

WARBLINGTON
SCHOOL

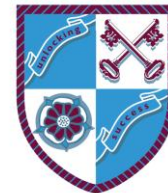
Candidate Information Pack

COVER SUPERVISOR

Salary Grade D - £20,744 (£26,918 FTE)
32.5 hours per week, 40 weeks per year
Mon-Fri 08.00am-3.00pm (Full Time or Part Time)



A very warm welcome to Warblington School



Dear Applicant



Thank you for taking an interest in our unique community. I know I say it every year, but there is not a day goes by when I am not proud to be the Headteacher of this school and the community within it. August was another of those moments where the Class of 2024 and staff got to share the fact that their hard work meant every school attainment record has been beaten! They left a legacy that will not be forgotten – that despite the challenges this year group faced, they obtained the skills and qualifications that best prepare them to tackle those challenges and enable them to go on and have successful futures. We have now challenged the future year groups to “step up” and write themselves into the record books!

I am consistently in awe of the character and resilience shown by our young people. Students are still coming to terms with gaps in their education thanks to school closures, yet they seem more determined than ever to make up for lost time, taking advantage of the range of activities that we were once again able to put on. It was great to see students getting excited for the ski trip this year, and also throw themselves into Sports Week, staying for rehearsals for the school show, going out on trips and visits or just being able to have Christmas lunch or an assembly with the whole school together – something we do twice a year and is one of my favourite times – it emphasises the importance of working on something collectively. And in our case, Warblington is something very special.

We, along with every Hampshire school, have been able to be part of a #BeeWell survey, looking at student’s wellbeing. Much is written around the performance of UK schools in PISA tables by politicians, however rarely does this focus on how poorly UK schools come out when it comes to student wellbeing. What the #BeeWell survey has shown us is that Warblington bucks this trend, with students saying they feel safe, experience bullying below Hampshire and National averages and feel they have staff that will listen and support them all the way through school. This is something we’ve strived for and now have the evidence to show!



The improvement journey the school is on is one that presents challenges but also real successes. We now sit with a full Key Stage 3, and waiting lists in years 7, 8 and 9. With the increase in students, comes the needs to review the curriculum and we are delighted that Design Technology is back, having recruited into this area. Business Studies also now forms part of the Key Stage 4 options. At a time where many schools are reducing the numbers of subjects, we are able to offer more – increasing the broadness of curriculum offer our students and parents have come to expect.

Warblington school has something quite unique about it. Whilst we go about our day in our Grade 2 listed building (yes it really is a national treasure!) that has recently seen millions spent upgrading the glazing to ensure rooms are fit for purpose, we remain a small, but rapidly growing secondary school. At only 780 students we can do things differently here as we know individuals well. This is picked up by everyone who visits us. But it goes deeper than that. Everyone who visits will tell you just how welcoming the school is for new staff and students – over 40 students joined us mid-way through the year last year, with each one saying how they had settled in well and were enjoying school. Indeed, one of our senior prefects this year joined us outside of the normal admission round, yet you wouldn't notice that from speaking to her. This is a thriving community and I am proud to say our students are well behaved, friendly, kind and considerate. They welcome visitors and they are proud to speak of their school. Our staff are passionate about improving learning and aim to inspire and challenge the young people we work with.

A recent inspection by the Hampshire Inspection Team noted, *“During the learning walk all pupils were engaged in their lessons. It was evident that teachers had a strong presence and command within the classroom environment, with subtle cues to engage pupils who may be off task or unsettled following a transition. These ‘behaviour of learning’ techniques were evident across the school, with teachers skilfully using eye contact, hand gestures and body language, without interrupting the flow of the lesson. This ensured any low-level disruption was addressed swiftly and meant behaviours did not manifest into something more. Behaviour seen throughout the day would align with the self-evaluation, with the school being calm and orderly, with pupils following staff instructions with respect.”*
Hampshire Inspectorate and Advisory Service (HIAS)

We believe that children have the right to the best education and during their time with us, we aim to equip all of our students with the skills they need to flourish in modern society; to make the best of opportunities and to be able to positively contribute once they leave Warblington School.

The way we work with individuals on the Personal Development Curriculum has continued to build, and during our recent Hampshire Inspection, it was commented that, *“The enrichment curriculum covers careers, equality and diversity, relationship and sex education and safeguarding. ...all teachers deliver this within teams becoming more expert in their area. Leaders place value on this aspect of their work and this is highly visible across the school”*





We have high aspirations for everyone who wears the Warblington School logo and as we begin to look ahead to September 2025, and celebrate our 70th year as a school we continue to strive to improve ourselves through a clear focus on learning and achievement in a supportive environment. As a parent myself, I know that children and young people learn best in an environment which is secure, happy and caring. Our learning community works hard to create the right atmosphere and we pride ourselves on seeing each child as an individual. We take time to celebrate achievements together, whether they are academic, sporting, artistic or dramatic.

