



Ringwood School

Recruitment Teaching Pack



Information for Applicants

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Job Title:

PE Cover Supervisor and Sport Technician
for September 2026

Parsonage Barn Lane, Ringwood, BH24 1SE
☎ 01425 475000 ✉ hr@ringwood.hants.sch.uk
www.ringwood.hants.sch.uk

How to Apply

Thank you for your interest in becoming part of the team at the Ringwood School.

I hope you find the enclosed information helpful but if you have any questions or would like to arrange an informal visit please telephone Nikki Shave on 01425 481285 or e-mail nshave@ringwood.hants.sch.uk

Please complete an application form via MyNewTerm on our website www.ringwood.hants.sch.uk

The closing date for applications is 1st September 2026

I look forward to receiving your application.

Yours sincerely



Mrs Leanne Symonds
Headteacher



Title	PE Cover Supervisor / Sport Technician
Salary	Support Staff Grade C5 (FTE 26,283 p.a.) prorated to actual salary of £20,285 p.a. Suitable for ECT CPD tailored to individual need
Employment	Permanent or one year contract Term time only plus 1 week of INSET / 44.47 weeks per year Monday-Friday 08.40 – 15.30 plus one hour, 4 days a week for the Sport Technician role
Purpose of the post	Cover Supervisor / Sport Technician to supervise classes during the short- term absence of the assigned teacher and provide assistance to teachers in their day-to-day planning duties where applicable.
The postholder is required to carry out the duties of a School Teacher within the terms of the School Teachers' Pay and Conditions document and meet Teacher standards.	



Ringwood School is seeking a dynamic, creative and forward-thinking Cover Supervisor / Sport Technician to supervise classes during the short-term absence of the assigned teacher and provide assistance to teachers in their day-to-day planning duties where applicable.

This has proven to be a very successful route for graduates to gain school experience to support an application for teacher training in the highly competitive field of PE. The school will support you in your application for teaching / SCITT.

Person Specification:

We are looking for someone with enthusiasm who is flexible in their approach to sport, innovative, adaptable and confident. You should have a keen interest or experience in leading activities. You will be responsible for maintaining a good learning atmosphere and assisting and supporting students when necessary. As PE Cover Supervisor you will enable students to continue with practical PE in the absence of their teacher and assist with after school clubs and PE fixtures as necessary.

Other duties may include covering other subject areas, administrative tasks supporting departments. You should be IT literate, familiar with MS Office applications with good literacy and numeracy skills.

A full support network and training programme will be provided to the successful application to include sports courses and expand your own CPD. For further information please refer to our Cover Supervisor Information Pack on our website.

Key Duties and Responsibilities:

- Supervise work that has been set by a teacher
- Manage the behaviour of students whilst they are undertaking this work to ensure a constructive environment
- Respond to any questions from students about processes and procedures
- Deal with any immediate problems or emergencies according to the school's policies and procedures
- Collect completed work after the lesson and pass to their appropriate teacher
- Feedback to the appropriate teacher where the students reached and any issues or rewards given
- Report, as appropriate using the schools agreed referral procedures, on the behaviour of students during the class and on any problems arising
- Be aware and support the difference and ensure students have equality of access to opportunities to learn and develop

Criminal Records Bureau This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Ringwood School's pre-employment checks. Please note that additional information referring to the Criminal Records Bureau is in the guidance notes in the application form. If you are invited to interview you will receive more information

Additional Information The postholder is required to contribute to and support the overall aims and ethos of the school. - All staff are required to participate in training and other learning activities and in performance management and development. as required by the school's policies and practices. –

There will be a fortnightly cover supervisor meeting after school for 30 minutes

Person Specification

	Essential	Desirable
Qualifications	Maths & English Grade C or above	A degree
Professional Development	An Interest in Teacher Training	
Experience	Experience of teaching children of a relative age	
Skills and Abilities	Able to work well with colleagues, form positive relationships and lead by example Ability to work with minimal supervision and within a team Competent use of ICT	An interest in teacher training Resilient, problem solving and enthusiastic Understanding of the curricular requirements of the school, including statutory requirements Ability to manage students in a classroom setting
Personal Attributes	Committed to your own continuing professional development. Willingness to take part in extra-curricular activities	Cheerful and hard working disposition
Other Specific Requirements		

General Information for Applicants

Ringwood School provides a **high quality education** for students aged 11 to 19 years of age who are looking for the best possible start in life. The school became an Academy on the 1st April 2011.

We are a **group eight school** with **over 1550 students** on roll (including almost 300 in the sixth form). The school has **an excellent record of academic success** at all key stages. Students, parents, staff and members of the wider community are justifiably proud of the school's success. Parents are very supportive of the school.

