



Reading School

Cover Supervisor Information

COVER SUPERVISOR DETAILS OF THE POST

Dear Applicant,

Thank you for your interest in Reading School and the position of part time Cover Supervisor. This is an exciting opportunity to join an established team of professionals and work in a beautiful setting. The Governors are seeking to appoint a friendly and personable Cover Supervisor. The post is for 21 hours a week term time only plus 3 days, Tuesday – Thursday (although Tuesday and Thursday are required, we can be flexible about the third day for the successful candidate).

Reading School offers good facilities which have undergone significant improvement in recent years – Refectory, Computer Science suite, refurbished Lecture Theatre, state of the art Science Centre and Fitness Suite.

The main building and the chapel are the works of the eminent Victorian architect Alfred Waterhouse. The school has ambitious plans to continue to develop the site and is working to a Masterplan for site improvements which has been approved by Reading Borough Council and English Heritage. A fundraising campaign has been established to generate income to improve facilities for current and future generations. Focus is on a Sports Centre, Mathematics and Sixth Form facilities and a Performing Arts Centre.

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check, a medical questionnaire and a six month performance review period.

Applications will be considered on receipt. Therefore, it is recommended if you wish to apply for this position you do so as soon as possible. Due to the expected volume of applicants for this position, if you have not heard from the school within two weeks of the closing date, you should assume that you have been unsuccessful on this occasion.

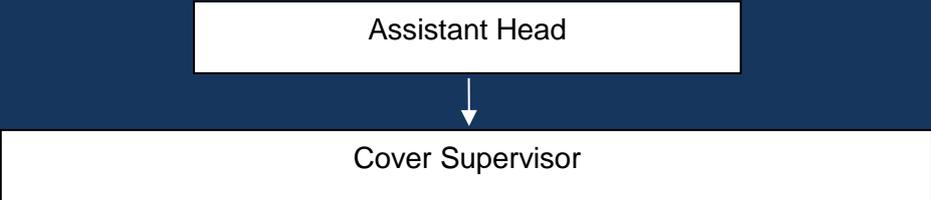
Thank you very much for your interest, further information about the school can be found on the website. Visits to the school are warmly welcome.

I wish you success with your application.

Yours sincerely,

Miss Caroline Mole
Executive Assistant

The Position: Job Description for Cover Supervisor

Job Title:	Cover Supervisor		
Reports To:	Assistant Headteacher	Reviewed:	Annually
Grade/Pay Scale:	RG3 (Point 18-21)		
Employment Status:	Term Time Only plus 3 days.		
Hours of Work/FTE:	21 hours per week (Tuesday - Thursday) 8.00am – 3.30pm		
Job Purpose:	To supervise whole classes during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities.		
Designation of Post and Position within Departmental Structure: This role reports to the Assistant Headteacher			
Organisation Chart:			
 <pre> graph TD AH[Assistant Head] --> CS[Cover Supervisor] </pre>			

Main Tasks/Accountabilities

- Supervise Classes when a teacher is absent, as requested by the Cover Administrator.
- Complete registration for absent teachers, ensuring registers are completed correctly and returned to the office.
- Collect work that has been set by the Head of Department or sent in by the absent teacher and use this work when supervising a class.
- Manage student behaviour according to the School Behaviour Policy and report any problems to a senior member of staff if necessary.
- Collect completed work from lessons and ensure this is given to the Head of Department, or other subject teacher.
- Supervise students during morning break.
- Undertake exam invigilation (under Exam Officer's instruction).
- Complete administration duties for departments and associate staff when no cover work is needed.
- Put up classroom displays or assist others with this.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.



