, full time (37 hours),
Term-time only**

**Grade 5
Scale Points 18-20
Salary £17,891 - £19,238**

**An 11- 18 academy with 1000 students
including 180 in the sixth form**

We are looking for an experienced, dynamic and innovative individual to contribute to our support structure, providing a critical service within the cover team. You will have recent proven experience in supervising students in a classroom environment in a secondary school.. This is an exciting opportunity for a dedicated professional to make a real difference.

If you believe that you have the professional characteristics and experience that we require, please contact the school:

**The Excel Academy Partnership
at Framwellgate School Durham
Newton Drive
Durham
DH1 5BQ
Tel: (0191) 386 6628
Email: Sarah.Dawson@fram.durham.sch.uk**

Please visit the school website on www.fram.durham.sch.uk for further information and a full application pack for this post.

Closing date for receipt of applications: **Monday 5 September 2016 - 9.00am**

Any offer of employment to this post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service



2 Headteacher's welcome

Framwellgate School Durham is a place where education is viewed as a lifetime pursuit and skills for learning are seen as vital tools to shape young peoples' futures. The experience of learning here is designed to inspire students to explore their talents and provide them with intellectual challenges and the support they need to meet them.

Framwellgate School Durham has high expectations of both staff and students. We believe our results are founded on a track record of excellent provision, high quality pastoral care and community aspiration. We achieve results through a balance of traditional academic rigour and pragmatic innovation. We are a school that delivers more than examination results: there is an exceptional range of opportunities available for students to engage with beyond the classroom and the wider responsibility that a school has to foster reflective, responsible and proactive citizens is one that we take seriously.



Being a member of the staff at Framwellgate School Durham is both demanding and rewarding. You will find colleagues who are creative, supportive and dedicated. You will find students who are eager to learn and who respect the school and each other.

You will be part of the drive to build on the improvements that are already underway following the recent inspection and will have a real opportunity to make a difference to the school and its students.

This is therefore an important post for us. We are looking for a well-qualified, enthusiastic and innovative individual who wants to make that difference and to make a contribution to our future success.

If you think this is the post – and the school – for you, I invite you to proceed with your application.

I look forward to receiving your application.

Alisdair Nicholas
Headteacher



3. Information about the school

At Framwellgate School Durham we are fully committed to the students in our care, and work to ensure that both the pastoral provision and quality of teaching is the very best. We are an inclusive school, and we place a high priority on the development of our students as inquisitive thinkers with enquiring minds.

We are the founding school of the Excel Academy Partnership and through the trust, education services are provided to other schools in the region, and there is the capacity to include other primary or secondary schools in our family of schools.

We would highlight the following strengths to prospective candidates:

Professional Development

We place a very high priority on developing our staff professionally. As such, there is an extensive programme of CPD opportunities which seeks to support teachers and other staff to identify their development needs and move forward in their practice. Through the annual conference, CPD pathways and individual bespoke programmes the successful candidate will be fully supported in their role.

The Achievement Centre

Our intake is above the national average, and we ensure that provision offered stretches and challenges our more able students. In addition, we are very aware that all students have individual learning needs, and some have more significant barriers to learning. We are an inclusive school, and through the work of the Achievement Centre, we seek to remove or minimise any barriers to learning that our students may have, be they emotional, physical or academic. Our pastoral system is caring and responsive.

Focus on the craft of teaching

Developing the craft of teaching is at the centre of everything we do as a school. There is a 'buzz' about teaching within the staff. Teaching conversations are supported through staff meetings, learning focus groups, appraisal and professional dialogue. This school is an excellent environment for colleagues who are passionate about teaching.

Academic Structure

From the start of the academic year 2016/17, there will be eight curriculum directorates at Framwellgate School Durham:

English, Literacy and Media Studies	Social Sciences
Mathematics and Numeracy	Modern Foreign Languages and the International Dimension
Science	PE, Health and Sports Science
Humanities	Technology and Applied Arts



The following is a brief description of the curriculum on offer:

Year 7	Broad banding - grouped accordingly to current performance in KS2 (informed by pastoral information)
Year 8	Students are setted in Mathematics, English and Languages; broad banding for all other subjects
Year 9	Students are setted in Mathematics, English, Science and Languages, broad ability bands for most other subjects
Year 10 / 11	Students are placed in one of three routes and follow a combination of core subjects and option choices
Year 12	Students choose from AS Level & Btec courses
Year 13	Students choose from AS & A2 & Btec courses

Pastoral Structure

All students are placed in tutor groups, and their tutor is the first port of call for them through their school career. Tutor groups are vertical in nature. Key Stage 3 tutor groups are home to students in Year 7 to Year 9, Key Stage 4 tutor groups house students in Years 10 and 11, and Key Stage 5 tutor groups, the sixth form. We have an active Student Leadership Group and through the house system, students of all ages regularly take part in a variety of activities which promote community and school cohesion.



