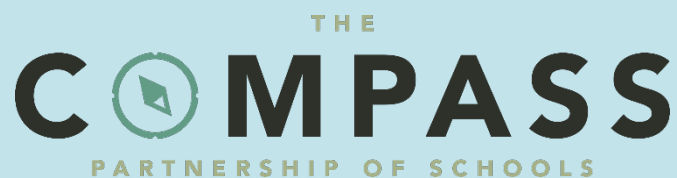




**COVER SUPERVISOR**

**Candidate Information Pack 2022/23**





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*The Compass Partnership of Schools is an ethical and ambitious learning community that seeks to inspire every child to value their education, know themselves, understand others and work to create a fair, just and sustainable society*

# Welcome to Compass

Dear Applicant

Thank you for your interest in a position within The Compass Partnership of Schools. I hope that the information in this information pack will assist you with your application and, more importantly, help you to develop an understanding of what it means to work within the Trust.

Our staff team is one of our greatest assets. We seek to recruit the very best staff so that we can deliver the highest quality, most effective education to each and every child.

We can offer a supportive environment with engaged children. We collaborate at all levels, which results in great development and career progression opportunities. We are committed to personalised professional learning opportunities which support our staff in doing their role and also in progressing their careers and we offer a comprehensive programme of CPD for all staff.

Our exceptional teachers, support staff and leaders come from a wide range of backgrounds, but they all share a deeply held commitment to give our children an outstanding education in an inspiring and happy school environment.

We are dedicated to organisational wellbeing and offer a range of benefits and support for staff with our wellbeing offer. We pride ourselves in promoting innovation by championing new ideas and ways of working and a supportive environment for staff to develop and flourish.

We look forward to receiving your application and meeting you as part of the recruitment process.

