

# Cover Supervisor / Student Support Officer Candidate Information Pack



**Small enough to care, big enough to deliver a positive impact**

May 2018

## Executive Headteacher's welcome

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Thank you for your interest in this opportunity to join Seaton Valley Federation as **Cover Supervisor / Student Support Officer**. We have **two roles** we are looking to fill, one would be a permanent role and one fixed term until 31 August 2019, both working 30 hours per week.

Seaton Sluice Middle School is based at Alston Grove. Astley Community High School and Whytrig Middle School are co-located in Elsdon Avenue in Seaton Delaval. The three schools together form the Seaton Valley Federation of Schools, sharing a single governing body.

The successful candidates will join our effective pastoral team which operates across the schools. The majority of time will be spent covering lessons for absent teachers in Seaton Sluice Middle School, so the ability to work in the classroom with students aged 9 – 13 is important. However, there maybe times when you are called upon to work at Elsdon Avenue site with students at Whytrig Middle School and Astley Community High School.

I am immensely proud to be Executive Headteacher of all three schools. We strive for excellence in the education we provide for our students and are a focal point for the local community. All three schools are rated as 'Good' by Ofsted. I strongly believe that the relatively small size of all three schools provides a great environment in which to know our young people well, so that we are able to understand and respond to each individual's needs and enable them to succeed.

I hope that the information within this pack will encourage you to apply for this opportunity. If you would like an informal discussion about the post then please contact **Steph Lindley, Head of School – Seaton Sluice Middle School** on **0191 2370629**.



**John Barnes**  
**Executive Headteacher – Seaton Valley Federation of Schools**

## Our ethos and values

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We have three main themes to our ethos:

- 1. To be a school that knows each child really well both academically and pastorally as a complete young person.**
- 2. Everyone within the school is treated with respect and we expect that respect to be mutual.**
- 3. We expect and strive for everyone associated with the school to be as good as they possibly can in all areas of school life. We do not accept not trying and we are never ashamed of doing well and being proud of doing well.**

Our schools are small enough to care but big enough to deliver a positive impact.



All three schools in the Seaton Valley Federation share a set of core values. We expect that all members of our school community will:

- develop their self-knowledge, self-esteem and self-confidence
- respect the laws of England and will know right from wrong and ensure their actions reflect this
- accept responsibility for their behaviour
- show initiative and contribute in a positive way to the school community, the local community and society in general
- show respect for each other and all other people
- show tolerance and respect for different cultures and traditions and will never act in such a way that these cultures or traditions are abused or attacked
- show respect for the rule of democracy and respect for the democratic principles of England.

## About our schools

School	Age range	Total number of pupils	Number in sixth form
Astley Community High School	13-18	513	139
Seaton Sluice Middle School	9-13	327	N/A
Whytrig Middle School	9-13	220	N/A

## About our performance

School	Overall effectiveness	Last Ofsted inspection
Astley Community High School	Good	January 2016
Whytrig Middle School	Good	January 2015
Seaton Sluice Middle School	Good	January 2018

### Latest Ofsted report for Astley Community High School

Leadership and management	Good
Outcomes for pupils	Good
Quality of teaching, learning and assessment	Good
Personal development, behaviour and welfare	Good
16-19 Study Programmes	Good

### Latest Ofsted report for Whytrig Middle School

Achievement of pupils	Good
Quality of teaching	Good
Behaviour and safety	Good
Leadership and Management	Good

