

Toynbee School

Bodycoats Road
Chandlers Ford
Eastleigh
Hampshire
SO53 2PL

Appointment
of
Cover Supervisor

Contact Details:

Tel: 023 80269026

Email: recruitment@toynbee.hants.sch.uk

Website: www.toynbee.hants.sch.uk/recruitment

APPLICATION DETAILS

I have enclosed with this pack the following details:

- A job description
- Letter from the Headteacher

An application form (support staff) is available to download from Toynbee School website. See link: www.toynbee.hants.sch.uk/recruitment

Employment Checks

Employment checks will be undertaken to establish positive outcomes in the following areas dependent upon role:

1. Personal Identity
2. Right to Work in the UK
3. Police check/Enhanced Level Disclosure and Barring Service Check (previously CRB disclosure)
4. Employment History
5. Qualifications
6. Health
7. References

Equal Opportunities Statement

In our school we are committed to securing genuine equality of opportunity, whether required by law or not, in all aspects of our activities as an employer and service provider.

This commitment is based on our belief in the broad principles of social justice and our aim is to provide services and employment on a fair and equitable basis.

Our staff are encouraged to demonstrate their commitment to equality by taking active steps to: eliminate discrimination, promote equality of opportunity and promote good race relations.

Toynbee School Job Description

Post	Cover Supervisor	Current Post Holder	
Allowance/ Scale	EHCC Scale	Date Reviewed	
Working Pattern:		Signed	

Accountability:

The Cover supervisor will be responsible to

1. Headteacher
2. Senior Leadership Team
3. Cover Manager

Job Purpose: To supervise and support full classes or small groups of pupils, providing cover for absent teachers.

Profile and Responsibilities: (Local specific from job profile)

Support for Students

1. To supervise whole single classes of pupils using material planned by a teacher to engage pupils in learning activities.
2. Establish productive working relationships with pupils, acting as a role model and setting high expectations of work and behaviour.
3. Assisting the inclusion of all children to ensure optimum learning opportunities including dealing with behaviour issues in accordance with the school behaviour policy.
4. Respond to pupils' general queries and keep pupils on task.
5. To carry out registration where a tutor is missing

Support for teachers

6. Provide objective and accurate feedback to the teacher on the conduct of the lesson including keeping appropriate records as agreed with the teacher.
7. Comply with instructions requested by the usual class teacher.
8. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

Support for curriculum

9. Make appropriate use of equipment and resources.
10. Comply with lesson plans and instructions from class teacher.
11. Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
12. In line with the operational needs of the school, undertake other duties (e.g. supervising examinations) when needed.
13. Participate in training and continuing professional development.
14. Attend relevant school meetings as required.
15. Maintain an awareness of school, national and statutory policies, and requirements and apply these in the workplace.
16. Assist with any tasks under the purview of the role as directed by the Head teacher or line manager.

Letter from the Headteacher

Dear Candidate,

I am delighted that you are considering applying to be a Finance Assistant at Toynbee School. We are proud to be a holistic and inclusive school that promotes the highest expectations of our pupils. It is an exciting time in our development as a school and we are determined to further improve on our journey to become "outstanding". We are proud of our successful OFSTED inspections in 2015 and 2019, however, we are never complacent and know that there is always more we can do to improve Toynbee for pupils, staff and the wider community. Our pupils know that they are at the centre of all we do and as a result they play a significant role in shaping the school's improvement.

Toynbee is a friendly school with a strong reputation in the local neighbourhood for excellent results and delivering on its 'Personal Best ethos'. Our parents have described the school as "a gem in Chandler's Ford", and our pupils' aspirations and dreams for their future are the central focus of our work here. We believe that only through full participation in school life can our pupils become the most incredible person they can be. We want them to thrive and develop their potential through every opportunity offered to them, both within and beyond the classroom. Our pupils can enjoy exceptional teaching, with friendly and respectful support alongside some of the best extra-curricular provision the County has to offer.

Our academic curriculum is traditional and there is plenty of choice for all pupils' talents to be recognised. We pride ourselves on finding flexibility for individuals' needs and whilst this is provided for across the schools' academic and extra-curricular activities, it is especially evident in our Visually Impaired Resource Centre that supports VI pupils across Hampshire and beyond.

When pupils join Toynbee they are put into one of four houses and it is through our House System that pupils are given the chance to earn rewards, achievement points and enter inter-house competitions, which both reinforce and celebrate the gifts and talents of our pupils.

Alongside the impressive exam results our pupils achieve; we want them to grasp every opportunity to learn a new skill or participate in an event which stretches and enriches them. We believe that opportunities taken open doors and develop the whole person. None of this could be achieved without our excellent Guidance Support Team who enable our pupils to flourish and grow in confidence and ability during their time with us.

If you are ready for the next challenge in your career, and would like to be part of this dynamic, exciting journey, we look forward to receiving your application.

Yours sincerely,

Matthew Longden
Headteacher