

Appointment of Cover Supervisor

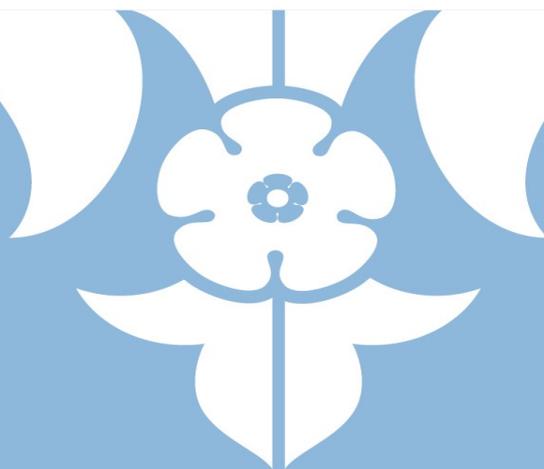


KINGS NORTON
GIRLS' SCHOOL & SIXTH FORM



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Kings Norton Girls' School General Cover Supervisor

11th November 2021

Dear Prospective Applicant

This is a fantastic opportunity for an exceptional Cover Supervisor to join Kings Norton Girls' School and Sixth Form on a permanent basis. The post is available on a full time basis, working 36 hours per week, on a term time only basis from January 2022.

We are an Ofsted outstanding school achieving excellent pastoral and academic outcomes for students within a culture of care, concern and well-being for both students and staff. The role is key to the effective continuation of learning during the short term absence of teaching staff.

Applicants should be able to build and maintain appropriate relationships with young people whilst upholding our Behaviour for Learning Policy and the school's expectations of our students. The successful applicant will have good organisational skills and a professional and helpful approach to their work and will be joining a very supportive and forward thinking school environment.

You will find information about the post and our school in this pack and on our website. I do hope that having read further, and found out more about us that you will choose to make an application; I look forward to hearing from you. To apply, please complete the application which will contain your supporting statement (which should not exceed 1200 words), please explain clearly how you meet the requirements of the person specification. Please note we do not accept CVs and only applications completed on the school's application form will be considered. If you have any queries prior to completing your application form, please do not hesitate to contact Mr Saqib Ali, Cover Coordinator on 0121 675 1305. Completed applications should be emailed to Mrs Denise Wilson, PA to the Headteacher dwilson@kngs.co.uk

Deadline for applications: Monday 29th November at 9.00am
Interviews: Provisional date Wednesday 1st December

References will be taken up shortly after shortlisting and prior to interview using the contact details you supply on your application form. References must be taken from your current (or most recent employer) where you have worked in connection with children. Candidates who have not been called for interview within two weeks of the deadline should assume their application has been unsuccessful. All offers of employment are subject to a satisfactory enhanced DBS check, a health check screening questionnaire and 2 references that are satisfactory to the school.

Yours sincerely



Mrs Nicola Raggett - Headteacher

Kings Norton Girls' School General Cover Supervisor

Cover Supervisor Role Description (Responsible to the Cover Coordinator)

Job Purpose

- **Cover supervision:** Supervision of classes to cover short-term absence of their regular teacher.
- **Supervision of students at other times as required.**
- **Other:** Curriculum support, including in class support, planning and general administration.

Key responsibilities:-

1. Cover Supervision

- Actively supervise whole classes to undertake pre-set work and/or activities during the absence of the regular teacher, including introducing and closing the class and engaging with students throughout the lesson to ensure learning is taking place.
- Take register.
- Maintain good order and manage behaviour constructively to ensure tasks are effectively carried out.
- Promote self-control and independence.
- Respond appropriately to questions raised by pupils.
- Collect any completed work and return it to the appropriate teacher. Give feedback to the class teacher on the progress of the class.
- Deal with immediate problems and emergencies in accordance with the school's policies and procedures.
- Report on behaviour of pupils during the class, and on any issues directly arising, in line with the school behaviour policy.

2. Supervision of students at other times as required

- To provide support for after school detentions and/or homework club, on a weekly basis.
- This may involve participation in off-site activities, school trips or events which take place in school time but are extra to the curriculum.

3. Other

When not required to cover for absent teachers, other responsibilities will be allocated as follows:-

- In-class support will be carried out by arrangement with the designated department heads. This may include assistance to individual pupils or to a group of pupils, as directed by the class teacher. Activities will vary depending on the subject, but could include assisting with a drama rehearsal, supporting pupils in a lower ability set in English, Maths or Science, or escorting a group to the Learning Resource Centre to find resources to support their learning.
- With the emphasis on curriculum enrichment, administration or support of enhancement activities as required by the Heads of the designated departments. This may include researching educational trips, theatre visits, encouraging pupils to join lunchtime clubs and activities, investigating and ordering particular resources to support a series of lessons etc.
- To assist with general administrative support as directed.

Cover Supervisor Role Description Continued

General

- To participate in the school's arrangements for performance management and continued professional development.
- To carry out other duties as may be commensurate with the grade and nature of the post.
- Support staff working closely with teachers will inevitably be privy to much that is confidential and confidentiality must be adhered to.
- Knowledge of and compliance with relevant school policies and procedures.
- The role description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- Some flexibility over working hours will be required from time to time to assist with school events such as open evenings. Any additional overtime will be paid at an hourly rate.

Ethos and Values

- Ensure that the school's ethos and values are promoted.

Kings Norton Girls' School General Cover Supervisor

PERSON SPECIFICATION

ESSENTIAL CRITERIA
Qualifications and Training
<ul style="list-style-type: none">• At least a level 3 qualification i.e. A level equivalent (this is desirable)• GCSE English and maths at Grade C or 4
Experience
<ul style="list-style-type: none">• Ability to maintain appropriate relationships with young people.• Ability to work effectively with, relate to and command the confidence of staff at all levels.• Experience of working successfully with young people.• Ability to work well as part of a team.• Ability to act on own initiative.• Good verbal and written communication skills.• Experience of working in educational settings .
Personal skills
<ul style="list-style-type: none">• Ability to organise time and resources effectively.• Ability to prioritise tasks.• Good attention to detail.• Appropriately assertive in maintaining discipline.• Calm and supportive manner.• Excellent interpersonal skills.• Flexible and adaptable with the ability to respond to new challenges.• Ability to motivate young people to do their work.• Reliability and integrity.• Resilience to challenging behaviour.
Other
<ul style="list-style-type: none">• Able to take a broad over-view of school's needs.• Engagement in development and commitment to continued professional development.• Commitment to the wider life of the school.• A successful enhanced DBS check.• Commitment to equal opportunities.• This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to fulfil all spoken aspects of the role with confidence, through the medium of English is essential.

Background and Ethos

The School

Kings Norton Girls' School and Sixth Form is an outstanding 11-18 comprehensive standalone academy with an excellent reputation in the local area and beyond. The School was founded in 1910 and occupies a leafy twenty-three acre site in one of Birmingham's most pleasant residential areas on the south side of the city. It is a very local school, the vast majority of students living within 2 km of the school. This has enabled the development of a strong community feel and neighbourhood links. The school breeds a quiet confidence in its students which together with their enthusiasm for learning and their determination to succeed creates a powerful dynamic for continued improvement.

Our vision and values are central to all we do as staff, students and governors our aim is to: -

'Open a world of opportunities'. Demonstrating respect and courage in order to flourish.

Governors are exceptionally supportive yet provide the necessary challenge to help drive standards even higher. They bring expertise from both education and commerce and play an active part in the life of the school. There are two committees within the governing body, one responsible for curriculum and standards and the other for resources which includes finance, environment and personnel. The Business Manager services the Resources Committee.

Staff well-being is a high priority, as part of this a cash health plan is provided.

Our students

There are presently 1075 students on roll and the staffing establishment is 115, which includes the Headteacher, 70 teachers and 44 support staff. Team working is strong and we pride ourselves in the quality of our relationships and the tangible mutual respect and care which is in evidence across the school which reflects our school values.

The Sixth Form is now full with 295 students across Years 12 and 13. This is due in part to the popularity of the school sixth form and the changing nature of sixth form provision locally. In 2015 we had our first intake of boys into the sixth form; numbers here have increased significantly. This upward trend is something we are determined to continue and we are looking forward to opening a new sixth form block in January 2020. This is a very exciting time for us.

The School is a popular choice and is always well over-subscribed with applications of 890+ for the 160 places in Yr 7 and 400+ for sixth form places. Our catchment this year for year 7 entry is 2.073 km. The School is one of the highest performing schools in Birmingham, and figures nationally amongst the top comprehensives in the country. In 2019, the results at GCSE were outstanding with 87% of grades 4+, 75% 5+, 38% 7+. In 2019 we celebrated our best ever A level results achieving a positive Value Added score and an average grade of a B.

Background and Ethos Continued

School Leadership

In our inspection in July 2019, OFSTED praised the highly effective leadership at all levels. The senior leadership team consists of Headteacher, 2 Deputy Headteachers, 3 Assistant Headteachers and a Business Manager. This well established team are supported by 7 Faculty Leaders, 4 Heads of House/Year and a wider team of Subject and Key Stage Leaders. Staff work very closely to ensure the highest standards and aspirations in all aspects of school life.

Our networks

We are a single academy trust but are widely connected locally, working closely with South Network Schools, this brings a richness of collaboration around leadership, curriculum and inclusion. As part of this network the school is involved in developing and delivering on strategies to raise students' achievement and provides significant support for both teaching and support staff.

As strategic partners in two teaching school alliances, one secondary and one primary, we also play a significant part in the local educational landscape and engage widely in CPD.

Professional Development

Professional development is a significant aspect of life at the school and is integrated into the school week. Staff are encouraged to deepen their subject knowledge and professional skills at all stages of their career. All staff new to the school participate in an induction programme and there is continued support for career growth.

Professionally this is a school with the very highest of expectations and aspirations but equally is richly rewarding. Staff are friendly, welcoming and supportive of colleagues. Our purpose is to ensure that the students, and the staff, all achieve the highest standards of which they are capable.

"Leaders are focussed on improving standards for pupils within a culture of care and concern for well-being. This extends to looking at staff welfare to ensure that work is sustainable" Ofsted July 2019



Key Facts and Statistics about the School

Type of School	Single Academy Trust. Non-selective comprehensive girls' school, age range 11-16: Co-educational sixth form post 16.
Location	South Birmingham in the suburb of Kings Norton, West Midlands.
Age range	11—19
Number of students	1075
Number of staff	1 Headteacher, Teaching 75, Support 45
Date school established	1910
External recognition	Ofsted rating: Outstanding, July 2019
Attendance	95.5% (pre Covid)
Pupil Premium	Year 7 to 11, 28% : Sixth form bursary, 12% (2021 figure)
SEN	10.53 % (2020)
EAL	8.7% (2020)

Sixth form expansion

Kings Norton Girls' School and Sixth form are delighted with our new Sixth form Building.



Key Facts and Statistics About the School Continued

Academic Achievements 2019

GCSE Results	% gaining 7+ in English and maths 18.3% % gaining 5+ in English and maths 58.5% % gaining 4+ in English and maths 77.5% English Grade 4 or above: 91.5% English Grade 5 or above: 84.5% Maths Grade 4 or above: 80% Maths Grade 5 or above: 59.2% Achieving EBacc: 5+ (44.4%), 4+ 65.5%
A Level Results	A* - A all entries: 30% A* - B all entries: 64.5% A* - E: 99.4% Average grade: B Value added: 0.06
Progress 8	+0.4
University Admissions	85% of students commenced a University course 56% of which secured Russell Group placements with 3 students securing places at Cambridge University



Privacy notice for job applicants

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our school. We, Kings Norton Girls' School of Selly Oak Road, Birmingham B30 1HW are the 'data controller' for the purposes of data protection law. Our data protection officer is Clare Skinner (see 'Contact us' below). Successful candidates should refer to our privacy notice for the school workforce for information about how their personal data is collected, stored and used. Our workforce privacy notice is available on the Staff Shared/Whole School Documents/GDPR or from our data protection officer.

The personal data we hold: We process data relating to those applying to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

Why we use this data: The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

Our lawful basis for using this data: We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Privacy notice for job applicants continued

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so. Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Collecting this information: While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us. Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data: Personal data we collect as part of the job application process is stored in line with our data protection policy. When it is no longer required, we will delete your information in accordance with our record retention schedule. You can request a copy of our record retention schedule from our data protection officer or via <https://www.kngs.co.uk/wp-content/uploads/2018/06/GDPR-Policy-May-2018.pdf>

Data sharing: We do not share information about you with any third party without your consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
- Professional advisers and consultants
- Employment and recruitment agencies

Transferring data internationally: Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights

How to access the personal information we hold about you: Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them. If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request, please contact our data protection officer.

Privacy notice for job applicants continued

Your other rights regarding your data: Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations
- To exercise any of these rights, please contact our data protection officer.

Complaints: We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, please contact our data protection officer. Alternatively, you can make a complaint to the Information Commissioner's Office:

Report a concern online at <https://ico.org.uk/concerns/>

Call 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us: If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Clare Skinner via enquiries@kngs.co.uk or on 0121 675 1305 or in writing to Selly Oak Road, Birmingham B30 1HW