### Latest Ofsted report for Seaton Sluice Middle School

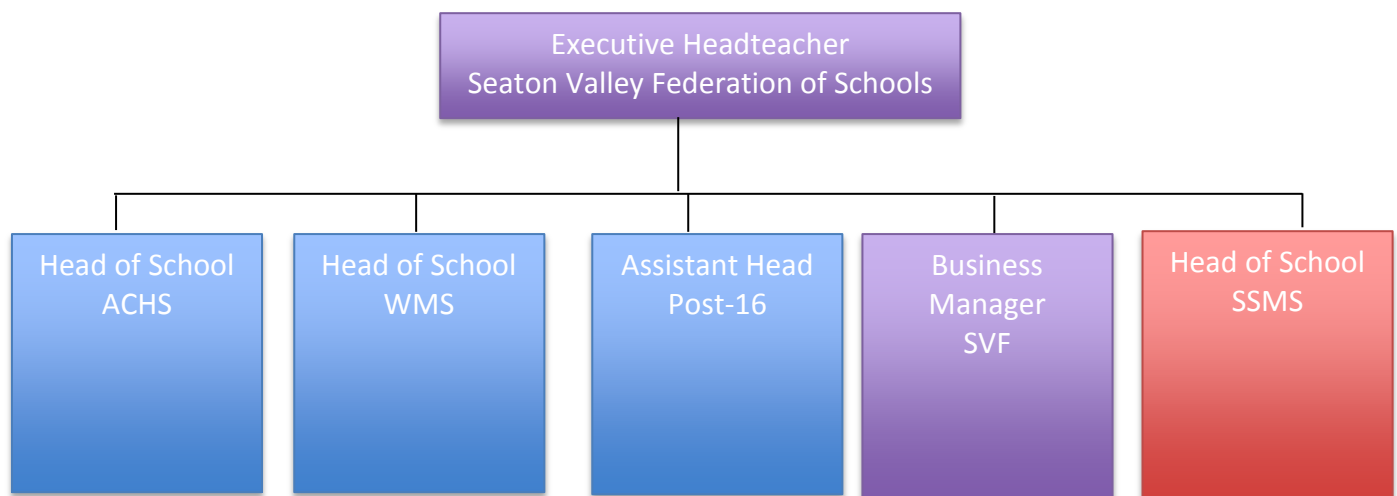
Achievement of pupils	Good
Quality of teaching	Good
Behaviour and safety of pupils	Good
Leadership and management	Good

You can read the full Ofsted inspection reports for each school at:

<https://reports.ofsted.gov.uk/>

## About our structure

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## About Our School

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Over the next few pages you will find the advert, job description and person specification for the post of Cover Supervisor / Student Support Officer but we know that you will want to know more about our school.

We are a popular and thriving school with 327 pupils across 14 classes. One of our key priorities is to keep class sizes small as we believe this gives pupils – and staff – the best chance to succeed. We are very proud of our pupils, and do our very best to nurture and develop them as they grow.

In Key Stage 2 there is a definite 'Primary' feel to the pupils learning, although they do have access to specialist teachers in French, PE, Music and Technology. This continues through Key Stage 3, enabling a smooth transition to high school.

Academic success is important and pupils achieve very well during their time here however we also offer a wide range of extra-curricular activities. Some are well- established such as sports clubs, computing, cooking, gardening and astronomy, others are new initiatives such as coding club. The school year is peppered with many events our students look forward to; the fun run, Year 8 showcase, school production, food theme days, charity days and award ceremonies.



**Steph Lindley, Head of School – Seaton Sluice Middle School**



## **Seaton Valley Federation of Schools**

Alston Grove  
Seaton Sluice  
Tyne and Wear  
NE26 4JS  
0191 237 0629

### **Cover Supervisor / Student Support Officer**

1 Post: Permanent

1 Post: Fixed Term to 31 August 2019

30 hours per week, Term Time plus one day during school holidays

Band 4: £18,870-£20,541 per annum pro rata

### **Small enough to care, big enough to make a positive impact**

This is an exciting opportunity to join our federation of three schools delivering a seamless education to 9-18 year olds throughout Seaton Valley in south-east Northumberland.

Required from September 2018, we are seeking two enthusiastic and highly reliable Cover Supervisors. You will be the first port of call to cover the short-term absence of teaching staff and play a vital role in ensuring continuity of learning for all students. You will ensure that students are focused on the tasks set using lesson plans provided to you. It is important that the person appointed is able to relate to all students, in all subjects in a positive way.

