

St. Crispin's
Excellence for all



Excellence FOR ALL

Applicant Information Pack:
Cover Supervisor

Closing date: 9am Monday 2nd June

Applications can be made by
completing the [application form](#).

To arrange a visit or return completed forms contact
Sarah Hales - haless@crispins.co.uk tel. 0118 978 1144



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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

Immediate Start | Days per week negotiable | Daily hours: 8.25am – 3.30pm

The Circle Trust Support Staff Grade 4 point 11 Actual Full Time Salary £20,511 term time + 5 INSET days

We are recruiting a flexible, engaging Cover Supervisor to join our friendly cover 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 support both 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.

Visits to the school are warmly welcomed!

To arrange a visit or apply

Contact Sarah Hales - PA to Headteacher haless@crispins.co.uk | Tel: 0118 978 1144

Applications can be made by completing the [application form](#) on our school website

Closing date: 9.00am, Monday 2nd June | **Interview date:** Week commencing Monday 2nd June

Please note, we will be reviewing applications on a daily basis and reserve the right to close the advert early, should we receive sufficient applications.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo screening appropriate to the post. This will include an enhanced DBS check.



Our school

St Crispin's is a mixed comprehensive secondary school. We offer students of all abilities and interests the opportunity to fulfil their potential.

We believe in promoting excellence in an atmosphere where students can learn, enjoy, grow and support each other.

We have a strong focus on the basics: excellent learning and teaching, a safe, disciplined environment and an ethos that promotes high aspirations.

Good qualifications are the key to a young person's future success and for this reason, they are our main priority. Nevertheless, developing young people to become well-rounded, articulate, confident and happy is of equal importance.

We have a wonderful team of committed staff that provide support, challenge and expertise to enable every student to achieve.

Key Information

Type of School	Academy
Planned Admission Number (PAN)	1464
NoR	1460
Ofsted	Good (2022)





Pastoral system

Our school ethos for many years has been 'Excellence for All' and it is very much at the heart of all that we do. Indeed, we strive for excellence **from** all to ensure that there is a positive culture within our community to be the best that we can. We work to ensure that students not only leave with the best possible academic results that they can be proud of, but also key skills for the working world which are individualised to their needs and the path they wish to follow.

We offer enrichment beyond the classroom as much as possible, and stakeholders speak highly of the opportunities that the school offers. We tailor the curriculum termly for each year group to develop key life skills and virtues such as respect and resilience.

Our commitment to preparing young people for the wider world is reflected in not only our very low NEET figures but the increasing number of young people who choose to stay at the school for their post-16 studies and the number of external students that join us for the Sixth Form.



Our culture

The importance we place on values and positive behaviour ensures a culture within the school where students recognise that whilst they do have rights such as 'to learn' and 'to be heard', they also have a responsibility to respect one another as well as the wider community. This underpins the behaviour procedures which staff are consistent in implementing. We continually review the effectiveness of policies and approaches, and staff are encouraged to reward students for positive behaviour and for showing respect to our community.



About The Circle Trust

The Circle Trust, established in 2018, was created to serve Wokingham and the surrounded area. The Circle Trust was borne out of a desire that all children and young people have an excellent, well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them.

 [An introduction to The Circle Trust](#)

We are a community of schools that have shared values and an essential common ethos and vision for education and learning. At the centre of our work together is improving the educational outcomes for our pupils.



For more information

Please visit [The Circle Trust](#) website and [Family Circle guide](#).

Our Trust's vision is

All children and young people deserve to have an excellent well-rounded education and **to flourish** in first rate schools with the best teaching, the best facilities and the most up to date resources made available to them.





