



Castle Newnham School

TRADITIONAL VALUES, BRIGHT FUTURES, ONE JOURNEY



PRIMARY COVER SUPERVISOR Application Pack



Castle Newnham School

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Dear Applicant

May 2019

Primary Cover Supervisor – 35 hours p/w, term time only (Monday to Friday 8am to 4pm)

Thank you for your interest in the post.

Thank you for your interest in this exciting post with our all-through federation.

Castle Newnham is an all-through school where ambition and care for each of our pupils are at the heart of everything we do. We came together as Castle Newnham in January 2016 to develop all-through schooling in the community from reception right up to 16. Our aim is to serve the needs of our local community for high standards and a coherent and smooth transition throughout each child's 'one journey'. Knowing pupils throughout their time in education and close working with families is a central component of our vision. Pupils who attend come from the immediate local area, as well as from further away in Bedford. We also have a 'soft' federation partner in nearby Hazeldene School. Pupils from Hazeldene and other local schools join in Year 7 to make up our secondary cohorts.

Our primary provision has an Ofsted grade of 'outstanding' whilst our secondary provision was graded 'good' in all areas at its first inspection in September 2018. The challenge now is to ensure that pupils' experience of education remains excellent throughout their education, whatever their starting point and to achieve the best possible outcomes and we actively seek colleagues with a positive outlook and enthusiasm for teaching as well as great subject knowledge.

Our school is well thought of in the community and both school sites are set relatively close to the centre of Bedford in a pleasant suburb. The South site is situated in a listed Victorian building on Goldington Road. On this site, are classrooms leading off two main halls, offices, a dining room and a new building housing the nursery and care club. The North site is a short walk away near the University of Bedfordshire on Polhill Avenue, of which we are a lead school in a very well-reputed teacher training partnership with the university. Most classrooms are in the main building which includes the four storey towers. There is a separate newly refurbished self-contained primary block which houses Years 5 and 6, a new sports hall and a new science lab, a new drama teaching area and music hub, all of which are available for use by pupils and staff across the federation.

I hope this application pack, alongside our website, will give you a flavour of the wide and growing range of opportunities our pupils enjoy and participate in. Our senior leaders, teachers and support staff are a committed and dedicated team and our pupils are a source of great pride in their enthusiasm, courtesy and care for others. They demonstrate our 'traditional values' of hard work, good behaviour and kindness on a daily basis. One colleague recently tweeted the following message 'I'm so proud to work in a school where I honestly feel like I can legitimately have a work/life balance and still manage to do well at work. Having a supportive and understanding set of colleagues makes all the difference'. I think this sums up the school's ethos. We encourage strong links with families, with our local partners and, increasingly, with international partners.

We are looking preferably for someone with experience of a similar role within the primary education system and/or the personal skills and resilience to develop in the role with support. The role is to work in a primary classroom setting to cover in the absence of a teacher by supervising pupils who are carrying out work set by the teacher in advance. You may also be asked to deliver programmes of support for literacy or numeracy to small groups of pupils. The post would provide excellent experience for a person wishing to move on to a career in teaching.

Also included within this application pack: -

- Job Advertisement
- Job description and personnel specification

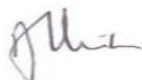
Full details and an application form are available to download on our website in the vacancies section.

Visits to the school to gain an insight into the way in which we are developing all-through education are highly recommended. Please call Romana Tomei for an appointment to discuss the role.

Interviews will be held on Friday 28 June 2019.

I hope this information will encourage you to submit an application for what we believe is a superb opportunity for the right candidate. We accept applications via the post or email by the closing date of Wednesday 19th June 2019 (mid-day).

Yours sincerely



Mrs Ruth Wilkes
Federation Principal



Castle Newnham School

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Primary Cover Supervisor

New NJC level 4A point 11-15 (£21,166 - £22,911 FTE)

35 Hours per week

Monday to Friday, 8am – 4pm, term time only

We are seeking a Primary Cover Supervisor to support our pupils and staff in our primary provision mainly based on our South site on Goldington Road, however the role will involve working with our Year 5 & 6 pupils on our North site on Polhill Avenue.

The successful candidate will be able to enthuse pupils to learn with a combination of great experience and knowledge, energy and dedication and warmth of approach. The role will involve working collaboratively and enthusiastically as part of the extremely supportive teaching team.

You will need to be an excellent team player working with the existing cover supervisors, have a creative and flexible approach who can promote an inclusive learning environment in which everyone can achieve the highest possible standards. We offer supportive colleagues, great children who are eager to learn and opportunities for CPD. Candidates must be able to demonstrate a caring and sympathetic attitude towards children.

