

# Cover Supervisor

## Alcester Grammar School

### Term Time Only Role

**Casual Hours Contract-** flexible hours as required by the School, often at short notice

Given the nature of the work, this position is not guaranteed hours, which means you will be working on a casual basis, being hourly paid on a zero hours contract. It requires full flexibility as cover due to illness is often requested on the morning of each day. There may be periods of sustained cover needs at other times, for example, due to illness.

**Role Salary:** AGS Unqualified Teacher Point O3, currently £28.50 per hour



# Welcome from the Principal

Thank you for showing an interest in working at Alcester Grammar School.

We are one of the country's highest performing state schools, and we pride ourselves on being an uplifting place to work and study, and a community where everybody is happy and valued.

Forward-thinking, selective and co-educational, AGS is a truly special, unique and outstanding institution that offers a rich, ambitious curriculum and a broad all-round education, supported by outstanding pastoral care. When you visit, you will be impressed by a warm and purposeful atmosphere, underpinned by the dedication and talent of the staff and the positive attitude and enthusiasm of the students. As well as our focus on academic achievement, we are committed to enhancing enjoyment and interest in learning in the broadest sense, with a real focus on developing individual talents.

This is a rare opportunity to join a school where you can indulge your creativity, refine your skills, and enjoy an atmosphere that respects your professional autonomy. We are fully committed to staff development and CPD.

For more information about the role please do read through this pack - or contact me at any point at [r.thorpe@alcestergs.com](mailto:r.thorpe@alcestergs.com). I look forward to receiving your application.

Thank you again for your interest in the post – please don't hesitate to get in touch



Rachel Thorpe - Principal



**'Alcester Grammar School is a thriving and happy place' (Ofsted 2022)**



# Why work at AGS?

Why do AGS staff generally stay so long and describe the school as the best that they have ever worked in?

- At AGS teachers have the **freedom to teach**. Students have a thirst for learning, they are highly motivated and engaged. Teaching at AGS is **fun and rewarding**.
- A culture of **professional autonomy** and a supportive staff - you join a real '**AGS Family**'.
- We recognise that our staff (like our students) have other commitments away from school and are entitled to a **healthy work-life balance** and we support our staff with family or other commitments wherever possible.
- **High quality bespoke CPD** is provided for all staff - we are committed to supporting professional development.
- We are located in a highly convenient location in South Warwickshire, just over half an hour's drive from Birmingham and easily commutable from Worcester, Stratford, Coventry, Warwick or Cheltenham. It is a **beautiful part of the country** with superb amenities and eminently affordable housing. Anybody joining us is likely to see not just a significant increase in the quality of their professional life, but a commensurate increase in the quality of life outside of school.
- Free onsite parking, onsite gym and multi-faith prayer room



**'The new Principal and Senior Team provide exceptional leadership'**  
**(Ofsted 2022)**

# Learning at AGS

AGS is a unique and special place to learn. We take a holistic view of learning, emphasising the rewards of deep understanding of the subject, instilling a love of learning and its challenges. Our curriculum is knowledge rich, however we are equally committed to the development of specific learning skills, as shown in our definition of an 'Engaged AGS Learner'.

Our vision is to give each of our students the best possible future, and our curriculum is at the heart of this ambition. More information on our KS3 and KS4 curriculum can be found [here](#), whilst details of our 6th Form curriculum can be found [here](#).

At AGS we ask staff as well as students to be 'life-long learners', hence our commitment to bespoke CPD for all staff.



**'Pupils love learning. They benefit from an exceptional curriculum'**  
(Ofsted 2022)

# Pastoral at AGS

Pastoral care at AGS is second to none. Students are well supported by both the 7-11 and 6th Form Hubs - and all teaching staff play a vital role as a Form Tutor.

A key part of what makes AGS special is our commitment to developing 'DHBs' - Decent Human Beings. As a school we have recently worked to define this, as shown opposite. These traits are the focus of a strong assembly programme, that also aims to link seamlessly with our PSHE, Life Programme in the 6th Form and excellent Careers provision.

At AGS we are a fully inclusive school - Ofsted recently noted that pupils 'treat everyone with courtesy and respect those with different lifestyles and backgrounds. Pupils have a strong understanding of equality, diversity and inclusion. They accept that individuals can be themselves'.

Student voice is important at AGS; the Student Senate meet half termly to feed back to SLT.