Ringwood School was appointed **one of the first National Teaching Schools in 2011**. We recognise that our staff are our most valuable asset and as such we invest heavily in professional development to continually improve practice and are looking to appoint teachers who share this same aspiration and potential.

Our Vision

"Foundations for **lifelong success**".

Location

The historic market town of Ringwood is a lively community situated close to the beautiful surroundings of the New Forest National Park and the Dorset World Heritage Coastline. **The school lies at the heart of its community**, including rural villages in the surrounding area.

The School

Colleagues are **professional, highly motivated and supportive** of each other. Our firm commitment to professional development and the induction of all new staff means that the settling in process is managed very well. Students enjoy coming to school, achieve high standards and make the most of the opportunities available to them.

It is our aim to **inspire the next generation by encouraging, empowering and supporting** them to be successful in their chosen areas. We seek to raise the aspirations of our students, equipping them for life, learning and work in a modern technological world.

Leadership & Management

The **School's Senior Leadership Team** comprises the Headteacher, one Deputy Headteacher and five Assistant Headteachers.

The school is organised into departmental areas, each led and managed by a Subject Leader.

- English
- Modern Foreign Languages
- Mathematics
- Design Technology
- Science
- Music
- Geography & Geology
- Drama
- History
- Visual Arts
- ICT
- Physical Education
- Business Studies & Economics
- Ethics and Philosophy
- Media
- Special Educational Needs
- Psychology
- Criminology

Our **curriculum is rich** and we provide a wide range of learning opportunities in a variety of contexts through both the formal curriculum and the extra-curricular programme.

The Governing Body comprises 18 Governors, including Staff Governors, who meet termly, as do their Sub-Committees for Audit & Finance, Curriculum, Learning and Assessment Committee, People, Rewards & Development Committee, Governance Committee and Student Welfare & SEN.

Pastoral Care and SEN

We are, first and foremost, a comprehensive school. We are committed to providing an inclusive education for all of our students and work closely with the range of education support services. In addition to excellent SEN provision our last Ofsted report records that the work around students' personal development and welfare is outstanding. The report describes the school's work in this area as "a beacon of highly effective practice within the local area".

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are a completely non-smoking site.

Achievement

As you will see from our examination results, we continue to work hard to improve progress and achievement at Ringwood School.





Examination Results

		2021	2022	2023	2024	2025
KS4	Students achieving 5 or more GCSE passes at Grades 9-4 (A*-C) including English and maths	78.5%	79%	78.9%	80%	81%
	One or More passes	100%	98%	100%	99%	98%
	Average Progress 8	N/A	+0.22	+0.22	+0.36	+1.3
	Average Attainment 8	N/A	54.1	52.11	53.4	55.94
A Level	ALPs Progression Grade	1	2	3	3	5
	Percentage of A*-B grades	70.7%	68.2%	83.7%	58%	58%
	Pass rate 1 A*-E	99.5%	99.5%	100%	100%	100%

