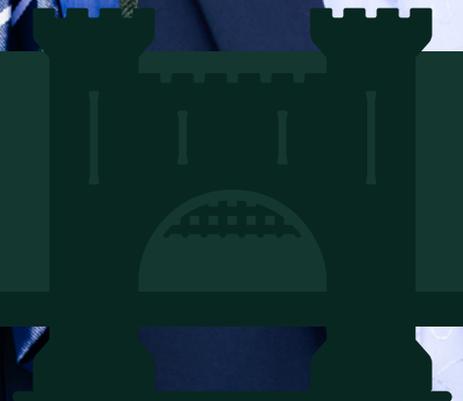




Langley
SCHOOL



Cover Supervisor
Prep School, Taverham, NR8 6HU





About Langley

Langley School is an HMC boarding and day school offering an all through education to more than 800 pupils aged 6 months to 18 years.

Langley Prep School is based in Taverham, for ages 6 months to 13 years. Langley Senior School is in Loddon, for ages 10 to 18 years.

With an established legacy in providing a first class inclusive education, Langley is an innovative, caring and stimulating place to work. It is our ambition to not only build the areas in which our strengths lie, but to lead the way as a forward thinking and aspirational school.

Set within two enviable countryside sites, Langley's stunning green campus locations are a wonderful canvas that allow children space to breathe and grow with the added advantage of being close to Norwich and nearby transport links to Cambridge, London and Schipol Airport via Norwich Airport.

About the Role

We are looking to appoint a well organised and skilled cover supervisor to provide support with cover across the school.

You will play a vital role in contributing to the culture, ethos and well-being of the whole School, supporting pupils throughout the day by fulfilling pastoral responsibilities, and supervising pupils on visits, trips and out of school activities.

The ideal candidate will be someone who has an active interest in helping our pupils to achieve. You will need to be confident and able to supervise classes during the short term absence of teachers

To succeed in this role you will possess excellent communication skills and have the

ability to work on your own initiative.

Across the school, you will be responsible for consistently implementing all academy policies including maintaining acceptable levels of behaviour.

A commit to the full life of the School, with a willingness to offer extra-curricular provision is a necessity in this role.



Purpose and job specification

As a cover supervisor you will:-

- Offer support in practical lessons for DT and Science;
- Check the cover list to establish lessons to be covered and ensure work has been set, and contacting the Subject Leader if work and resources are not in the classroom;
- Supervise and assist pupils in undertaking set activities, distributing appropriate resources, encouraging them to stay on task, responding to questions and maintaining order;
- Assist with the supervision of pupils out of lesson time and undertaking break duties in accordance with a rota;
- Provide supervision to cover lessons in the absence of the timetabled teacher wherever possible across the School;
- Provide administration support e.g. photocopying, filing, creating displays etc as required
- Supervise pupils on visits, trips and out-of-school activities as required.
- Deliver lessons which are appropriate to the age and ability of the pupils so as to facilitate progression in pupils' learning and provide feedback that moves learning forward;
- Ensure that the resources required to effectively deliver the covered lessons are available, and making sure classrooms are left tidy ready for the next lesson;
- Provide objective and accurate feedback to the appropriate colleague on pupil conduct and work completion within the lesson;
- Collect completed work at the end of the lesson and return it to the appropriate teacher / subject leader;
- Ensure that homework is set, where appropriate, and monitored;
- Report any safeguarding concerns immediately to a designated safeguarding Lead.



Skills and Experience

The cover supervisor will have:-

- An ability to provide support to individual pupils or small groups, including those with individual needs, as identified by the subject leader;
- Passion to ensure children from all abilities and backgrounds become lifelong lovers of learning who make a positive contribution to our community;
- A work ethic which demonstrates and promotes the School's core values of kindness, curiosity, integrity and confidence;
- The expertise to ensure that teaching is broad, balanced, relevant and motivational in order to maximise the academic potential of all pupils;
- An ability to adapt to working across a range of subject areas with no regular timetable, and supporting the smooth operation of the School staff at other times;
- Proven experience on use of technology for submission of work online, a familiarity with remote learning platforms and use of ISAMS or other school systems.



Job overview

Site:	Langley Prep School, Taverham, NR8 6HU
Start date:	February 2022
Reporting to:	Deputy Head (Academic)
Hours per week:	37.5 hours per week
Weeks per annum:	35 weeks (Term-time+INSET)
Salary:	£18,270 per annum
Contract type:	Permanent

Langley is committed to promoting a diverse and inclusive community a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to welcome and support staff from different backgrounds and part time or flexible working applicants.

How to make an application

Langley School is committed to safeguarding our pupils and students. All offers of employment are conditional subject to receipt of two satisfactory references in addition to child protection screening, including checks with previous employers and the Disclosure and Barring Service.

Applications should be received no later than midday on:

20 January 2022

Any candidates shortlisted for interview will be notified by:

24 January 2022

Please submit a covering letter outlining your suitability for the role together with a completed application form; CV's will not be accepted as a substitution but may be submitted in addition to the application form in order to supply additional background information.

Please email your application to recruitment@langleschool.co.uk and note that all information within your application will be treated confidentially.

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Professional development and ongoing CPD through internal and external training
- 24/7 access to our Employee Assistance Programme
- Free School lunches during term-time
- Fee remission of up to 50% for permanent staff (subject to pro-rata calculation)
- Access to a range of pension options, including DC and TPS*

*TPS enrollment is subject to employer terms and conditions

Contact

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