KINGSDOWN SCHOOL

ILS Co-ordinator (Cover Supervisor)

Information Pack
[March 2026]

www.kingsdownschool.co.uk
We champion each and every student

RLT RIVER LEARNING TRUST

KINGSDOWN SCHOOL

Dear Applicant

Thank you for showing an interest in a role at Kingsdown School, we have much to offer at this exciting stage in our journey. Every member of our team, from our inspiring teachers and dedicated support staff to our dynamic middle and senior leaders all share an immense sense of accomplishment in what we've built for our community over the past five years. And our students, in turn, are extremely proud to call Kingsdown their school.

By becoming part of our Kingsdown family, you will join a team that doesn't just work together but a team who deeply and genuinely cares. We know that staff and students thrive in a 'healthy work culture' and the wellbeing of staff and student outcomes is inextricably linked. We are committed to providing the best working and learning environment for all. The RLT embodies a staff charter and strong values, we uphold these values and commitments, and further build on these with our Wellbeing Strategy, this is evidenced in our recent staff survey where colleagues' wellbeing support is rated 29% higher than the national average.

Our education support staff are absolutely pivotal in shaping the Kingsdown experience for our students, compassionately unlocking student potential, fostering a sense of belonging and guiding them through their personal growth journey, we are looking for authentic, creative and inspiring colleagues that add value to our school community.

In return, our colleagues benefit from a wide variety of support including encouraged professional development opportunities, exceptional wellbeing support, free access to our gym and an excellent pension scheme. Each journey with us begins with a personalised induction programme that allows for new colleagues to feel supported, connected, welcomed and ready to make an impact from the moment you join.

Please take a moment to look at our website www.kingsdownschool.co.uk to see what we are all about, here you will learn more about our vision - the Wheel of Excellence, understand the values we uphold; Respectful relationships, Everyone Learning and a Commitment to Excellence, and see why our mission is to champion each and every student.

In the meantime, I thank you for taking the time and interest in Kingsdown School and look forward to hearing from you and hopefully meeting you soon.

With best wishes

E Leigh-Bennett.

Emma Leigh-Bennett
Headteacher

The River Learning Trust and Kingsdown School are committed to safeguarding and promoting the welfare of all children and preventing extremism. The Trust is required to conduct a variety of checks and online searches about you as part of their recruitment process in accordance with Keeping Children Safe in Education guidance. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children.

For all RLT Safer Recruitment Documentation candidates should click on the following link RLT Safer Recruitment Documents for Candidates. Please see our website for up to date policies including our Child Protection and Behaviour Policies.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. For further guidance for applicants click on this link: List of offences that are not filtered

ILS Co-ordinator (Cover Supervisor)

Role specific information

Start date:	As soon as possible
Closing date:	Thursday 19th March
Shortlisting date:	Thursday 19th March
Interview date:	Wednesday 25th March
Contract:	Permanent
Working hours:	33 hours per week
Working pattern:	Term time only Monday to Friday, 8.00am to 3.20pm Monday 8.00am to 3.15pm Tuesday - Friday A daily unpaid break of 40 minutes
Salary Range:	Actual £20,537- £22,253 (FTE £26,824 - £29,065)

We are looking for self-confident, calm, well organised and flexible individual. You will be covering registration and lessons for absent colleagues and will need to demonstrate the same level of professionalism and dedication as teaching staff in order to succeed in this role. ILS Co-ordinators are not expected to teach, but rather supervise students who have been set work by the absent teacher. This role would suit either those thinking of a career in teaching or someone who just enjoys working with young people.

Your role will involve supervising students during the short term absence of teachers within the classroom, or supporting a teacher within the Independent Learning Suite. You will have the skills to maintain good order and keep students on task.

For more details, please see the Job Description below. If you would like to know more about this opportunity, or to arrange visit or a call please contact recruitment@kingsdownschool.co.uk

This role includes regulated activity relevant to children.

Kingsdown School and the River Learning Trust

By joining our Kingsdown family you will join a team who genuinely cares and champions each and every student and each and every member of the Kingsdown team.

At Kingsdown, we know that staff and students thrive in a 'healthy work culture' and the wellbeing of staff and student outcomes is inextricably linked. We are committed to providing the best working and learning environment for all. The RLT has a staff charter and strong values, we uphold these values and commitments, and further build on these with our Wellbeing Strategy.