Yours,



John Camp

Chief Executive Officer

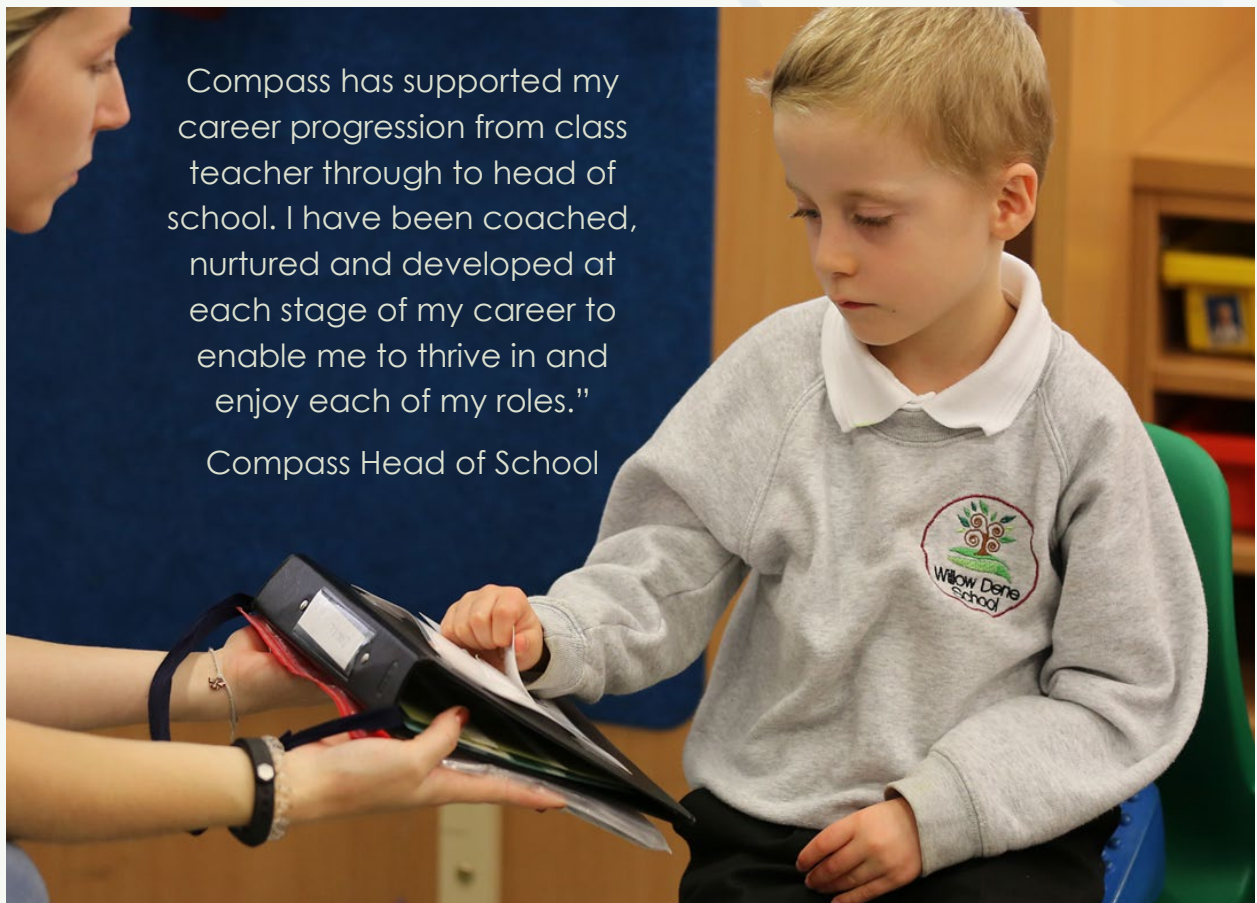


# Trust Information

The Compass Partnership of Schools is a Multi-Academy Trust formed in 2017. The Trust has schools in the Royal Borough of Greenwich in London and in Essex; 10 primary schools and one all-through special school. You can read more about our schools on our website: [www.compassps.uk](http://www.compassps.uk).

We are committed to delivering the best educational outcomes for all children through high quality teaching and a knowledge-rich curriculum, and we pride ourselves on our inclusivity and commitment to each and every child, whatever their background, ability or need.

We are an innovative group of schools collaborating to transform lives, with social justice at the heart of everything we do. Our shared vision and values guide each child to become curious, enthusiastic, resilient and confident. We value and promote the ethos of each school, ensuring it is firmly at the heart of its community. As a civic trust we understand the important role we play in our local context and seek to build rich connections with local organisations and community groups. Through collaboration, we seek to build on the strengths that exist within our schools so that our collective intellectual capital benefits our broader Compass community.



Compass has supported my career progression from class teacher through to head of school. I have been coached, nurtured and developed at each stage of my career to enable me to thrive in and enjoy each of my roles."

Compass Head of School

# Employee Benefits

In addition to a rewarding career, we offer an excellent and comprehensive range of benefits for staff to enjoy. These include:



## **Continuous Professional Development and Learning Opportunities**

We are committed to ensuring our staff are equipped with the skills and knowledge, not just for their job now, but with a view to future development and progression. All staff have at least 3 Professional Development Conversations with their manager per year. There are a range of informal and formal professional development opportunities for teaching and support staff.



## **Collaborative & Supportive Culture**

We celebrate that we are all part of a big team with a common aim to provide excellent learning for the children at our schools. We have a highly collaborative culture and want to see all staff succeed and be happy.



## **Employee Assistance Programme & Occupational Health Service**

Our employee assistance programme offers 24/7 access to a free confidential employee assistance helpline, providing guidance and advice on personal and work-related matters, staffed by trained counsellors. Our Occupational health service is a confidential service for all our staff, offering advice on personal health, safety and welfare at work.



## **National Terms and Conditions and Access to Pension Schemes**

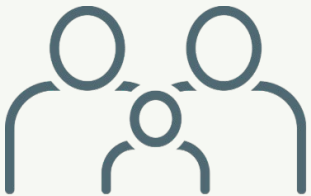
Pay awards are applied in line with national agreements and we offer incremental pay progression. We offer access to the Teachers' Pension Scheme and the Local Government Pension Scheme.