WHAT WE CAN OFFER YOU:

- Opportunities to grow and develop within your role
- A supportive, proactive and knowledgeable governing body
- Outstanding CPD opportunities including time to visit other Schools
- A range of international partnerships for extra-curricular activities or personal development including in Kenya, India, Denmark, Australia, France and Germany.
- A committed parent body, The Reading School Parents Association who fundraise generously every year to give the school access to good-quality resources.
- A generous Staff Absence policy which reflects strong staff attendance
- Flu vaccinations offered to all staff every year
- Generous pension contribution
- Free car parking
- Use of Fitness Suite on site
- Employee Assistance Programme
- A school where you will be part of a community, where you can really make your mark and where you will feel valued

APPOINTMENT PROCESS AND HOW TO APPLY

Reading School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be willing to undergo an Enhanced DBS Disclosure.

Please complete the associate staff application form and enclose a covering letter. Applications can be sent by email to: headspa@reading-school.co.uk or by post for the attention of the Headmaster, Mr AM Robson.

Applications will be considered on receipt.

Interviews will be arranged accordingly.

Therefore it is recommended if you wish to apply for this position you do so as soon as possible.

Please address any enquiries to Miss Caroline Mole, Executive Assistant by email: headspa@reading-school.co.uk or by telephone: 0118 9015600.



INTRODUCTION TO READING SCHOOL

Combining a distinguished heritage, a positive reputation for outstanding academic achievement and a commitment to high standards of pastoral care, Reading School aims to provide a world class educational experience.

Reading School offers an exceptional all-round education enabling each student to realise his academic, cultural or sporting potential. A Selective Boys' School, Reading School expanded to a five form entry in Year 7 in 2016 and takes both day and boarding students. In November 2017, the school was ranked the top state school in the South East by the Sunday Times. There are currently 986 students at Reading School of which 82 are boarders.



A RICH HISTORY AND A PROMISING FUTURE

Reading School has a rich history and we wish to build on our impressive past and current achievements and successfully realise the school's ambitious development plans.

Founded in 1125 as part of Reading Abbey, Reading School is the tenth oldest school in England. In 1486 the school was refounded by Henry VII as a 'Free Grammar School'. After the dissolution of Reading Abbey in 1539, the School fell under the control of the Corporation of Reading, its status being confirmed by Henry VIII in 1541. This was reconfirmed in the Royal Charter granted to the Corporation of Reading by Elizabeth I in 1560.

During the Civil War the School was used as a garrison by Royalist forces and in 1665 Parliament, forced out of London by the Great Plague, took over the school house.

The School was given a renewed lease of life with the passing of the Reading School Act in 1867 which clearly set out its administration and funding. The new buildings designed by Alfred Waterhouse were opened in 1871. The development of Reading School was strengthened following the 1944 Education Act and the school retained its selective status in 1973 after a petition signed by a third of all voters in Reading. February 2011 witnessed Reading School converting to Academy status. Since 2012, there have been improvements to examination results at both GCSE and A Level in addition to the development of a new Refectory, Computer Science facilities and 4 new Biology laboratories and 3 new Chemistry laboratories.

The whole school community is currently involved in the process of reviewing our mission, vision and values to ensure that the school's 900th anniversary in 2025 sees the school as a world leading institution in every regard.



READING SCHOOL

ACADEMIC EXCELLENCE

Our aim to be a World-Leading Institution is shaped by the central importance of academic achievement. We have an outstanding academic track record. Indeed, recent examination results have placed Reading School among the top five performing state schools in the country. In terms of its academic performance, the 'free Grammar School' competes strongly with independent schools costing up to £35,000 per year. For instance, in 2017, 93.1% of Year 13 students were awarded A*-B at A Level. Furthermore, at GCSE in 2016 90.42% of entries were graded A*-A, with 60.3% at A*. In 2017, 23 students have been offered places at Oxford and Cambridge Universities. Regularly, over 70% gained places at Russell Group Universities. A broad and balanced academic curriculum is one of Reading School's greatest strengths. All students study separate science and a modern or ancient language at GCSE. From September 2016, all students have followed a three year KS4 and will be eligible for the English Baccalaureate. The large sixth form of over 300 students offers a wide range of subject combinations covering Maths, Sciences, Humanities, Languages and the Arts.

