

Recruitment Pack



St. Crispin's
Excellence for all



Cover Supervisor



St. Crispin's School is part of The Circle Trust, company number 11031096,
registered at St. Crispin's School Wokingham, Berkshire, RG40 1SS Tel: 0118 978 1144

Looking for a career in a secondary school?

- Gain experience in the classroom with support from a qualified teacher
- Improve your work/life balance with generous school holidays



St Crispin's School

Headteacher: Ginny Rhodes

NOR 1132, 11-18

Mixed Comprehensive, London Road, Wokingham, Berkshire RG40 1SS

Tel: 0118 978 1144

www.crispins.co.uk

Cover Supervisor Monday to Friday, 8.25am–3.30pm – Immediate start

Term-time + 5 INSET days

Job share opportunity if required

We are recruiting a flexible, engaging Cover Supervisor to join our friendly team who enjoy an excellent reputation both within and beyond the school.

You will play an invaluable role in supervising lessons where students' complete work set by a qualified teacher; maintaining the good behaviour of students to both support their own learning and the learning environment for the class as a whole. You will gain invaluable experience and support under the supervision of a qualified teacher.

St. Crispin's School is a happy and oversubscribed 11-18 mixed comprehensive school.

Our school motto is "Excellence for All" and this encapsulates our commitment to do the very best for both our students and staff. Standards within the school are high and St. Crispin's is a lovely and positive place to work. Our school has a great many strengths, is far from complacent and has the potential to do even better.

To apply visit www.crispins.co.uk/vacancies

or contact **Mel Knight – Tel: 0118 9761144**

Visits to the school are warmly welcomed!

Closing date: 9am 21st January 2019

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. Appointments are subject to enhanced DBS clearance and satisfactory employment references.

St. Crispin's School is an academy and part of The Circle Trust, a charitable company limited by guarantee registered in England and Wales, company number 11031096, registered at The Circle Trust, London Road, Wokingham, Berkshire, RG40 1SS. Tel: 0118 332 0011 www.thecircletrust.co.uk





Job Description

Salary Grade 4

Terms and conditions

Hours per week: 35 hours term time + 5 INSET days
Hours of work: 8.25am–3.30pm
 Mon to Fri with 30 mins lunch break

Aim and main purpose of the job

To promote the good behaviour of pupils to both support their own learning and the learning environment for all pupils.

General Accountabilities:

Covering lessons

1. Establish productive working relationships with pupils, acting as a role model
2. To supervise lessons in the absence of a teacher, making sure work that is set is completed and managing pupil behaviour to ensure a purposeful and safe working atmosphere
3. To promote and reinforce the school's values
4. Prepare and maintain the learning environment
5. Use ICT to support pupils learning
6. Invigilate tests and examinations
7. Escort and supervise pupils on educational visit and out of school activities
8. To support in managing the speedy/effective integration of pupils who have been excluded for a fixed period of time
9. Attend and participate in regular meetings as required
10. Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
11. Participate in training and other learning activities and performance development as required
12. Contribute to the overall ethos/work/aims of the school

Other

13. Maintain confidentiality about home - school / pupil - teacher/ school - work matters
14. To follow statutory guidance and school policies including child protection and safeguarding
15. Any other duties reasonably required by the Headteacher

Details of Line Management

This post is line managed by the Deputy Headteacher with oversight for cover

Notes:

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.



Personal Specification

Key Criteria	Essential	Desirable
Qualifications and Training	<p>Good literacy/numeracy skills</p> <p>Supervisory skills</p>	<p>HLTA standard or equivalent qualification or experience</p> <p>Training in relevant strategies e.g. Behaviour management, special needs, bi-lingual, signing etc</p> <p>Have undertaken appropriate first aid training</p>
Competence Summary (knowledge, abilities, skills, experience)	<p>Able to form positive relationships with pupils while exercising authority in the classroom</p> <p>Extensive experience of working with young people in a learning environment</p> <p>Experience of working with pupils with additional needs</p> <p>Able to use ICT to effectively support learning</p> <p>Able to relate to and communicate well with children and adults, motivate pupils to learn, clarify and explain instructions to pupils and respond sensitively and flexibly to competing demands</p> <p>Able to work constructively individually and as part of a team, understand classroom roles and responsibilities and work effectively with teaching staff</p> <p>Able to work with pupils within an agreed behaviour management policy</p>	<p>Working knowledge and experience of implementing national curriculum, relevant learning programmes/strategies and understanding of child development and learning processes (in particular barriers to learning)</p>
Work related personal requirements	<p>Commitment to equality of opportunity</p> <p>Commitment to continuing professional development</p>	

Other work requirements	<p>Suitable to work with children</p> <p>Able to identify own training needs and actively seek learning opportunities, share knowledge with others, support their development and participate in training and development activities</p>	
-------------------------	--	--

Cover Supervisor Team Overview

St Crispin's School has four full-time cover supervisors, one of whom coordinates the day-to-day timetable for all supervisors. External training specific to the role will be provided for the suitable candidate and there is an internal Continuous Professional Development programme for staff. Whilst not an expectation, the team have the opportunity to be involved in wider aspects of school life such as attending Team Building weekends or taking on a lunch duty as a way of continuing to build positive relationships with the students.

Recruitment Privacy Notice

Policy Statement

St Crispin's School is an Academy school within The Circle Trust. As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual's personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual's personal data is known as "processing".

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process during your application process?

We may collect, hold, share and otherwise use the following information about you during your application process.

Up to and including shortlisting stage:

- your name and contact details (i.e. address, home and mobile phone numbers, email address);
- details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
- your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- information regarding your criminal record;
- details of your referees;
- whether you are related to any member of our workforce; and
- details of any support or assistance you may need to assist you at the interview because of a disability.

Following shortlisting stage, and prior to making a final decision

- information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;*
- confirmation of your academic and professional qualifications (including seeing a copy of certificates);*
- information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;*
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;*
- medical check to indicate fitness to work;*
- a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);*
- if you are a teacher, we will check the National College of Teaching and Leadership ("NCTL") Teachers Services about your teacher status, whether you are subject to a prohibition from teaching order and any

other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);* and

- equal opportunities' monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

Where do we get information from about during your application process?

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process.

Why do we use this information?

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- to assess your suitability for the role you are applying for;
- to take steps to enter into a contract with you;
- to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and
- so that we are able to monitor applications for posts in the Academy to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

How long will we hold information in relation to your application?

We will hold information relating to your application only for as long as necessary. If you are successful then how long we need to hold on to any information will depend on type of information. For further detail, please see our Retention and Destruction Policy.

If you are unsuccessful, we will hold your personal data only for six months, after which time it is securely deleted.

Who will we share information with about your application?

We will not share information gathered during your application process with third parties, other than professional advisors such as legal or HR advisors.

Rights in relation to your personal data

All individuals have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact:

Debra Briault. St Crispin's School, London Road, Wokingham. RG40 1SS briaultd@crispins.co.uk

Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data
- Have inaccurate or incomplete personal data about them rectified
- Restrict processing of their personal data
- Object to the making of decisions about them taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of their data protection rights

If an individual wants to exercise any of these rights then they should contact

Debra Briault. St Crispin's School, London Road, Wokingham. RG40 1SS briaultd@crispins.co.uk

The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then the individual will be notified of the reasons why in writing.

Concerns

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection Officer in the first instance. However, an individual can contact the Information Commissioner's Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

Contact

If you would like to discuss anything in this privacy notice, please contact The Circle Trust Data Protection Officer.

Mr A Hinchliff, c/o St Crispin's School, London Road, Wokingham, Berkshire. RG40 1SF andy@thecircletrust.co.uk