



Stoke Newington School
& Sixth Form



Recruitment Pack

Cover Supervisor

Immediate Start

‘We have a culture rooted in high expectations for all, which cultivates a love of learning and ambition, together with a strong sense of belonging’.



Contents

Headteacher's letter

Staff Benefits

Job advertisement

Job description



Staff Benefits

We understand teaching and working in schools can be hugely rewarding but can also be demanding. Our staff are totally committed to the young people, colleagues, and families in our community. We seek for all our staff to have a healthy work-life balance. Our staff benefits are one way we show our appreciation to our staff.

Development & Training

Quality continuing professional development is essential to ensure everyone maintains and enhances the knowledge and skills necessary for a positive learning environment. As practitioners, we seek to be well-informed about recent evidence-based research. At SNS, we allocate time to implement strategies so teaching practice maximise the learning in the classroom. The SNS Teaching and Learning Hub is the teacher training, professional development, and quality assurance element of our school. The Hub, led by the Assistant Headteacher leading on Teaching and Learning together with the Lead Practitioner and Early Careers teacher Mentor, provide support and expertise to staff and departments across the school.

Flexible and Family Friendly

We know it can be challenging finding the right work-life balance. We want the very best people to work in our school, and so we want to support flexible working. We are able to consider flexible and family friendly working opportunities to include part-time, term-time working and job-sharing arrangements. The number of part-time staff is above average for similar schools, and we always try to accommodate if the timetable and resources permit.

It is important that staff who are parents, do not miss out on important milestone events, such as your child's first day at school or graduation. Where we can, we will support these important moments.

As part of our admission policy, staff members with children who wish to attend SNS are given a priority school allocation.

Pensions

Pensions are an important part of our life planning. We understand that and we want to make it as easy as possible for you to access the right pension scheme for you. When you join SNS, you are eligible to join the relevant pension scheme.

Health and Wellbeing

Balancing everyday life with the requirements for work and home can create pressures for all of us. Work is a large part of people's lives. Each member of the teaching staff is equipped with a laptop. However, it is vital to ensure that there is a productive, healthy environment that is conducive to a healthy lifestyle. We actively encourage emails to only be sent during 7am and 6pm of a school day, and not during the weekend. The school will operate a texting service to alert staff should there be a need in an emergency.



A subsidized lunch from our school canteen helps our staff through the day. The culinary offer is wide and highly popular with staff and students alike.

Optical expenses – we offer free eye tests for staff who use display screen equipment.

All employees are part of the Employee Assistance Programme. The Employee Assistance Programme is a 24/7 confidential service giving employees access to a range of support from lawyers, health and wellbeing professional, financial and debt specialists, and counsellors. This free service can be used to support you with any personal or work-related issues that may be affecting your wellbeing.

Getting to work

By public transport:

Season ticket travel loans are available so staff members can take advantage of discounted annual fares for travelling to work by public transport.

By car:

We have on site parking. Applications will be considered on an individual basis.

Cycle Scheme:

We encourage all staff to walk or cycle to work if possible. The school's Cycle Scheme provides staff members with the opportunity to purchase a bike of their choice, tax free. Spread across monthly payments deducted from your salary.

Discounts

Staff are offered a Vectis card, this is a discount card offering savings across retail shops, tourist attractions and holidays. Clissold Leisure Centre, immediately opposite our school, offers a 10% discount on their membership scheme.

SNS Staff Association

A strong sense of belonging is essential for us to thrive in the workplace. Our staff association holds events for staff, and their families, from weekly football, half-termly socials and Family Fireworks evening. In addition, such events as the Community Evening and our annual school performance are open to all staff and their families.



Cover Supervisor

Required for Immediate Start

Scale 5 - £21,943 – 23,054

**Monday to Friday, 8:15am – 03:30pm,
term time only with 50 minutes unpaid lunch break**

The School

This is an exciting opportunity to contribute to a successful and popular 11-19 inner-city comprehensive school. The school is proud of all its subjects and is especially committed to creative teaching and learning. We aim for every colleague to have excellent professional development which leads to every student having an outstanding education. Stoke Newington School is actively committed to being anti-racist, and totally inclusive, by striving hard to challenge through our curriculum. We seek to inculcate and strengthen the knowledge, confidence and skills for all in our community to challenge racism.