As well as a supportive team and strong professional development Castle Newnham offers:

- well-behaved, happy, confident and enthusiastic pupils who are keen to learn;
- a school highly valued and supported by parents and the community;
- a nurturing, enthusiastic and committed staff, who can rise to a challenge;
- great opportunities to make your mark and to be part of something exciting and unique

School tours are available, please contact Miss Tomei by email rtomei@castlenewnham.school to arrange an appointment.

Closing Date: Wednesday 19 June 2019 (Mid-day)

Interviews: Friday 28 June 2019

**For further details of this post and an application pack
please go to the school's website www.castlenewnham.school/vacancies**

Castle Newnham Federation is committed to safeguarding and promoting the welfare of children
The position requires an enhanced criminal records bureau (DBS) disclosure



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Castle Newnham Federation

Job Description

Post:	Primary Cover Supervisor
Responsible to:	Primary Headteacher
Grade:	NJC 4A pt 11 - 15
Key relationships:	Federation Principal, federation senior leaders, relevant teaching and administrative staff.
Location:	Castle Newnham – based on the South site but able and willing to work on both sites.
Working pattern:	35 hours p/w, term time only (Monday - Friday 8am to 4pm)
Disclosure level:	Enhanced
Job purpose:	To cover in the absence of a teacher by supervising pupils who are carrying out work set by the teacher in advance

Main duties and responsibilities:

- To supervise pupils in the absence of a teacher, creating and maintaining a purposeful and orderly learning environment for pupils.
- To ensure that the work set by the teacher is carried out in accordance with the school's strategy. To check that pupils have appropriate equipment and materials to enable them to complete the tasks set and answering pupils' questions about process and procedures.
- To support expectations of pupil behaviour in the classroom, securing appropriate standards of discipline and ensuring that the school's behaviour management policy is adhered to.
- To deal with any emergencies or problems which occur, in line with the school's policies and procedures.
- To ensure that completed work is collected at the end of the lesson and returned to the teacher.
- To report to the teacher after the lesson, in accordance with the school's agreed referral procedures on any issues arising, including the behaviour of pupils.
- To follow the school's policy on rewards and sanctions.
- To ensure that when covering, the member of staff must sign and date each child's piece of work and code the WALT.
- To follow the school's procedures for seeing children off at the end of the day and welcoming pupils during the rolling start, communicating with parents where appropriate.
- To be aware of the daily readers list and any vulnerable pupils within the class by referring to the class provision map.

- To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the head of primary.
- To act as librarian and keep the library in good working order.
- To assist the Executive Assistant in managing sickness and absence administration.

Professional standards

- Support the ethos, vision, principles and values of the federation;
- Treat colleagues, pupils and all members of the community, with respect and consideration;
- Treat all stakeholders fairly, consistently and without prejudice;
- Set a good example to staff and pupils in terms of appropriate dress, standards of punctuality and attendance;
- Maintain a high level of confidentiality at all times;
- Support the aims of the federation through attendance at and participation in events such as open evenings, option evenings and the like (as appropriate to responsibilities);
- Take responsibility for own practice and professional development and participate in arrangements as adopted by the federation for the assessment of own performance and that of colleagues, adhering to the federation's policy on staff appraisal;
- Read and adhere to the various policies of the federation, including safeguarding, and implement the relevant sections of federation improvement plans;
- To undertake specific and appropriate tasks as identified by the Executive Assistant and/or the Federation Principal as and when required;
- Maintain a calm sense of perspective and good humour when supporting colleagues in potentially difficult situations;
- Play a full part in ensuring that all deadlines are met as published in the school calendar;
- Be proactive and take responsibility for matters relating to health and safety.

Safeguarding children

Castle Newnham Federation is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

General

The above responsibilities are subject to the general duties and responsibilities contained in the Teachers' Terms and Conditions.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

This job description and person specification may be renegotiated by the Federation Principal if changing circumstances arise.



Castle Newnham Federation

PERSON SPECIFICATION

Attributes	Essential	Preferred
Education/ Qualifications	NVQ Level 2 or equivalent	NVQ Level 3
Experience	Minimum of 1 years' experience of working with children in an educational setting, within the last 5 years.	2 years' experience of working with children in a school.
Skills/ Knowledge/ Aptitude	<p>Understanding educational needs of children.</p> <p>Well organised with attention to detail.</p> <p>Ability to contribute to the planning and development of educational activities.</p> <p>Ability to work collaboratively with others.</p> <p>Ability to work without constant supervision.</p> <p>Ability in the use of IT in a classroom setting.</p> <p>Good written English.</p>	Knowledge of planning and development of educational activities.
Motivation	<p>Willingness to be flexible.</p> <p>Willingness to undertake appropriate further training.</p> <p>Commitment to equality principles</p>	
Physical	<p>Ability to meet the physical needs of pupils.</p> <p>Resilience and a good level of attendance.</p>	
Other	Willingness to acquire First Aid Qualification	Current First Aid Qualification