#TeamRingwood - Cultural fit statement

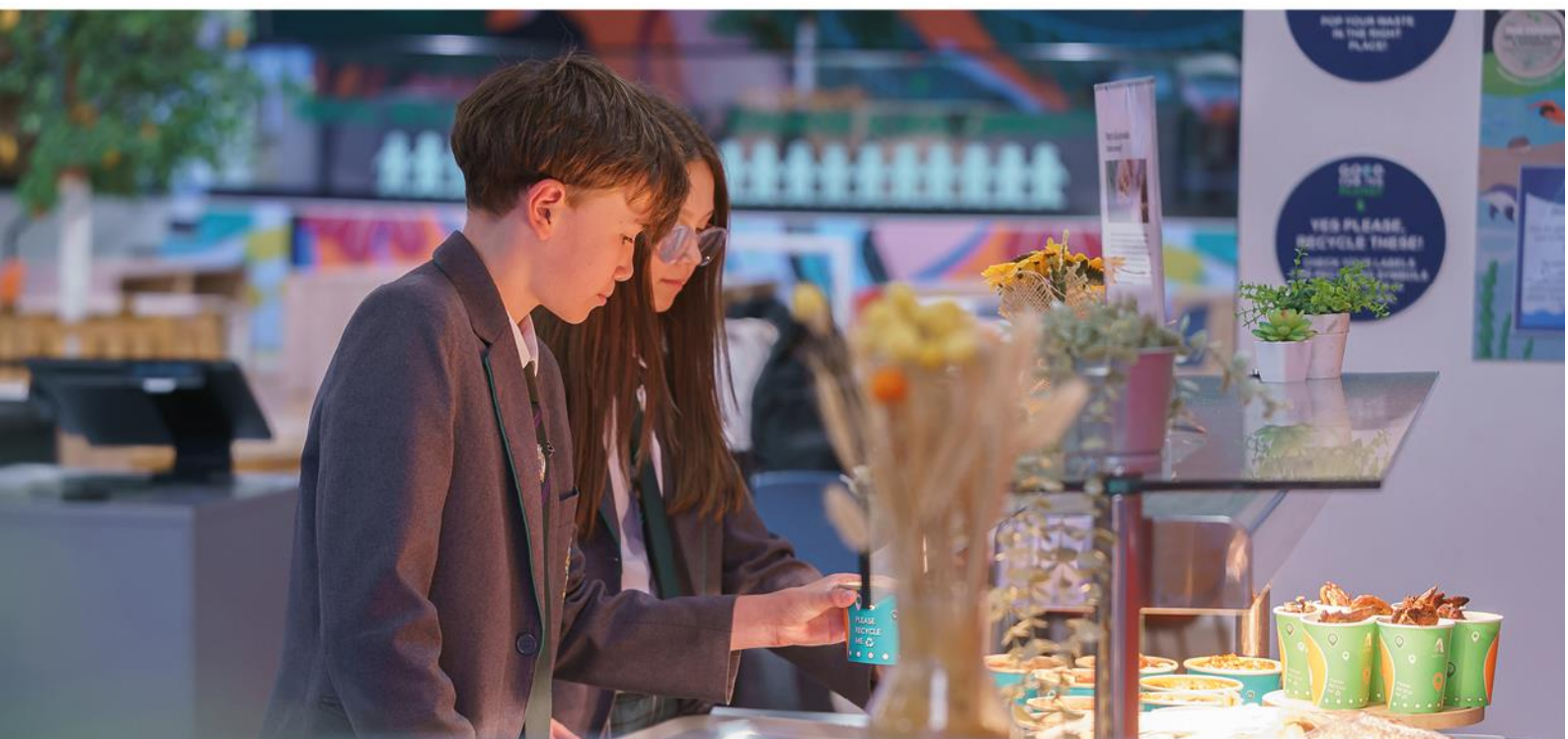
We work as one team and we:

- Value working together, are committed to helping others and collaborating to achieve better outcomes.
- Value face to face communication as often as possible.
- Are proactive and visible, with a “See it, Sort it” approach.
- Appreciate that our jobs are challenging, mistakes do happen and that asking for support or telling someone that you are finding something difficult is not a sign of weakness but an opportunity to develop and find support when needed. We commit to looking out for signs that others may be struggling and offering help as well as asking for help when needed.
- Are inclusive, consistent, fair and positive in our behaviour management approach for all children.
- Have high expectations for all, using school processes to eliminate low level disruption; promoting great teaching and learning.
- Are trained and supported to deliver high quality learning and who take responsibility for our own professional development.
- Are enthusiastic about our profession, take and make no excuses and who want the best outcomes to maximise the life chances of the students in our care.
- Have positive, caring, supportive, trustful and respectful relationships with everyone in the school community. We want our school to be a beacon of humanity at all times.
- Value recognition and actively celebrate the success of our students and colleagues.
- Embrace an open door culture, where dropping into a lesson is the norm.
- Share their work with pride and generosity; and take responsibility for asking for help where we need it.
- Endeavour to bring our best everyday.

#TeamRingwood - Cultural fit statement

How do we support our staff?

- A team of Mental Health First Aiders
- A wellbeing library for staff
- Ongoing training and resource materials on aspects of wellbeing
- Regular wellbeing surveys and action on results
- Support so that you can be present for the important things in life like your child's sport day; a nativity performance or supporting a loved one with an important appointment.
- Time away from the workplace for leaders to work on strategy
- External supervision for staff in key roles – pastoral work; safeguarding and the LAC team.
- Free confidential counselling
- Return to work conversations when you have been unwell to check that you are well enough to be back



Safeguarding and **Child Protection Statement**

To provide an environment in which **students feel safe, secure, valued and respected**, and feel confident, and know how to approach adults if they are in difficulties, believing they will be effectively listened to.

To **raise the awareness of all teaching and non-teaching staff** of the need to safeguard students and of their responsibilities in identifying and reporting possible cases of abuse.

To provide a **systematic means of monitoring students** known, or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support packages for those students.

To develop a **structured procedure within the school** along with visits and trips which will be followed by all members of the school community in cases of suspected abuse.

To develop and **promote effective working relationships** with other agencies, especially the **Police and Social Care**.

To ensure that all staff working within our school who have substantial access to children have been **checked as to their suitability, including verification of their identity, qualifications, and a satisfactory DBS check** and a single central record is kept for audit.

Equal Opportunities Statement

Ringwood School **values the diversity of our workforce** and **welcomes applications** from all sections of the community.