# Employee Benefits



## **Workload & Wellbeing**

Our Organisational Wellbeing Strategy and actions focus on workplace changes to support the wellbeing of our staff. All of our schools are represented at our Workload and Wellbeing Group which meets 6 times/year. The Group develops Trust-wide wellbeing initiatives and seeks feedback from staff about challenges and how to address them.



## **Family-Friendly Policies**

The Trust offers flexible working to encourage staff to have a better work life balance including part-time hours, term-time-only working and job shares and we offer generous policies and enhanced entitlements in respect of Maternity, Paternity and Adoption.



## **Money Saving Deals & Vouchers**

Bespoke deals negotiated by the Trust and deals and vouchers available for those who work in the education sector in any type of role through <http://www.discountsforteachers.co.uk/education>



## **Trade Union Recognition**

We work closely with Trade Unions that represent our Teaching and Support Staff. We meet termly with employee representatives to proactively and positively manage employee relations.

# School Information

At Halstow we are totally committed to "Acceptance without Exception". We welcome people from all faiths and all countries without exception. We welcome families from all cultures and all communities without exception. We welcome gender diversity and the LGBT+ community without exception. Inclusion, equity and equality are at the very heart of Halstow.





# Job Description

**Job title: Cover Supervisor**

**Reports to: SENCo**

**Responsible for: Classroom cover in teacher absence**

**Scale:**

**Contract: Fixed term until 31 August 2023**

**Usual or main location: Halstow Primary School**

**Job Purpose: Classroom cover in teacher absence**

To work under guidance to implement work programmes for individuals/groups which could include those requiring detailed and specialist knowledge in particular areas. Assisting whole planning cycle and the management/ preparation of resources. Supervising whole classes during the short term absence of teachers and during PPA absence.

## **Main duties and responsibilities:**

- To supervise whole classes during short term teacher absence
- To supervise whole classes during teacher PPA absence
- To work with the teacher to establish an appropriate learning environment
- To work with the teacher in lesson planning, evaluating and adjusting lessons/ work plans as appropriate
- To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- To use specialist (curricular/learning) skills to support pupils.
- To assist with the development and implementation of IEPs as appropriate
- To establish productive working relationships with pupils, acting as a role model and setting high expectations
- To promote the inclusion and acceptance of all pupils within the classroom.
- To support pupils consistently whilst recognising and responding to their individual needs
- To encourage pupils to interact and work co-operatively with others and engage all pupil in activities
- To promote independence and employ strategies to recognise and reward achievement and self-reliance.
- To implement agreed learning activities/teaching programmes, adjusting activities according to pupils' responses/needs opportunities provided by other learning activities to support the development of literacy and numeracy skills

- To support the use of ICT in learning activities and develop pupils' competence and independence in its use
- To determine the need for, prepare and maintain general and specialist equipment and resources
- To provide feedback to pupils in relation to progress and achievement.
- To provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- To be responsible for keeping and updating records as agreed with the teacher, contributing to the review of systems/records as requested.
- To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflicts and incidents in line with established **policy and** encourage pupils to take responsibility for their own behaviour
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To supervise pupils on visits, trips and out of school activities as required.
- To support playground/break time/lunches and lunch playtime supervision e.g. educational games, crèche, prep (within employed hours)
- Administer first aid as appropriate
- To attend and participate in regular meetings as appropriate.
- To participate in training and other learning activities offered by the school to further knowledge (within employed hours)
- To carry out the above duties in accordance with the School's Equal Opportunities Policy