The Post

We are seeking a member of staff for our Learning Supervisor Team to supervise lessons where the timetabled teacher is absent. The position requires the following key qualities and attributes:

- Recognised competence in literacy and/or numeracy
- Communicate confidently and effectively with students and other members of staff.
- Have high expectations of behaviour, following established frameworks for discipline which include a range of strategies, using praise, sanctions, and rewards consistently and fairly.
- Maintain good relationships with pupils, exercising appropriate authority and act decisively when necessary.
- Help to raise the positive profile of Cover Supervisors within the classroom and provide a good role model within the classroom
- To manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them; including a good understanding of SEN and G&T characteristics.

If you are interested in joining our team please apply via [the TES website](#). Alternatively, you can download an application pack from our website [the School's website](#). Please name your application file with your full name and the role you're applying for and submit via Recruitment@sns.hackney.sch.uk

Closing date will be **midday Monday 18th September 2023**.

We are an equal opportunities employer committed to ensuring diversity in our workforce.

As employers we are committed to safeguarding and promoting the welfare of children. A DBS clearance is a statutory requirement for all positions.

We are an equal opportunities employer committed to ensuring diversity in our workforce.



Job Description

Title of the Post: Learning Support Assistant

Allowance: Scale 5 - £21,943 – 23,054

Function of the Post:

- Cover Supervisors are required to cover lessons during the short term absence of the normal teacher who will have set suitable work for the duration. At a very basic level the role of the Cover Supervisor is to supervise the class whilst they complete tasks set by the teacher. This requires no active teaching, marking, planning etc
- Cover Supervisors will be required to manage groups of around 30 students independently and to appropriately deliver the work set to a high standard, answering any questions to the best of their ability that students may have surrounding the tasks set.

Main Tasks and Responsibilities:

- Supervising work that has been set in accordance with school policy.
 - Managing the behaviour of the pupils whilst they are undertaking this work to ensure a constructive learning environment.
 - Undertake supervisory duties such as detentions, invigilation and homework club.
 - Responding to any questions from pupils about process and procedures.
 - Dealing with any immediate problems or emergencies according to the school's policies and procedures.
 - Collecting any completed work after the lesson and returning it to the appropriate teacher.
 - To supervise work that has been set in accordance with school policy.
 - To manage the behaviour of the pupils whilst they are undertaking this work to ensure a constructive environment.
 - To respond to any questions from pupils about process and procedures.
 - To deal with any immediate problems, minor incidents or emergencies according to the School's policies and procedures
 - Act as an adult supervisor on school educational visits and trips.
 - To report back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising.
-
- On occasions when cover is not needed, Cover Supervisors may also be required to carry out the following agreed tasks:
 - Support identified SEN pupils in lessons
 - Help with the supervision of First Aid (as agreed)
 - Carry out suitable administrative tasks
 - Attend staff briefings, and the weekly meeting with the rest of the cover supervisor team.
 - The duties and responsibilities of individual posts may change from time to time, and post holders may be expected to carry out other work not explicitly mentioned above which is



considered to be appropriate to the existing level of responsibility vested in the post, e.g. supervision of homework club, admin. support etc.

General requirements:

- The post holder must always carry out his/her responsibilities with due regard to Hackney Education policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with Hackney Education policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.



	Essential	Desirable
Qualifications		
Educated to a minimum of NVQ3	√	
5 + A*-C GCSEs including English & Maths	√	
Educated to degree level		√
Experience		
Working within a secondary environment.	√	
Working with young people in a challenging environment	√	
Knowledge		
Policies regarding Child Protection, confidentiality, Equal Opportunities, Health & Safety & SEN.	√	
Skills		
Able to work independently using one's own initiative.	√	
Effective behavioural management techniques	√	
Commitment to the highest possible achievement for all children.	√	
To be confident and professional at all times.	√	
Highly effective in communication with young people and adults.	√	
To be a role model in terms of education and professionalism	√	