Here at Warblington, we are committed to bringing the best out of each and every student entrusted to us and being a small secondary school allows us to get to know each individual and provide them with the support they need that will enable them to thrive.

Curriculum is very important to us and has played a key role in our improvement in outcomes. Further information on our curriculum can be found our curriculum booklet and on our website. We recruit specialist teachers in their subjects and as we know they are passionate about the subjects they teach and we believe students need to experience a wide range of subjects for as long as possible.

Finally, it is important to note that teaching and learning is at the heart of everything we do. Our focus for this year is around the use of the Great Teaching Toolkit becoming the golden thread of all adaptive inclusive teaching enabling all students to succeed in the right environment. With the renovation of the main building complete, and the renovation of the technology block due to begin in the summer of 2025, we know that the ingredients are there for Warblington School to be a special place for years to come – and we'd be delighted for you to join us on that journey.



Mike Hartnell

Headteacher

COVER SUPERVISOR

Salary Grade D - £20,744 (£26,918 FTE)
32.5 hours per week, 40 weeks per year
Mon-Fri 08.00am-3.00pm (Full Time or Part Time)

We are seeking to appoint a Cover Supervisor on a permanent full-time contract with the skills and experience to develop positive working relationships with young people.

Being a cover supervisor is an excellent opportunity for someone thinking of teaching as a career and wants some hands-on experience; or an existing teacher wanting to move away from the pressures of marking and planning but stay in the classroom. Full training will be given to the successful candidate.

Key responsibilities

- Provide short term cover for absent teaching staff and provide general feedback to the regular class teacher.
- Be responsible for promoting and safeguarding the welfare of children and young people you are responsible for.
- Encourage positive behaviour through the implementation of the school behaviour policy and practices, and encourage students to take responsibility for their own behaviour.
- Contribute to the overall aims and ethos of Warblington School and be a role model for students through exemplary professional conduct.
- Attend and participate in meetings as required

Excellent communication and organisational skills are essential, as is the ability to work both as a team and independently. Previous experience of working with young people is desirable and the ability to contribute to the wider life of the school will be an advantage.

Closing Date: 29th August 2025

Interview Date: w/c 8th September 2025

We would strongly recommend an early application as we reserve the right to close this vacancy early if we receive sufficient applications for the role.

JOB DESCRIPTION

To act as study supervisor within a variety of learning environments

- To collect work from the Head of Department when required to cover staff absence as directed by the Assistant Headteacher / Cover Manager
- To supervise classes during staff absence
- To encourage good student behaviour and work
- To develop good working relationships with students and staff
- To help students develop personal and communication skills through social interaction
- To inform, advise and guide students during supervision of 'tutor time'
- To utilise effectively the School's MIS – attendance for example

To offer support to departments other than for cover:

- To support planning and assessment
- To assist departments with administrative duties
- To assist departments with the development of learning environments

To offer support to the School outside the classroom under the direction of the Exam & Cover Manager

- To support the invigilation of exams / controlled assessment
- To organise and supervise exam concessions

To work under the direction of the Assistant Headteacher / Cover Manager

- To take direction from the Assistant Headteacher / Cover Manager regarding the best use of time and resources
- To have meetings with other colleagues and to review practice both inside and outside the classroom
- To assist in devising strategies to deal with issues raised at meetings
- To participate in training and continuing professional development
- To attend relevant school meetings as required
- To maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace
- To undertake such other duties within the purview of the post as directed
- Be aware of students with Special Needs and supply information under the requirements of the SEN Code of Practice

This job description is not necessarily a comprehensive definition of the post. It will be reviewed in the light of prevailing needs of the School, after consultation with the post holder.

PERSON SPECIFICATION

Criteria	Essential	Desirable	Evidence
Experience	<ul style="list-style-type: none"> GCSE passes (Grade C and above), or equivalent qualifications I English and Mathematics Basic ICT skills 	<ul style="list-style-type: none"> A degree and/or teaching qualification Demonstrable understanding of how children learn 	Application form
Skills & Attributes	<ul style="list-style-type: none"> Previous experience of working with children/young people in an educational setting Understanding of classroom roles and responsibilities and own position within these Good communication skills – both verbal and written Ability to use effective classroom management strategies and to apply the school's Behaviour Policy fairly and consistently 	<ul style="list-style-type: none"> At least 2 years' experience of working with children aged 11–16 or of working in a school or similar environment Ability to demonstrate and promote good practice in line with the ethos of the school 	Application form and interview
Personal Qualities	<ul style="list-style-type: none"> Confidence to manage students Ability to work constructively as part of a team Flexible, adaptable approach Ability to use own initiative and employ sound judgement but also to recognise when to refer issues elsewhere for resolution Desire to undertake training and professional development 		Letter, observed cover lesson and interview

EXPLANATORY NOTES

Application Procedure

- 1) Read carefully all the information about this post.
- 2) Complete the application form as fully as possible. You must use the school (HCC) application form. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet.
- 3) In section 'details in support of your application' please tell us:
 - a) Why you are applying for this post.
 - b) How your experience, skills, training and/or qualifications equip you for this position and specifically how you meet the person specification and requirements of the job description.