Job description

Salary	The Circle Trust Support Staff Grade 4 point 11 Actual Full Time Salary £20,511 term time + 5 INSET days		
Contract	Fixed Term, Days per week negotiable	Start Date	Immediate Start

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

- Establish productive working relationships with pupils, acting as a role model
- To supervise lessons in the absence of a teacher, making sure work that is set is completed and managing pupil behavior to ensure a purposeful and safe working atmosphere
- To promote and reinforce the school's values
- Prepare and maintain the learning environment
- Use ICT to support pupils learning
- Invigilate tests and examinations
- Escort and supervise pupils on educational visit and out of school activities
- To support in managing the speedy/effective integration of pupils who have been excluded for a fixed period of time
- Attend and participate in regular meetings as required
- 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
- Participate in training and other learning activities and performance development as required
- Contribute to the overall ethos/work/aims of the school

Other

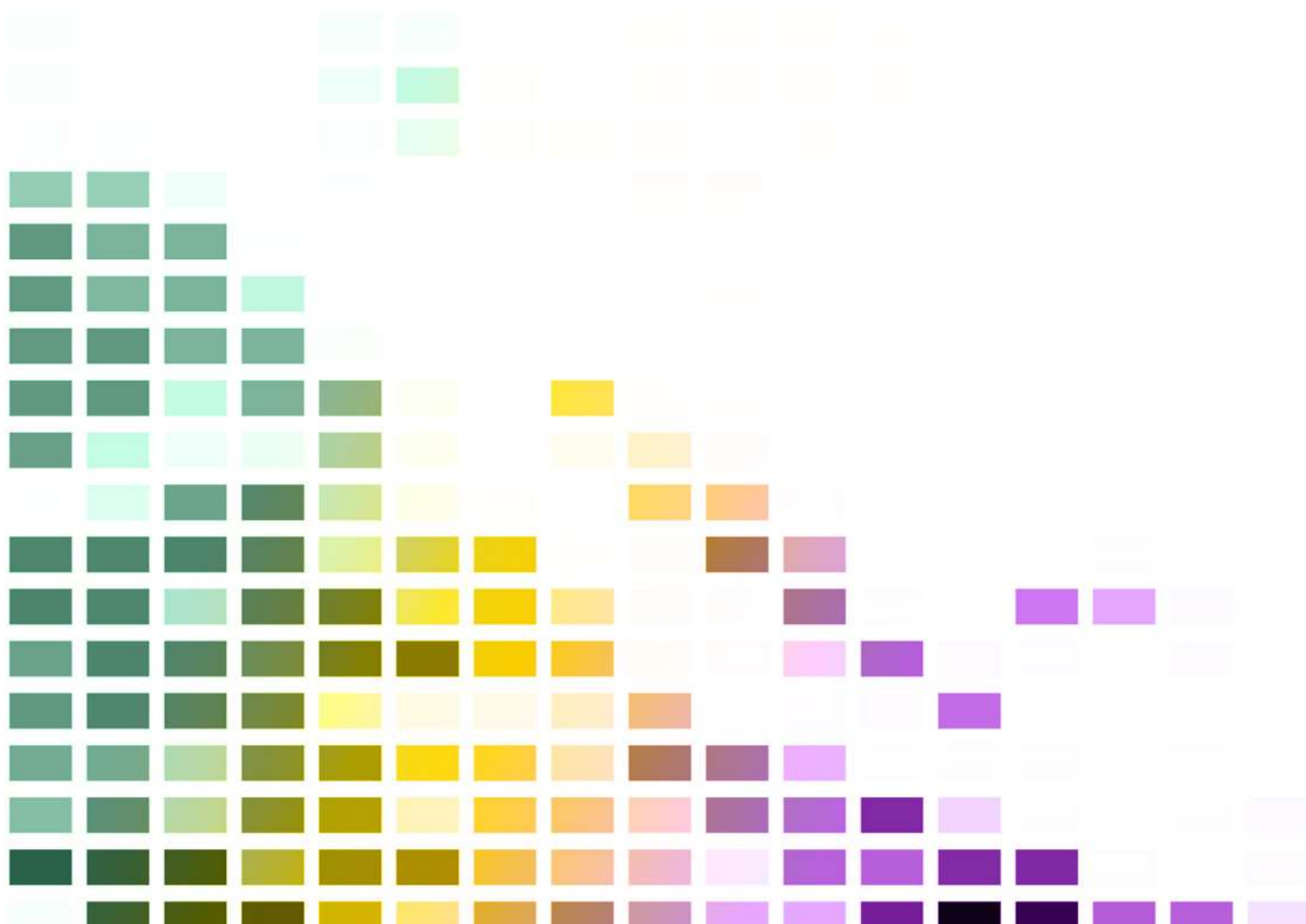
- Maintain confidentiality about home - school / pupil - teacher/ school - work matters
- To follow statutory guidance and school policies including child protection and safeguarding
- Any other duties reasonably required by the Headteacher

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.





Person specification

Criteria		Essential	Desirable
Qualifications and training			
1	Good literacy/numeracy skills	✓	
2	Supervisory skills	✓	
3	HLTS standard or equivalent qualification or experience		✓
4	Training in relevant strategies e.g. Behaviour management, special needs, bi-lingual, signing etc		✓
5	Have undertaken appropriate first aid training		✓
Competence Summary (knowledge, abilities, skills, experience)			
6	Able to form positive relationships with pupils while exercising authority in the classroom	✓	
7	Extensive experience of working with young people in a learning environment	✓	
8	Experience if working with pupils with additional needs	✓	
9	Able to use ICT to effectively support learning	✓	
10	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	✓	
11	Able to work constructively individually and as part of a team, understand classroom roles and responsibilities and work effectively	✓	



	with teaching staff		
12	Able to work with pupils within an agreed behaviour management policy	✓	
13	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)		✓

Work related personal requirements

14	Commitment to equality of opportunity	✓	
15	Commitment to continuing professional development	✓	

Other work requirements

16	Suitable to work with children	✓	
17	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	✓	

General Accountabilities:

St Crispin's School has two 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 school trips or taking on a lunch duty as a way of continuing to build positive relationships with the students.

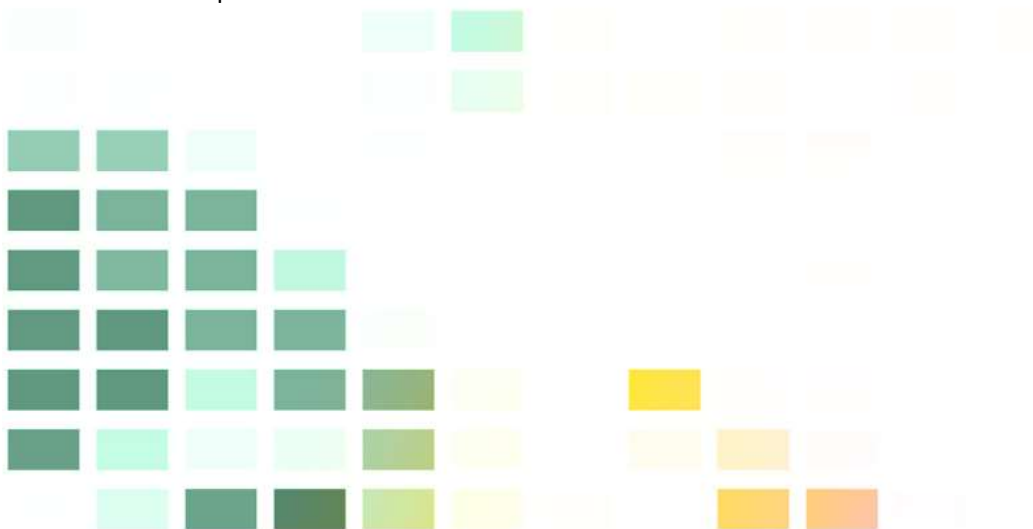




Photo taken by Stewart Turkington Photography



About Wokingham

Wokingham has plenty to offer and our historic market town is by no means standing still. We are coming to the end of a £100m town centre regeneration programme and the population continues to grow.