4 Information about the post

4.1 Job Description

Post Title	Cover Supervisor
Main Purpose of the Role	To provide classroom supervision during teacher absences
Main Duties and Responsibilities	<ul style="list-style-type: none"> • Deliver learning activities to groups of students and classes during the short term absence of the teachers in line with School policies and procedures • Provide classroom support activities • Assist with extended school provision, e.g. 'Out of School hours' groups e.g. breakfast clubs, homework clubs etc • Communicate the work set by the class teacher to the pupils and to be proactive in facilitating the learning • Follow all instructions as directed by the class/lead teacher • Assist students effectively with ICT based learning activities • Promote positive behaviour and conduct by developing supportive and constructive relationships with students and acting as a positive role model • Provide classroom management and organisation • Provide support for examinations through invigilation and scribing if required • Provide in-class support for students with special educational needs • Assist students and teachers on educational visits • Provide support in the Learning Resource Centre • Implement local and national learning strategies e.g. literacy and Numeracy • Working collaboratively to provide general clerical/admin support across the School as required • Assist with Displays around the school and in classrooms • To assist the Pastoral Managers with behaviour issues/urgent call outs • To uphold the school rules and ethos • Supervising students during lunchtime • Regular duties in the Learning Resources Centre <p>NOTES</p> <ol style="list-style-type: none"> 1. The above responsibilities are subject to the general duties and responsibilities contained in the relevant Conditions of Service. This is a "job description" and not the Conditions of Employment 2. This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out. 3. The duties outlined above cannot totally encompass or define all tasks which may be required of the post holder. Other duties may, therefore, be allocated from time to time, commensurate with the grade of the post. 4. The post will be reviewed at least once every two years and it may be subject to modification or amendment at any time, after consultation with the post holder.



General responsibilities of all staff	<ul style="list-style-type: none">▪ Safeguarding, Equality & Diversity and Health & Safety<ul style="list-style-type: none">○ To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.○ To carry out your duties with full regard to the Academy's Equality Policy and Race Equality Scheme.○ To comply with Health and Safety policies, organisational statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.○ To comply with the Academy's requirements for safeguarding and vetting checks.▪ Other<ul style="list-style-type: none">○ The post holder may be required to undertake any other duties as directed by their line manager, commensurate with the grade and level of the role.▪ Compliance with Policies<ul style="list-style-type: none">○ The post holder is required to comply with all Academy policies.
DBS Disclosure	Enhanced
Salary and Grade	Admin Scale 5 Pt 18-20: £17,891 - £19,238 Full time (37 hours) – Term time only



4.2 Person specification

Category	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> Five GCSEs grade C or above, to include Mathematics and English 		<ul style="list-style-type: none"> Application form
Experience	<ul style="list-style-type: none"> Previous experience of working with groups of children Previous experience of working in a team environment Previous experience of using supervision/management skills Previous experience of administering a cover function in a secondary school Experience of using school IT packages including MS Office, and SIMs 		<ul style="list-style-type: none"> Application form Interview References
Essential Knowledge	<ul style="list-style-type: none"> Excellent 'people management' skills Good literacy and numeracy skills Good written and verbal communication skills Good organisational skills Ability to coordinate tasks individually, and within a team Ability to relate to teachers and other professionals Sound understanding of young people Understanding of KS4 programmes of study A good team player Experience of meeting deadlines Excellent IT skills Excellent child behaviour management skills Ability to continue the learning process 		<ul style="list-style-type: none"> Application form Interview References



Essential personal attributes and practical qualities	<ul style="list-style-type: none">▪ Patient and calm▪ Sense of humour▪ Friendly and approachable▪ Able to use own initiative▪ Flexible approach to work▪ Committed to the principles of equality and diversity▪ Ability to promote the positive ethos of the school▪ High professional standards, including excellent punctuality and professionalism▪ A commitment to professional development and training▪ Able to work flexibly within the requirements of the school, to meet all deadlines.▪ An interest in the development and safeguarding of young people		<ul style="list-style-type: none">▪ Application form▪ Interview▪ References
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5 Information about the appointment process

Closing date for receipt of applications: **Monday 5 September 2016 - 9.00am**

Guidance on completing the application form:

Complete the attached application form in full. There is a section (Section D) towards the end of the form that offers the opportunities to provide any extra detail not covered in your form to demonstrate how you meet the criteria included in the Person Specification.

You are encouraged to email your application to Sarah.Dawson@fram.durham.sch.uk or post it to Mr A Nicholas, Framwellgate School Durham, Newton Drive, Durham DH1 5BQ.

Any offer of employment to this post will be subject to:

- receipt of a satisfactory disclosure from the Disclosure and Barring Service
- completion of a health questionnaire