## *Decent Human Being*

Kind

Respectful

Polite

Responsible

Inclusive

Honest

Empathetic

Community-minded



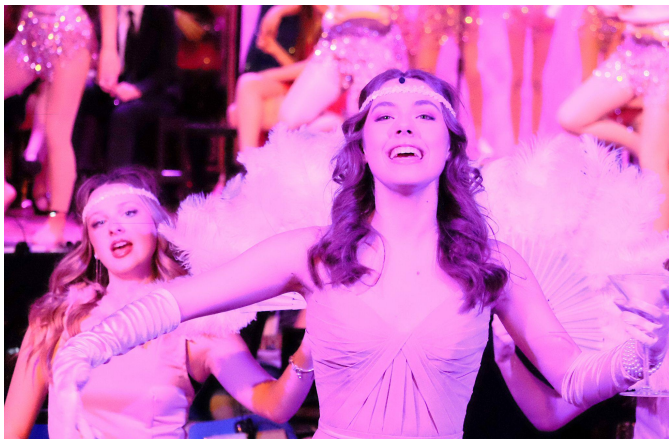
*Making a positive impact...*

**'Pupils' behaviour is exemplary' (Ofsted 2022)**





# Opportunities at AGS



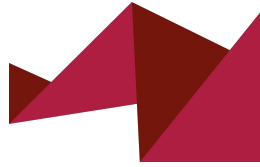
AGS offers a wide variety of extra and super-curricular opportunities beyond the classroom. We believe that all our students should have the opportunity to develop new skills and find different interests and hobbies. Taking part in clubs is also a wonderful way to make new friends and have fun with others who share similar interests.

Students are able to take part in a wide range of sports, music and drama opportunities as well as variety of co-curricular and fun clubs and societies. These are led by staff in their specific field of expertise and/or interest area and a number of clubs are also initiated and run by our students themselves.

As a staff member joining AGS, it is an expectation that you will play a full role in all areas of school life - not just in the classroom. In return you can expect opportunities to travel the world on our significant number of international trips, to work with students in new and creative ways and to share your own passions (often outside your subject area) with our curious and committed students.

**‘Pupils welcome opportunities to extend their experiences wherever possible’ (Ofsted 2022)**

# The Role



The main role of a Cover Supervisor is to manage the classroom in the Teacher's absence. The Head of Department/Teacher will provide all the materials and tools needed for the lesson ready for the Cover Supervisor to deliver.

Although not actively teaching, it is important for a Cover Supervisor to have the skills and confidence needed to keep the class motivated and focused so they can work on the activities set and prepared for them.

The role requires you to support students as they work through the lesson and to understand how to help them to complete tasks, where needed.

## **Day-to-day duties for a Cover Supervisor include:**

- Registration of groups using the School's Information Management System (SIMS)
- Being aware and supportive of SEND requirements of students in the group.
- Creating a safe, positive, supportive classroom environment.
- Promoting good behaviour, dealing promptly with conflict and incidents in line with the school's policies, encouraging pupils to take responsibility for their behaviour.
- Supervising pupils, ensuring they are engaged in the classwork.
- Establishing trust with pupils, interacting with them according to individual needs.
- Assisting pupils with tasks as needed.
- Collecting completed work and returning it to the teacher.
- Following the school's safeguarding procedures and reporting any concerns immediately to the Designated Safeguarding Lead.

**Staff induction and training will be provided.**

**'They (pupils) love coming to School' (Ofsted 2022)**

# Person Specification

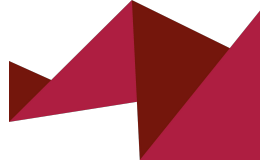


Criteria	Requirements
Essential qualifications	<ul style="list-style-type: none"><li>● GCSE A*- C (or equivalent) including English Language and Mathematics</li></ul>
Essential knowledge, skills and abilities	<ul style="list-style-type: none"><li>● Ability to relate well to students and be an effective role model</li><li>● A flexible approach to work</li><li>● Accuracy and attention to detail</li><li>● Ability to remain calm under pressure</li><li>● Excellent interpersonal and organisational skills</li><li>● Excellent communication skills, both verbal and written</li><li>● Professional manner respecting our school ethos</li><li>● Ability to work as part of a team or alone as necessary</li><li>● Ability to be firm but fair at all times</li></ul>
Essential experience	<ul style="list-style-type: none"><li>● Experience of addressing and managing groups of students</li></ul>
Desirable experience	<ul style="list-style-type: none"><li>● Teaching or Teaching Assistant experience within a school</li><li>● Experience of addressing large groups of students</li></ul>
Essential personal qualities and attributes	<ul style="list-style-type: none"><li>● Willingness to be flexible with working hours/days to respond to the needs of the school</li><li>● To be tactful, punctual and reliable</li><li>● Committed to safeguarding and promoting the welfare of all students at Alcester Grammar School</li></ul>

**‘Lessons are highly challenging, and students rise to that challenge exceedingly well’ (Ofsted 2022)**



# Safeguarding and Equal Opportunities



## Safeguarding

Alcester Grammar School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.



## Equal Opportunities

Alcester Grammar School is committed to developing a culture of inclusion in our school for the benefit of all staff, pupils and governors. We believe that all staff should thrive irrespective of race, religious beliefs, disability, gender, gender identity, and sexual orientation. We recognise and respect values and difference and we work to remove any barriers which inhibit the development of people, including recruitment and retention.

‘Pupils feel safe here’ (Ofsted 2022)



Should you have any questions or queries regarding this position, please do not hesitate to contact:

Mrs Karen Andrews- HR Manager

[k.andrews@alcestergs.com](mailto:k.andrews@alcestergs.com)

01789 762494

**ags** Alcester  
Grammar  
School