We are often found at or near the top of surveys for the best place to live and to raise a family. We are surrounded by spacious woodland and lush green fields. There are plenty of options for being active in the great outdoors – we are near excellent mountain bike trails, water sport centres, play areas, skateboard parks, golf courses and bridle paths. There are also many other ways to keep busy with nearby cinemas, ten pin bowling and theatres.

We enjoy good transport links by road and rail to key towns such as Reading, Bracknell, Windsor, Basingstoke and Guildford, in addition to being just 40 miles from central London and 25 miles from Heathrow Airport. Reading is an award-winning shopping destination in the Thames Valley region and Windsor is of course world-renowned for its Royal residence, Windsor Castle.

Wokingham has a strong community spirit which is highlighted by the fabulous May Fair, International Street Concert, Food and Drink Festival and Winter Carnival. The town truly comes alive during these events.

We love our town, and we look forward to welcoming you.



The process and how to apply

The Circle Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post. This will include an enhanced DBS, checks on references and an online search.

Visits to the School

Visits to St. Crispin's are warmly welcomed.
To arrange a visit, please contact Sarah Hales - PA to Headteacher
haless@crispins.co.uk or on: 0118 978 1144

Application form

Please complete the [application form](#). This is the only form that will be accepted. You should ensure that your personal statement is no more than two pages of A4.

References

We require two references from all candidates, one of which must be from your most recent employer. If any references relate to employment at a school/college, your referee must be the Headteacher/Principal. If you are short-listed, the school will contact your referees without further reference to you.

Equal opportunities monitoring form

We are committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair and transparent.

Any information provided on this form will be treated as strictly confidential, will not be seen by staff directly involved in the appointment and no information will be published or used in any way which allows any individual to be identified.

The completion of this [equal opportunity monitoring form](#) is entirely voluntary. However, it will assist us in carrying out this monitoring. We would therefore be grateful if you would complete the questions on this form.

Prior to shortlisting this information will be removed from your application form and used only to provide data for statistical purposes.

Application closing date

The closing date for applications is **9.00am, Monday 2nd June**. Applications can be made by the [application form](#) on our school website.

Please send your application to Sarah Hales - PA to Headteacher
haless@crispins.co.uk or on: 0118 978 1144
Applications will be acknowledged by email on the next school day.

Please note, we will be reviewing applications on a daily basis and reserve the right to close the advert early.

Shortlisting

Shortlisting will be against the Person Specification criteria as detailed in this pack. We will also check all applicants for gaps in employment history. Those applicants that best meet the Person Specification will be invited to interview.