Effective support for students, is a key priority for Seaton Valley Federation of Schools. In order to help all students to achieve their full potential, you will also undertake the role of Student Support Officer, playing an important role in supporting behaviour management strategies and ensuring pupil welfare to enable students to have a positive approach to learning. This will involve close working with teaching staff and liaison with families and external agencies.

With a track record of supporting students to achieve their targets, you should hold a NVQ level 3 qualification, you will also have training and work experience in a relevant environment, such as education, social work or counselling.

You will be able to demonstrate that you have highly developed negotiation and persuasive skills and an understanding of how students learn and the potential barriers to learning. It is also essential that you have the ability to hold the attention of a class of students and can form effective relationships with students from age 9 to 18.

The role will be 30 hours per week during term time, working Monday to Friday 8.50am to 3.35pm with a fifteen minute unpaid morning break and thirty minute unpaid lunch break. You will mainly be based at Seaton Sluice Middle School, but there may times you will be called upon to assist at our other schools at Elsdon Avenue.

If you have a passion for education then this is a fantastic opportunity to make a significant contribution to our school.

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all staff and volunteers share this commitment. An enhanced criminal records check from the Disclosure and Barring Service is required for all posts.

Interested in applying? A completed application form and criminal records declaration form must be submitted by **midday on Wednesday 6 June 2018** email to [ssmsjobs@svlp.org.uk](mailto:ssmsjobs@svlp.org.uk). It is expected that shortlisting will take place on Thursday 7 June and the assessment process for shortlisted candidates will take place on Thursday 14 June 2018

Further information about all of our current vacancies is available at <http://www.seatonsluice.northumberland.sch.uk/website>

## JOB DESCRIPTION

Post Title: Cover Supervisor / Student Support Officer		Director/Service/Sector: Children’s Services		Office Use	
Grade: Band 4		Workplace: Seaton Valley Federation of Schools		JE ref: S1283 HRMS ref:	
Responsible to: Head of School – Seaton Sluice Middle School		Date: January 2016	Manager Level:		
<b>Job Purpose:</b> <ul style="list-style-type: none"><li>Working as a member of the Pastoral Support Team and Student Support Team (responsibilities for liaison and action with external agencies and parents, and student discipline and welfare progress respectively)</li><li>Supporting progression and positive attitudes to learning, and ensuring that each student is encouraged to achieve their potential. Also Support students with learning difficulties to help them achieve their full potential in the classroom</li><li>Working under the guidance of teaching/senior staff and within an agreed system of supervision, to supervise whole classes during the short term absence of the class teacher to maintain good order and to keep pupils on task.</li></ul>					
		Staff	None.		
		Finance	None.		
		Physical	Classrooms and learning spaces. Resources and equipment.		
		Clients	Internal: Pupils, students, teachers, other support staff External: External Agencies (all in line with children’s services), Parents, L.A. Children’s Services.		
<b>Duties and key result areas:</b> Working flexibly as agreed with line manager to cover the needs of the work area.					
<b>Cover Supervision</b> <ul style="list-style-type: none"><li>1. Within an agreed framework of supervision, during the short-term absence of the classroom teacher, supervise and support pupils undertaking work and establish an appropriate learning environment.</li><li>2. Undertake activities, as directed by the teacher, with whole classes, individuals or small groups of pupils.</li><li>3. Manage pupil behavior and deal promptly with conflicts and incidents in line with school policy.</li><li>4. Monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievement against agreed learning objectives.</li><li>5. Provide the class teacher with accurate and objective feedback on pupil progress and other matters.</li><li>6. Undertake the maintenance of pupils’ records and accurately record achievement.</li><li>7. Undertake the routine marking of pupils’ work e.g. routine spelling tests, routine maths test etc.</li></ul>					
<b>Student Support</b> <ul style="list-style-type: none"><li>1. Develop constructive relationships and communicate with other agencies/professionals</li><li>2. Provide advice and interpret guidance on school policies and procedures to be able to liaise and seek resolutions to problems and issues with clients listed above, in particular parents, pupils.</li><li>3. Exercise initiative to progress a series of activities in relation to supervising and supporting pupils who have been the victims (or the instigators) of incidents with other pupils during the school day (or coming to and from school).</li></ul>					



