



# RECRUITMENT PACK

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# MESSAGE FROM THE EXECUTIVE PRINCIPAL

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Sandy Secondary School continues to go from strength to strength; It is a place all staff and students are pleased to attend and proud to be a member of the school community. The school continues to achieve some of the best GCSE and A 'level results for its students and offers a very extensive support programme both pastorally and academically for all students regardless of ability. We are an inclusive community and with high expectations of both students and staff.



Our transformational journey continues this year, with even higher expectations, refinement of our systems and an even greater focus on achievement and success. It is a very exciting time for our school community as our new teaching block opened in September 2024, alongside significant internal refurbishment, and modernisation to the existing school.

I look forward to receiving your application and welcoming you to our school in person should you be shortlisted for interview.

May I take this opportunity to thank all applicants for their interest in this post and in Sandy Secondary School.

With best wishes

A handwritten signature in black ink, which appears to read 'K Hayward'.

**Miss Karen Hayward**  
**Executive Principal**



# OUR VALUES & ETHOS

*"Empowering Our Students To **Shine**"*

At Sandy Secondary School, nestled at the heart of its community, we cultivate an atmosphere of empowerment, ensuring each student confidently embraces their unique potential. Our ethos champions students who are aspirational, self-motivated, and compassionate, fostering not only academic prowess but also moral, cultural, and societal awareness. Our dedicated staff, with a tailor-made curriculum, recognise each student's individuality, providing ample avenues for them to shine, both within and beyond the classroom setting. Complementing our academic commitment is our steadfast pastoral support, ensuring student well-being, resilience, and the ability to make positive choices.

Emphasising the vital role of parents and guardians, we cherish and nurture the enduring partnerships between the school, students, and their families. This bond is pivotal in shaping a student's educational journey, allowing guardians an integral part in this crucial phase of their child's life. Our approach to teaching and learning is both innovative and rooted in student needs. We are adamant that no barriers, be they disability or societal, impede our students' success. With top-tier teaching, we not only impart knowledge but inspire passion, leveraging technology and in-depth data to enhance learning experiences.

Our students, the pride of Sandy Secondary, are enthusiastic and engaged learners. They not only achieve academically but also cultivate skills such as adaptability, resilience, and leadership. Their interactions with peers and staff echo respect and the expectation of positive behaviour. Our leadership stands as a beacon of integrity, approachability, and vision, ensuring decisions prioritise achievement, teaching, and learning. Every staff member's input is valued, fostering a collaborative environment that enriches the school's journey. Lastly, our relationship with parents and guardians is rooted in trust and open communication, leveraging technology to keep them in the loop, ensuring a harmonised educational experience for every student.



# COVER SUPERVISOR

**Required ASAP**

**28.35 hours per week term time only plus 5 INSET days**

**NJC Level 3d points 7 – 11**

**£17,613 – £18,773 per annum, actual salary**

**(£26,403 – £28,142 pro rata)**

Are you an enthusiastic and committed individual ready to make a difference in the lives of young people? We are seeking a hardworking and motivated Cover Supervisor to join our dynamic team at Sandy Secondary School.

The role of a Cover Supervisor is integral to the success of our school. You will play a key part in maintaining continuity in education by delivering pre-prepared lessons during teacher absences. Your responsibilities will include ensuring students stay on task, managing classroom behaviour effectively, and fostering a safe, supportive, and engaging learning environment.

We are committed to your professional growth and provide comprehensive training, including behaviour management techniques and opportunities to observe best practices in the classroom. While previous experience is not essential, a passion for working with young people and a dedication to their success are a must.

If you are ready to inspire the next generation and thrive in a vibrant school community, we would love to hear from you. Join us on our journey of growth and contribute to the next exciting phase of development at our school.

Ready to make an impact? Apply now and be part of something extraordinary!

## **How to apply for the role:**

Application is by completed application form via my new term, just click on the link on our website or click on the QR code above.

**Closing Date – Monday 26<sup>th</sup> January 2026 at 9.00am**





# SAFEGUARDING POLICY

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Posts working with either children and/or vulnerable adults will be subject to the disclosure of criminal records, the successful applicant will be required to undertake an enhanced DBS check.

Sandy Secondary School have decided to carry out online searches for shortlisted candidates as part of due diligence in our recruitment process, (as per KCSIE, paragraph 220).