Interview Date

Week commencing Monday 2nd June

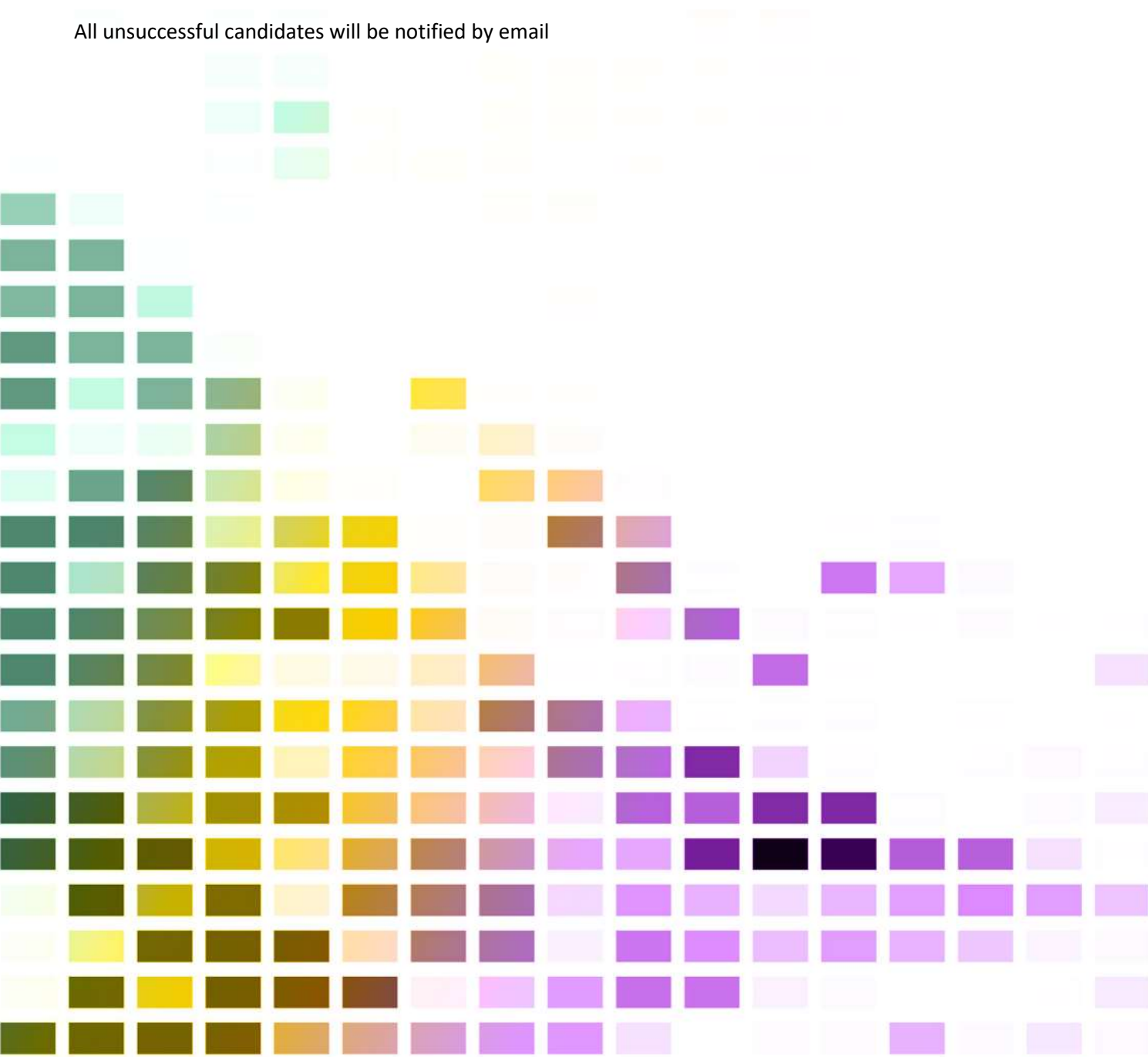
Checks

If you attend the interview, you will be required to bring photographic identification, proof of the right to work in the UK and proof of qualifications.

Offer of employment

We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written offer which will be emailed or posted. Any offer is made subject to satisfactory references, enhanced DBS clearance and other safeguarding checks as required.

