



Cover Supervisor Job Pack

**We require a Cover Supervisor
8.30am – 3pm Term Time only
Monday to Friday
Actual Salary £14,056 Per Annum
KR5 £20,595 for full time equivalent.**



The Governors of DSTC wish to appoint Cover Supervisor (s):

- To supervise classes during the short-term absence of teachers.
- To ensure that the class has the set work to complete and that they engage in the learning activity.
- To support the students in the classroom with the set work.
- To act as a role model to ensure that the good behaviour of the students is maintained.
- To follow College procedures relating to behaviour.
- To take an attendance register of each class supervised.
- To liaise with Directors of Learning about cover work and behaviour.
- To be aware of College Policies relating to Child Protection, Health and Safety, Equal Opportunities and Confidentiality, reporting any concern to the appropriate person to maintain a safe and secure learning environment for the students.

Person Specification

GCSE maths and English at a grade 4 or above (or equivalent)

The ability to work on your own initiative

A flexible approach

Ability and confidence to deliver cover work to students ages 11 -18 and to support them to complete it

Good written and oral communication skills

Previous experience of working in a secondary school would be an advantage

Prior knowledge of SIMS would be an advantage but is not essential



Dear Applicant

Thank you for your interest in working at DSTC.

Staff morale in the school is exceptionally high as we are all working to the same vision namely:

'Educating and Empowering Citizens of the Future'

Some of our girls choose to come to us having passed the Dartford selection test and we have a clear duty to ensure that they can reach the highest grades possible

We proactively support our girls through their adolescent years to empower them and support them to become morally well-grounded young ladies.

Community values feature high in the College ethos where we work in partnership with a host of groups to give something back, our annual Community Day is a unique and amazing example of this.

We are a Co-operative Trust School and embrace the values of self-help, self-responsibility, democracy, equity, equality and solidarity.

The successful applicant will join a popular and ever-evolving team of incredible support staff.

I look forward to receiving your application.

Yours sincerely

Anne Davis

Anne Davis

Principal



OUR SCHOOL

Why work at Dartford Science and Technology College?

DSTC is a small, non-selective secondary school for girls in Dartford. We are family-centred with high aspirations and pride ourselves on excellent pastoral care. There is a strong sense of community, based on excellent relationships between staff, pupils and parents. In 2017 Ofsted graded the school Good overall and Good in each category and in March 2022 they said that DSTC continues to be a good school.

"The school is a safe space for pupils to learn and develop as young citizens. The school has high expectations of pupils' behaviour, with strong systems to manage it. As a result, pupils behave very well. 100% of staff feel proud to work at DSTC and 85% of parents who responded to Parent View would recommend DSTC to other parents" (Ofsted March 2022).

We are a Co-operative Trust school and are committed to supporting our workforce to be the best they can be. We can offer accelerated professional development with a personalised approach to developing all staff through coaching, mentoring and both internal and external training. Our new staff will have unparalleled opportunities to learn and bring excellent practice to bear in raising achievement for the students of DSTC.

DSTC is easily accessible by car, cycle or public transport. We are a 5-10 minute drive from both the A2 and M25 and only a 15-minute walk from Dartford Station where both trains and buses run frequently. We have free parking on site for all staff.

Additional Benefits:

- Free on-site parking
- Free refreshments
- Kent Reward Scheme
- Induction programme

HOW TO APPLY

An application form is available on our website www.dstc.kent.sch.uk, completed forms should be emailed to Susie Wells (Susan.Wells@dstc.kent.sch.uk) or posted to the school address. Applications by CV are not accepted. Applications can also be made online through Kent Teach.

DSTC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

Name:

Post Held: Cover Supervisor

Responsible to: Vice Principal

Hours per week: 8.30 – 15.00 5 days per week
30 minute (unpaid) break per day

Weeks per year: Term time only

CORE DUTIES AND RESPONSIBILITIES FOR ALL DSTC SUPPORT STAFF

- To adhere to the College's Staff Code of Conduct.
- To be aware of and to follow the most up to date GDPR regulations.
- Safeguarding
 - To be committed to safeguarding and promoting the welfare of all young people.
 - To undertake annual safeguarding training.
 - To follow the most up to date version of Keeping Children Safe in Education and to use identified school procedures to Recognise and Refer.
- Health and Safety
 - To take personal responsibility for the health and safety of yourself, your colleagues, students and visitors.
 - To report any shortcomings in the employer's health and safety arrangements for the protection of people at work and those who may be affected by them (this is your duty in law under the Management of Health and Safety Regulations 1999).

KEY DUTIES AND RESPONSIBILITIES:

- To ensure the class has the set work to complete and that they engage in the learning activity.
- To support the students in the classroom with the set work, circulating and engaging with students as appropriate.
- To act as a role model to ensure that the good behaviour of the students is maintained.
- To follow College procedures relating to behaviour.
- To take an attendance register of each class supervised.
- To liaise with Subject Leaders about cover work and behaviour.
- To be aware of College Policies relating to Child Protection, Health and Safety, Equal Opportunities and Confidentiality, reporting any concern to the appropriate person to maintain a safe and secure learning environment for the students.

- To assist with administrative duties around the College, as directed by your Line Manager, when cover is not required.
- Such other duties as the Principal or Governors may from time to time require.

This job description is not a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.