4. Conduct investigation of incidents including taking witness accounts, preparing reports, including recommendations to Student Progress Leaders (SPL) and/or Assistant Headteacher/Head of School on courses of action.
5. Contact parents to inform them of investigations/sanctions/problems.
6. Take the lead role (by using highly developed advisory, counselling, negotiating and persuasive methods) to convince others (mainly pupils and parents) to adopt courses of action they might not otherwise wish to toward the resolution or progression of pupil issues without referring to more senior staff necessarily.
7. First point of contact for parents for all student pastoral matters, ensuring appropriate liaison between parents and SPL for all matters (keeping all informed)
8. Taking minutes at exclusion hearings and reintegration meetings and advising on protocol
9. Playing a part in supporting pupil reintegration after exclusion, under the direction of SPL
10. To assist in the checking of planners and reports.
11. Liaise with teachers and SPL regarding best possible student pastoral support options.
12. To withdraw, through teacher/LSA agreement individual/small groups of students for reinforcement of subject matter.
13. Take an active part in the management of pupil behaviour outside the classroom, e.g. arrival/break/lunch/departure times, during examinations and outside the school e.g. school trips (this involves being included in the staff duty rota for all teaching and senior staff).
14. To induct new students into the Key Stage.
15. Support SEND students in the classroom.
16. Have an up to date knowledge of individual pupils' Special Educational Needs.
17. Use appropriate support strategies to enable student to have access to the curriculum.
18. Where appropriate support other pupils on the SEN Register
19. To follow guidelines with reference to special arrangements in external/internal examinations.
20. To follow agreed individual programme of work for specified 1:1 lessons
21. To prepare reports for individual students (Transitional Review, Annual School Report)
22. To attend Transitional Reviews of SEND pupils.
23. Attend multi agency meetings and report back to relevant leader.

#### **Administration and Resources**

1. Take a lead role in the development and maintenance of record/information systems.
2. Where appropriate and within allocated time, liaise with subject teacher to create differentiated resources.
3. Undertake research and obtain information to inform decisions
4. To assist in the preparation of materials and arrangements for support and mentoring programmes.

#### **Support for the School and Organisation**

1. When appropriate, and providing judged by the Health and Safety Co-ordinator and Headteacher as having sufficient experience, lead school trips.
2. Attend teaching and learning, training days, staff meetings, when requested by registration.
3. Contribute to the strategy for the development, design, organisation and monitoring of support systems/procedures/policies in relation to Student Support
4. To work within and support the Schools' Behaviour Policy and promote positive behaviour.
5. To assist with the organisation of Parents' Evenings.
6. Assist with the planning and development of support services

#### **Responsibilities**

1. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an

- appropriate person
2. Be aware of and support difference and ensure equal opportunities for all
  3. Contribute to the overall ethos/work/aims of the school
  4. Share expertise and skills with others
  5. Be aware of health and safety issues in relation to VDU screens and office practice
  6. Participate in training and other learning activities and performance development as required
  7. Recognise own strengths and areas of expertise and use these to advise and support others
  8. To undertake other duties and responsibilities as required commensurate with the grade of the post

**Work Arrangements**

Transport requirements: Able to meet transport requirements in connection with Multi-Agency meetings

Working patterns: Monday to Friday, Term Time with 1 additional day. One hour lunch break (unpaid) and any other breaks required (unpaid)

Working Conditions: Dealing with upset, angry, aggressive or abusive pupils and/or parents/carers

## Working in the Seaton Valley Federation of Schools

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We always look to strengthen our highly dedicated team of staff with people who have high expectations of students and themselves, can work cooperatively and make a positive contribution to the life of the school. In return we can offer:

- opportunities for continuing professional development
- membership of the Teachers' Pension Scheme (for teachers and tutors) or the Local Government Pension Scheme (for support staff), which the school also contributes to on your behalf
- 25 days' annual leave for support staff who work full year, rising to 30 days after 5 years' local government service
- good transport connections from the A1 and A19 for easy access to Seaton Delaval and Seaton Sluice
- ample staff car parking
- shared premises with Active Northumberland's Seaton Valley Library and Northumberland County Council's Customer Services.