All unsuccessful candidates will be notified by email



How we use your data

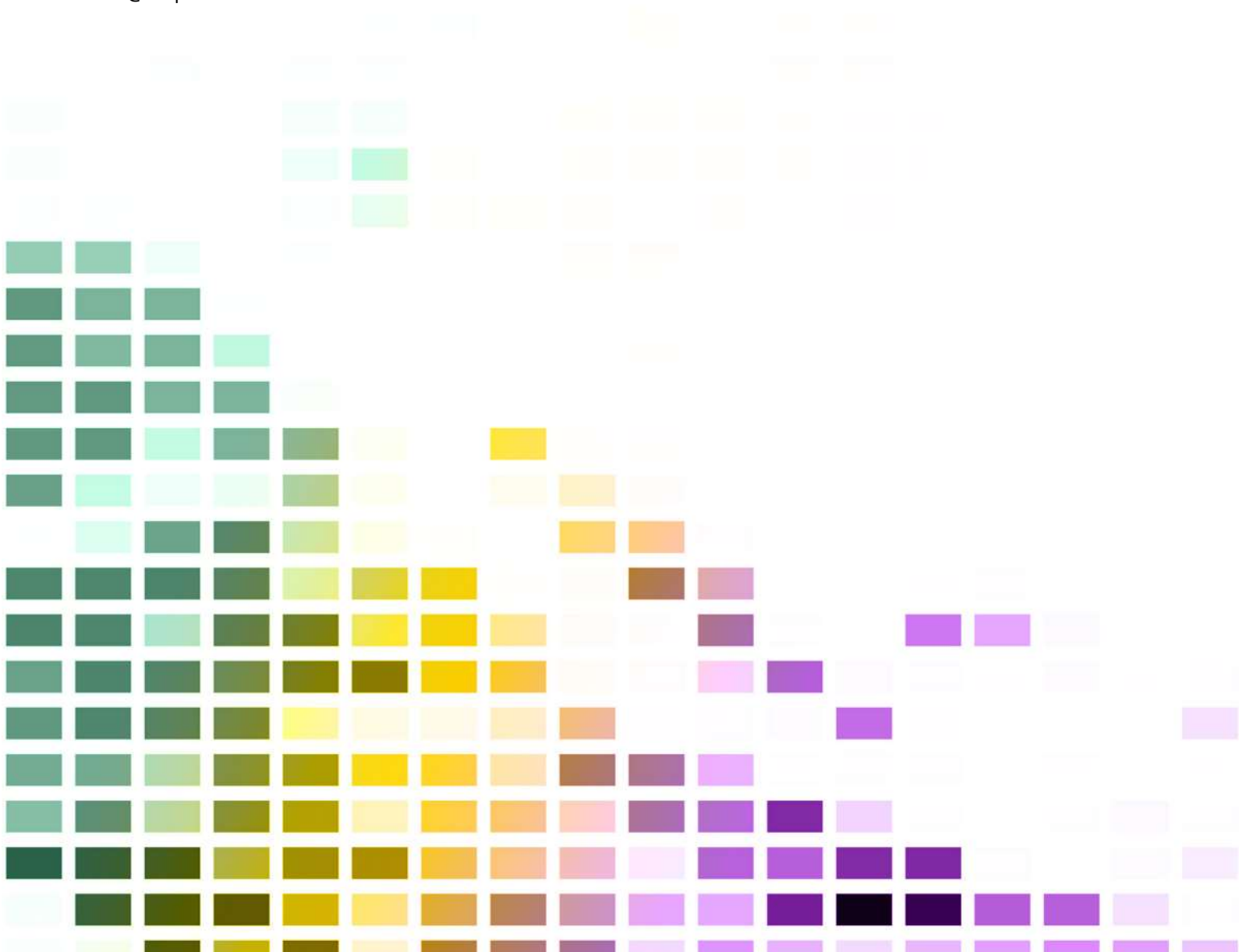
In completing this application form you should refer to the Recruitment Privacy Notice on our website. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice.

If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside The Circle Trust without first seeking your permission, unless there is a statutory reason for doing so.

In accordance with our statutory obligations under Keeping Children Safe in Education, The Circle Trust is required to conduct an online search as part of our due diligence on the successful candidate. This may help identify any incidents or issues that have happened and are publicly available online. If there are any, we may wish to explore them with you prior to confirming your appointment. We carry out these searches for SLT roles using a trusted third party.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice

Thank you for your interest. If you have any questions or wish to arrange a visit, please contact Sarah Hales either. Via email haless@crispins.co.uk or call on 0118 978 1144.





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The Circle Trust is a charitable company registered in England and Wales (number 11031096) whose registered office is The Oval Offices C/O St Crispin's School, London Road, Wokingham RG40 1SS. Further information about The Circle Trust is available at www.thecircletrust.co.uk.