One of the core values of the RLT is that 'everyone is learning' and at Kingsdown we ensure each person has the personalised CPLD that they deserve. We do this through a variety of programmes that allows all staff to take a lead on their own professional development, with the support of colleagues within the school. We are also very excited to be launching our coaching model this year, to allow staff the opportunity to be coached and develop their teaching practice further, whatever stage of their career they are in. High quality CPLD and training are an integral part of our meeting schedule and time is given to curriculum teams to collaborate and learn from each other. Alongside this we have a personalised induction programme that allows for new staff members to join us feeling supported and welcomed from day one.

Education has the power to change lives, communities and society for the better. At RLT we believe that we can achieve more for our pupils, trainees, staff and communities by working together rather than alone. Schools in RLT are united by a common belief in the benefits of working together, and by our commitment to shared principles.

OUR VISION is for our schools and SCITT to improve rapidly, continuously and sustainably: to be better faster together.
OUR 'WHY?' is that children and young people 'only get one go' in school and therefore as part of RLT we aim to ensure the best possible 'go' for our pupils.
OUR 'HOW?' is through the highest support and challenge for our schools and each other, underpinned by our principles.

Our employees benefit from a wide variety of support including extensive continuing professional learning and development opportunities, wellbeing and staff networks and access to Defined Benefit Pension Schemes (TPS and LGPS) for all staff. For more information on what it is like to work for the Trust, and the benefits you could access, please see our "Working in RLT" guide.

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JOB DESCRIPTION

Job Title: ILS Co-ordinator	Grade: G6	Date Prepared: January 2008 Updated July 2019, Mar 2023, July 2023

Role reports to (Job Title): ILS Manager

Job Purpose:

- To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals or groups.
- To supervise whole classes during the short-term absence of teachers, maintaining good order and keeping students on task, or to support a Teacher in the ILS.
- To support the administration and organisation to ensure the smooth running of the ILS.

Key Accountabilities:

1. Supervise and support pupils ensuring their safety and access to learning, encouraging interaction and engaging all pupils in activities.

2.Attend to pupils personal needs, including social health, physical, hygiene, first aid and welfare matters

3. To facilitate the ILS room and ensure the environment is set up for learning.

4.Distribute pre-set learning activities, facilitating students in undertaking the work set by the teacher and providing the necessary resources as appropriate.

5. 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.

6. Liaise with the teachers leading the sessions in the ILS.

7.Liaise with members of staff setting work for students to complete

8. Liaise with appropriate members of staff on matters concerning students.

9. Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters

10. Provide general clerical/administrative support e.g. data input, filing, invigilation of exams.

11. Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility

12. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, behaviour management, confidentiality and data protection, reporting all concerns to an appropriate person.

Other

To support the Exams and Cover Manager if required and if capacity allows with general administration to help with the smooth running of exams preparation and trips and visits.

Knowledge and Experience:

Minimum

- Good general level of education to include Maths and English GCSE grade C or above.
- 2 years experience of working with young people.

Already have one of the following

- CACHE Foundation
- CACHE Certificate
- Certificate in Learning Support (Open College)
- Or equivalent

Training

- Have or are willing to obtain NVQ Level 2

Decision Making:

Working under the direction of the line manager/classroom teacher, some discretion to make minor decisions

Contacts and Relationships:

Headteacher
Education professionals
Parents
Staff
Pupils

Creativity and Innovation:

Emotional Demands:

Responsible for individuals/groups or classes of children, some will make emotional demands.

Job Scope: No & type of jobs Managed: 0 Typical tasks supervised/allocated to others:	Job Scope: Budget: Assets:

Knowledge & Experience:

- NVQ Level 3 Teaching Assistant or equivalent qualification
- At least two years relevant experience in delivering educational programmes to children
- IT literate with an understanding of using ICT to support learning

Decision Making:

- Manage pupil behaviour applying school procedures as appropriate

Contacts and Relationships:

- Support pupils in their learning, setting challenging expectations, promoting self-esteem and independence and encouraging good behaviour
- Support the teacher in delivering agreed learning activities in line with local and national strategies

Creativity & Innovation:

Job Specific Competencies:

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside the School procedures, or

use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the School's written procedures. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations area a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation. This job description is current at the date shown, but, in consultation with the post holder, may be changed to reflect or anticipate changes in the job commensurate with the grade and post title.	
Employee Signature:	
Print Name:	Date
Line Manager's Signature	
Print Name:	Date: