

# **Richard Lander School Truro**



## **Application Pack Cover Supervisor**

Grade 2 Step 1 (£24,482 – £29,591 FTE)

Term Time plus Inset – Permanent  
To start ASAP

October 2024

Dear Candidate,

**Re – Cover Supervisor – Permanent – Term Time plus Inset – Start date ASAP**

Please find enclosed an application form and details for the above post at this school.

**The Role:**

The opportunity has arisen to appoint a Cover Supervisor to join our team at Richard Lander School. The main purpose of this job is to provide effective cover supervision in a range of classes and subjects in response to unforeseen short-term teacher absence, ensuring good order is maintained in the classroom and pupils keep to task. The successful candidate will work under the guidance of teaching / senior staff within an agreed system of supervision.

Our school is welcoming and supportive, with a strong value placed on 'being the best you can be' and staff and students on a mission to achieve great outcomes for all our students.

This position is full time and permanent and is available to start ASAP.

Please see our job description and person specification for more details of this exciting post.

**The School:**

At Richard Lander School everybody works hard and is committed to providing the best opportunities for the children in our school. We were inspected by OFSTED in 2023 and were graded as a Good school.

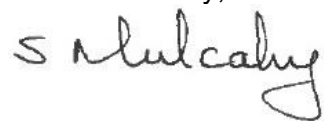
We hope after reading our details and person specification that you will want to join our team.

**Completed forms should be submitted to [vharrison@richardlander.cornwall.sch.uk](mailto:vharrison@richardlander.cornwall.sch.uk). Interviews will be held on a rolling basis as suitable applications are received.**

Can I take this opportunity of thanking you for your interest in the position at Richard Lander School. If you do not hear anything from us within 28 days you can assume your application was unsuccessful.

With best wishes for the future.

Yours sincerely,



Mr Steve Mulcahy  
Headteacher

## Background for Prospective Candidates

Come and work for a great school in a great location.

### Where are we?

Cornwall has far more than just beaches, surfing and world heritage countryside, we also have some of the best schools in the country with the space, facilities and drive to give the best possible education to the students we serve.

Truro is Cornwall's county town, it's only city and the most southern city in mainland Great Britain. Truro has a booming population thanks to its location in the heart of the county and is a centre for art, culture and entertainment.

The school is situated to the West of the city centre and serves the beautiful coastal communities of St. Agnes and Porthtowan as well as communities closer at hand.

### The School

Richard Lander School is Truro's largest secondary school. Richard Lander is highly regarded in the area and oversubscribed in several year groups. We have 1500 students on roll. Mr Steve Mulcahy, has been our Headteacher since 2008. We were inspected by OFSTED in 2023 and were graded as a Good school.

We have an ARB for up to 15 students on site which is very much part of our school.

### Our Ethos

At the heart of our work is a desire to see all our young people and staff develop their gifts and talents to their full potential. Some people call this ambition, we call it 'being the best you can be'. Our standards are high and our aim is for all children to achieve their full potential, both academically and socially.

### The Application

Please see the job description for more details of this exciting post.

Prospective candidates are very welcome to arrange to visit the school by calling the school on 01872 273750. Applications may be submitted at any point and there will be a rolling interview process.

Please send your completed forms to the school for the attention of Vicky Harrison, Personnel Officer, [vharrison@richardlander.cornwall.sch.uk](mailto:vharrison@richardlander.cornwall.sch.uk) Applications should address the items included on the person specification and only candidates who meet the essential criterion will be shortlisted.

### The Interview Process

Candidates who are shortlisted for the position will be contacted by a telephone call and this will be followed up with an e-mail.

- In line with Keeping Children Safe in Education 2024, as part of the shortlisting process, the school may carry out an online search on shortlisted candidates
- All interviews will be face to face and will explore the candidate's suitability for the position.
- Applications will be scrutinised and discrepancies or anomalies in work related history, experience and qualifications will be discussed at the interview stage.
- Successful candidates will be required to achieve a full enhanced DBS disclosure and 2 satisfactory references.

### Prepared by

- Mr Steve Mulcahy, Headteacher
- Mrs Jenny Griffiths, Deputy Headteacher
- Mrs Vicky Harrison, Personnel Officer

#### Safeguarding

Richard Lander School is committed to safeguarding and promoting the welfare of all children.  
We expect all our team members to share this commitment.



## **RICHARD LANDER SCHOOL**

### **JOB DESCRIPTION**

**Job title:** Cover Supervisor

**Grade 2 Step 1 (£24,482 - £29,591 FTE)**

**Responsible to:** Deputy Headteacher.

**Direct supervisory responsibility:** None

**Indirect supervisory responsibility:** None

**Important Functional Relationships:** Internal: Headteacher, Heads of department, Cover Supervisor Manager, teachers, pupils, teaching support staff, SENCOs.

External: Governors, parents, education welfare officers, educational psychologists, LEA departments and advisers.

**Main purpose of the job:**

To provide effective cover supervision in a range of classes and subjects in response to unforeseen short-term teacher absence, ensuring good order is maintained in the classroom and pupils keep to task. To work under the guidance of teaching/senior staff within an agreed system of supervision.

**Duties and responsibilities:**

1. To attend regular staff briefing meetings and departmental meetings to remain fully aware of teacher absences and the schools' changing requirements for teacher cover.
2. To liaise with the Head of Department with regard to distributing relevant papers and documents of suitable teaching materials which relate to the relevant Curriculum area and stage of progress of the pupils.
3. To establish constructive relationships and effectively communicate with teaching staff and Heads of Departments with regard to cover requirements for short-term teacher absence.
4. To build and maintain supportive relationships with pupils, treating all individuals consistently and with respect and consideration. To encourage acceptance and inclusion of all pupils.
5. To attend whole staff briefing meetings and other communication meetings as required.
6. To assist pupils in developing knowledge and skills through use of the pre-set work and teaching resources provided. To take into account the learning support involved to aid the pupils to learn as effectively as possible.
7. To provide instructions to pupils with regard to pre-set activities for the class as provided by the Head of Department or teacher in the event of the usual class teacher's absence.

8. To respond to questions from pupils relating to pre-set work to ensure a constructive working environment.
9. To work within a framework set by the teacher, ensuring feedback to pupils and colleagues is appropriately planned.
10. To supervise pupils undertaking effective self-directed learning where appropriate, for example ICT Learn Centre. To support the use of ICT in learning activities and develop pupils' competence and independence in its use.
11. To support pupils consistently whilst recognising and responding to their individual needs.
12. To encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
13. To collect pupils' work at the end of the lesson and return to the appropriate teacher or teacher's representative in accordance with the school's teacher cover policies and procedures.
14. To be responsible for ensuring classrooms are left clean and tidy after lessons, and all teaching materials and resources accounted for and stored securely when not in use.
15. To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with the school's behaviour management policies and encourage pupils to take responsibility for their own behaviour.
16. To supervise and manage pupils' behaviour whilst covering teacher absences in accordance with the recognised behavioural standards to ensure an orderly and constructive environment for the class.
17. To deal with any immediate problems or emergencies that may occur in the class whilst covering the teacher's absence in accordance with the school's recognised policies and procedures.
18. To be responsible for keeping and updating records as agreed with the teacher.
19. To check and record pupil attendance and absences. To report all absences in accordance with the schools' recognised absence reporting procedures.
20. To provide objective and accurate feedback and reports as required to the teacher regarding pupil achievement, progress and other matters.
21. To report back to the teacher (or appropriate representative in the teacher's absence) any issues that may have arisen including problems with pre-set work, behavioural issues, concerns etc.
22. To carry out administrative tasks associated with all of the above duties.
23. To remain aware and work within all relevant school working practices, policies and procedures.
24. To attend staff meetings and school-based INSET as required.
25. To contribute to the overall ethos of the school.
26. The post holder is responsible for his/her own self-development on a continuous basis.

27. To be aware of and work in accordance with the school's child protection policies and procedures and to raise any concerns relating to such procedures which may note during the course of duty.

28. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).

29. To undertake other duties appropriate to the grading of the post as required.

30. To maintain confidentiality of information acquired in the course of undertaking duties for the department.

Prepared by: Headteacher

Date: October 2024

## PERSON SPECIFICATION

**Job title:** Cover Supervisor

**Person specification prepared by:** Headteacher

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>Relevant Experience</b>	Good standard of practical knowledge, skills and experience of working with pupils of the relevant age in a learning environment.	Relevant experience to include providing specialist support within certain areas of the curriculum, or with specialist pupil groups.	Application form/ interview.
<b>Education &amp; Training</b>	Attainment of GCSE's grade C or above in English & Maths (or able to demonstrate equivalent numeracy & literacy skills to a level 2 standard of education). NVQ 3 for Teaching Assistants or equivalent qualifications or experience.	Pupil behaviour management training. Training in the relevant strategies or curriculum areas. Appropriate first aid training.	Application form/ interview.
<b>Special Knowledge &amp; Skills</b>	Up-to-date ICT skills. Good listening & communication skills. Knowledge of specific curricular areas or key stages. Practical skills relating to planning and utilising individual learning programmes.	Awareness of the SEN Code of Practice and guidance on meeting SEN. Fully meets the nationally recognised HLTA standards.	Application form/ interview.
<b>Any Additional Factors</b>	Self-motivated and able to work constructively as part of a team. Ability to relate well to children and adults. Understanding of principles of child development and learning processes. Ability to work to deadlines and methodical approach to work. Displays an awareness, understanding and commitment to the protection and		Interview

	safeguarding of children and young people.	
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**Special Conditions related to the post**

*The school is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.*

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the school.

<b>How to apply:</b>	Complete the relevant applications form, equal opportunities form. Please note that applications will not be accepted unless on the attached application form. CVs are not accepted. Please complete an application form in full and return to: <a href="mailto:vharrison@richardlander.cornwall.sch.uk">vharrison@richardlander.cornwall.sch.uk</a>
<b>Contact details:</b>	Address: Mrs Vicky Harrison Personnel Officer, Richard Lander School, Higher Besore Road, Truro, TR3 6LT Tel: 01872 273750
<b>Closing date:</b>	Applications may be submitted at any point and there will be a rolling interview process. Please note that if you have not received a reply within 28 days of your application you must assume that, on this occasion your application has been unsuccessful.