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

# Person Specification

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Numeracy &amp; literacy skills to equivalent Level 3</li> <li>NVQ Level 3 for Teaching Assistants or equivalent qualification</li> </ul>	
<b>Professional Experience</b>	<ul style="list-style-type: none"> <li>Collaborative working with a team</li> <li>Covering classes in teachers absence</li> </ul>	Experience of working with pupils with special educational needs
<b>Professional Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of inclusion issues</li> <li>Knowledge of a range of behaviour management strategies</li> <li>Knowledge and understanding of the foundation stage curriculum and national curriculum</li> </ul>	Knowledge of P level assessments
<b>Professional Skills</b>	<ul style="list-style-type: none"> <li>High standard of inter-personal and oral/written skills</li> <li>Ability to work as part of a team</li> <li>Ability to prioritise and work under pressure</li> </ul>	Good ICT skills for learning purposes
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Ability to make relationships easily with children and adults</li> <li>Ability to motivate pupils and engage them with their learning</li> <li>Self motivation and personal drive to complete tasks to the required timescales and quality standards</li> <li>Tact and diplomacy in all interpersonal relationships with pupils and colleagues at work</li> <li>Flexibility to adapt to changing workload demands and new school challenges</li> <li>Reliability and integrity</li> <li>Humour and resilience</li> <li>Personal commitment to continuous self-development</li> <li>Commitment to school improvement</li> </ul>	

# Equal Opportunities and Safeguarding Statement

The Compass Partnership of Schools is an equal opportunity employer. We welcome applications from all suitable candidates, regardless of race, gender, sexual orientation, disability, age or other protected characteristics.

The Compass Partnership of Schools is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and fulfilling our statutory obligations as detailed in the DfE statutory Guidance, 'Keeping Children Safe in Education'.

We are committed to recruiting candidates who share this commitment and therefore we apply robust recruitment and selection procedures to ensure that the people selected are suitable and that all candidates are subject to appropriate pre-employment checks. You can read our Safeguarding Policy [here](#) and our Job Applicant Privacy Notice [here](#).

## Your Application

Where the role you are applying for involves engaging in regulated activity relevant to children, you should be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children

## Interview

If you are invited for interview for a position working with, or with access to sensitive information relating to children and young people, we shall assess your suitability by considering the following:

- your motivation to work with children and young people;
- your ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- your emotional resilience in working with challenging behaviours; and
- your attitude to the use of authority and maintaining discipline.

## Pre-Employment Checks

The following pre-employment checks will be undertaken prior to appointment:

- Identity check
- References
- Occupational Health pre-employment screening
- DBS check (as appropriate)
- 'Barred List' Check (as appropriate)
- Evidence of qualifications applicable to the role
- Prohibition from Teaching Check (Teachers)

- Confirmation of registration with applicable registered body
- S128 Direction checks for managerial positions
- Additional checks for overseas candidates
- An online search (this will be carried out before your interview)

Before any unconditional offer, successful candidates will also be asked to complete a self-declaration form to declare any unspent (current) and spent (old) criminal convictions, police cautions, final warnings or reprimands which are not protected (or filtered out) by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

### **Recruitment of Ex-Offenders**

All posts with the Trust are exempt from the requirements of the Rehabilitation of Offenders Act (ROA) 1974 meaning that all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared on application.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

### **False Information**

Please note that providing false information is an offence and could result in your application being rejected or your dismissal from employment if you are appointed. The matter may also be referred to the police.

### **Further information**

If you have any concerns or questions about answering questions about your criminal history please contact Helen Cunningham, HR Director on [hcunningham@compassps.uk](mailto:hcunningham@compassps.uk).

You can also seek further information from organisations such as the Citizens Advice Bureau, NACRO (<https://www.nacro.org.uk/resettlement-advice-service/>) or Unlock.



# Further Information & How to Apply


For a confidential discussion about this post, please contact Tom Gray or Natasha Tilley on 020 8858 2767

To apply, please complete the application form (in the education sector, CV's are not normally accepted) and send it, with a letter of application or personal statement, by e-mail to: [wloyd@halstow.compassps.uk](mailto:wloyd@halstow.compassps.uk)

You can view our guidance on the application process [here](#)

**Application Closing Date: Midday, Monday 3 October 2022**

**Interview Date: Wednesday 5 October 2022**



"My daughter's school has a warm, compassionate and inclusive environment where each child's milestones are celebrated and their individuality respected. Over the last three years my daughter has blossomed into a happy, confident girl who enjoys and participates in all areas of school life"  
A Compass parent

Optimism

Ambition

Resilience