The searches are conducted by a member of our staff and recorded in line with our recruitment and appointment protocols and procedures.

The process will be consistent, transparent, and fair and reflected within the Safer recruitment policy.

At Sandy Secondary School, safeguarding is our top priority. We encourage all applicants to review our Safeguarding and Child Protection Policy, which outlines our commitment to the safety and wellbeing of students. You can find the policy [here](#).



# PERSON SPECIFICATION

Essential	Desirable
Education - Qualifications	
Educated to GCSE level with English and Maths at A*-C	
Experience and background	
	<p>Previous experience of working in a school or educational establishment</p> <p>Previous experience in a classroom support role</p>
Skills/Knowledge/Aptitude	
<p>Ability to maintain discipline in a classroom situation</p> <p>Understanding of children's emotional and educational needs</p> <p>Ability to work collaboratively with teachers and others</p> <p>Ability to take responsibility and work with autonomy within set boundaries</p> <p>Good interpersonal skills with ability to communicate effectively with children and adults</p> <p>Good written communication skills</p> <p>Good organisation and time management skills</p> <p>Ability to use ICT for recording, monitoring and reporting</p>	<p>Knowledge of behaviour management strategies</p> <p>Understanding of the educational system and National Curriculum</p>
Motivation	
<p>Willingness to undertake training</p> <p>Commitment to developing inclusion for pupils</p> <p>Ability to work on own initiative</p> <p>Ability to work effectively as a member of a team</p>	
Physical	
<p>Ability to meet the needs of the pupils</p> <p>Ability to work effectively in challenging circumstances</p>	
Other	
Ability to undertake extra-curricular activities	Current First Aid Certificate

# JOB DESCRIPTION

<b>RESPONSIBLE TO:</b>	Head of School, supported by the Director of HR, Site & Operations
<b>SALARY:</b>	NJC Level 3d points 7 - 11
<b>JOB PURPOSE:</b>	To cover in the absence of a teacher by supervising pupils who are carrying out work set by the teacher in advance.
<b>HOURS:</b>	28.35 hours per week, term time only  <b>Monday – Friday 4 x 1 hour lessons, 1 x 55 minute lesson and 40 minutes registration between the hours of 8.25am and 3.00pm</b>

(**N.B.** The DfES guidance on cover supervision, endorsed by all the signatories of the Workforce Agreement, states that “cover supervision occurs when there is no active teaching taking place... pupils would continue their learning by carrying out a pre-prepared exercise under supervision. Cover supervision should only be used for short term absences”.)

## **Main duties and responsibilities:**

1. To supervise pupils in the absence of a teacher, creating and maintaining a purposeful and orderly learning environment for pupils.
2. To ensure that the work set by the teacher is carried out in accordance with the school's strategy. To check that pupils have appropriate equipment and materials to enable them to complete the tasks set and answering pupils' questions about process and procedures.
3. To support expectations of pupil behaviour in the classroom, securing appropriate standards of discipline and ensuring that the school's behaviour management policy is adhered to.
4. To deal with any emergencies or problems which occur, in line with the school's policies and procedures.
5. To ensure that completed work is collected at the end of the lesson and returned to the teacher.
6. To report to the teacher after the lesson, in accordance with the school's agreed referral procedures on any issues arising, including the behaviour of pupils.
7. To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the Executive Principal.
8. To attend staff meetings, participate in performance management arrangements and undertaking training and development as required.



# JOB DESCRIPTION

9. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.

To undertake tasks of a similar nature and level, as directed by the Executive Principal.

## Health and Safety

To have an up to date knowledge and demonstrate a good understanding and knowledge of equalities legislation and the Equality and Diversity policies as applicable to the role.

## Professional Development:

- Maintain and update your own knowledge and skills in line with legislation and the needs of the role.
- Attend CPD events as required.
- Undertake any additional training highlighted by line management feedback.
- Lead by example to maintain a high standard of professionalism at all times.

## PERFORMANCE MANAGEMENT:

Participate in the School's arrangements for performance management, professional development and the School's arrangements for quality assurance and internal verification.

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

The School will endeavour to make any necessary reasonable adjustments to the Job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment of any employee who develops a disabling condition.

This Job Description is current at the date shown but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the School. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

***'We believe in the welfare and safeguarding of all children and expect ALL staff to share the same view'***