## Living and working in Northumberland

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If you are new to the area, we can assure you that south east Northumberland is a great place to live and work. Seaton Delaval has its own National Trust property, Seaton Delaval Hall, and Seaton Sluice overlooks the coast with its beautiful sandy beaches. It is only a short drive from the Seaton Valley area to enjoy the spectacular scenery of the Cheviot and Simonside Hills and the Northumberland National Park beyond. We are also conveniently located within ten miles of both Newcastle City Centre and Newcastle Airport.



Take a look at [www.visitnorthumberland.com](http://www.visitnorthumberland.com) for more information.

## **Our commitment to professional development**

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We are committed to the continuing professional development of all of our staff.

- There is a weekly session for teachers to undertake Continuing Professional Development focused on teaching and learning. These sessions are led by internal and external providers and we expect all teachers to contribute to these sessions so that we can share and build upon good practice and innovative ideas.
- We hold joint training days for the three schools in the Seaton Valley Federation to facilitate an integrated approach across all phases and stages.
- Staff are given the opportunity to work in other schools at specific times of the school year to develop their skills and knowledge of other key stages.
- We provide opportunities for teaching staff to observe at least one other colleague of their choosing during the school year to support staff to reflect on their own practice.
- North-east teaching schools and Durham County Council provide a range of CPD opportunities so that we can learn from, and develop our professional practice with, other professionals.
- Opportunities to attend local and regional networks are encouraged.
- Each member of staff has a CPD plan to address areas for development identified through the annual appraisal process and we support staff to develop their skills and knowledge.
- There are many examples of how we have enabled teaching and support staff to undertake courses of further study either through financial assistance or time off.

## **Our commitment to equal opportunities**

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We seek to employ a workforce which reflects the diversity of the communities we serve. We understand and value the added contribution that individuals can make when we recognise and embrace individual differences in age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Our recruitment and selection process is designed to be fair and avoid discrimination. Our Equality and Diversity in Employment Policy is available from:

<http://www.seatonsluice.northumberland.sch.uk/website/policies>

## Our commitment to safeguarding children and young people

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Keeping our children and young people safe and secure is crucially important. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

It is important during the recruitment process that we ensure candidates support this commitment. We will ask all applicants to tell us in confidence about any criminal convictions they have and the successful candidate will also need to obtain an enhanced certificate from the Disclosure and Barring Service (DBS). This does not mean that you cannot work here if you have a criminal conviction as we will take into account factors such as the age of the conviction, its relevance to the job and any mitigating factors before making a decision.

However we are aware that not everyone who is a risk to children will have a criminal conviction and therefore you should expect at interview that we will explore any gaps in your employment record, your motivations for working with children and young people and your ability to keep them safe from harm. We will also check this information in any references we receive, one of which must be from your current or last employer.

### How to apply

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Please read the job description/person specification for the post and the guidance notes carefully before completing an application form.

Your completed application form including the names and contact details of two referees and your criminal record declaration form must be **e-mailed** by **12 noon** on Wednesday 6 June 2018 to: [ssmsjobs@svlp.org.uk](mailto:ssmsjobs@svlp.org.uk). **Please ensure the subject/title of your e-mail is Cover Supervisor / Student Support Officer.** In exceptional cases we will accept applications by post however please contact us to discuss this in advance. Please note that we do not accept CVs.

### Contact us

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Address: Seaton Valley Federation of Schools, c/o Elsdon Avenue, Seaton Delaval NE25 0BP

Telephone: 0191 2371505

Websites: [www.astleyhigh.org](http://www.astleyhigh.org)

<http://www.whytrig.northumberland.sch.uk/>

<http://www.seatonsluice.northumberland.sch.uk/>