BEYOND THE CLASSROOM

Whilst academic excellence is important, Reading School also offers a fine all-round education designed to give each student an opportunity to fully explore his talents. The school offers an extensive extra-curricular programme and has an enviable reputation in Music. Students from Year 10 are able to participate in the Combined Cadet Force (CCF) and there is a thriving 'Future Stories' programme through which the School is able to share expertise and resources with Primary Schools.

Reading School is especially proud of the development of International Partnerships and since 2012 we have nurtured links with Schools in Australia, Kenya and Denmark. In addition, our students have represented the UK in competitions held in St Petersburg, Hong Kong and Pittsburgh, USA and look forward to the forthcoming World Public Speaking Championships in Cape Town, South Africa.

The myriad of enrichment opportunities offered are only possible through the commitment of staff, support of parents and the generosity of the Reading Foundation and the Old Redingensians Association. Learning beyond the classroom, whether it be on a Geography Field Trip to the Azure or a Badminton Competition in India is a crucial component of the experience of Reading School. Enrichment activities complement and extend the experience of academic lessons.

We are fully committed to developing and extending opportunities for students.



PASTORAL CARE

Reading School prides itself on delivering high standards of pastoral care. Each student is a member of a House. Currently there are five houses: County, East, School, West and Laud.

In Year 7, each student has a Form Tutor who is also the Head of House. This system helps Heads of Houses to get to know all students.

The School offers an excellent personal development programme which focuses on nurturing integrity and character. This is supplemented by the work of the Chaplain, Learning Consultant and the Special Educational Needs Co-ordinator.

Therefore, it is true to say that at Reading School we believe in the development of the heart and the head.

BOARDING

Boarding is an integral part of the fabric and character of Reading School. The quality of the Boarding experience was judged to be 'outstanding' by Ofsted in February 2017. There are 82 weekly boarders from Years 7-13 in two boarding houses, East Wing and South House. Each House is led by an experienced Housemaster. As Reading School is a state school, boarders do not pay tuition fees.

ADMISSIONS

Students are admitted to the School at the age of 11 and are required to sit entrance examinations set by CEM. External qualified post-16 students are admitted to the Sixth Form.

Reading School is an academically selective, state school and is oversubscribed. The Governing Body are committed to encouraging increased social mobility through the 'Future Stories' project which seeks to encourage students from disadvantaged backgrounds to apply to sit the Entrance Test.

FACILITIES AND FINANCE

Situated near the centre of Reading, the School offers good facilities which have undergone improvement recently – a Refectory in 2012, new Computer Science laboratories in 2014, refurbished Lecture Theatre in 2014, Fitness Suite and 7 new Biology and Chemistry Laboratories.

The School has ambitious plans to develop the site, especially relating to Performing Arts, Sports and Sixth Form Facilities.

The School's finances are sound and we have successfully increased funding streams by expanding pupil numbers and reaching out to the wider community and alumni network.



LEADERSHIP AND GOVERNANCE

LEADERSHIP

The Headmaster is supported by the Senior Leadership Team comprising Deputy Headteacher, two Assistant Headteachers and the School Business Manager. This group meets every morning with a fuller meeting after school every Monday. The senior leaders and middle leaders of the school are committed to ensuring that students flourish in every regard and there is full support for co-curricular initiatives and activities from every level of leadership at Reading School.

GOVERNANCE

As an Academy Trust, Reading School is a charitable company limited by guarantee under the overall authority of the Governing Body and the Headmaster. The school site is owned by a charitable trust, The Reading Foundation, established in 1986.

The Governing Body is chaired by Mr Robert Kenwick and comprises 19 Governors who are Directors of the Reading School Academy Trust Company and is served by an excellent, experienced Clerk to the Governors. Every department has a link governor who acts as a listening ear and an advocate for departmental needs.