Early applications are encouraged, and we reserve the right to close the vacancy early if **we receive sufficient applications for the role or if** a suitable candidate is found.

Appointment Process

- 1) Suitable applicants will be shortlisted for an interview.
- 2) If you are successful, you will receive a telephone call or email inviting you to attend an interview. It is therefore important that you give us your email address.

Pre- Employment Checks

The successful applicant will be required to:

- 1) Provide details of two referees who know you in a professional capacity, one of whom must be your current or most recent employer (for teaching staff this includes the Headteacher or mentor at your placement if you are still training). It is our usual policy to take up references before interview where possible. Employment is conditional on these references being deemed satisfactory.
- 2) Provide proof of all relevant qualifications (GCSEs and A levels or equivalent), degree and teaching qualifications.
- 3) Provide proof of eligibility to work in the UK.
- 4) Undertake an Enhanced Disclosure and Barring Service check and receive clearance. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered 'spent'.
- 5) Complete a Health Declaration form

Conditions of Service

Employment is subject to a number of pre-employment checking procedures – these are given above.

For teaching staff, this post is also subject to the School Teacher's Pay and Conditions Document and the Condition of Service for School Teachers in England and Wales known as the Burgundy Book. The professional standards for teachers will also apply.

The job description may not necessarily be a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder.

Salary

Support Staff, whether full or part time, will automatically be a member of the EHCC Pension Scheme unless they elect to opt out.

Policy on Equal Opportunities

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures.

Behaviour, which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion will not be tolerated.

The School is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

SUPPORT STAFF APPLICATION FORM



Hampshire
County Council

Please use black pen when completing this form

Application for the post of	
Advertised at school	

Applicant's details

Last name		First name	
Any other last names		Title	

Address	
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	Postcode	
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Day time contact no.		Evening / Mobile no	
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Email address	
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Education and qualifications

Secondary / further education

[illegible]

Job related training

Institute / courses studied	Dates		Standard or level achieved and date awarded
	From	To	

Current employer

Employers name			
Address			
			Postcode
Post held		Date appointed	
Salary		Grade	
Other allowances			
Notice period			

Previous experience (most recent employer first)**Please include details of gaps in employment here**

Employer's name and type of business	Post held	Date		Reason for leaving
		From (MM/YY)	To (MM/YY)	

Reasons for applying for this post

Statement in support of application

Please provide details of how your experience, skills and abilities are relevant to your suitability for the post advertised and how you meet the requirements of the post and the person specification.

In addition, to the relevant experience, skills and abilities in your current and/or past work experience, this could also include any additional relevant voluntary work or unpaid duties you have performed, particularly any positions of responsibility held, e.g. governor, playgroup leader, committee member of a club or organisation, VSO volunteer, CAB volunteer etc. If you have had a break from paid work it is important to include details of any voluntary work you undertook during this time. Attach a continuation sheet if necessary.



References

Please give details below of two people who can provide information that will confirm your suitability for this post. **Where appropriate one person should be your current or most recent employer**; the other should be someone who has known you in a professional capacity. References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns.

Present employer	Other
Name	Name
Position	Position
Address	Address
Tel No (<i>inc. STD code</i>)	Tel No (<i>inc. STD code</i>)
Fax No	Fax No
Email address	Email address
Occupation	Occupation

Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975** because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are “**spent**”. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers , and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website :

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

Further information

- If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service**. This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity unless other restrictions are in place through the Children's Barred List, DBS or Teacher Regulation Agency.
- Although a criminal record involving offences against children is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.

- **Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.**
- It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.
- A copy of the Criminal History (DBS) and Non-Police Personnel Vetting Checks Policy is available on request.
- Criminal record certificates will only be issued directly to the applicant. The Local Authority/your employer will request that you show them your certificate and will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record system in accordance with the General Data Protection Regulation 2016 and Data Protection Act 2018 (the Data Protection Legislation). The school and Local Authority abide by the DBS Code of Practice and Keeping Children Safe in Education which state that a copy of the DBS Disclosure Certificate may only be retained with the permission of the applicant and shall not be retained for longer than 6 months, in order to comply with the requirements of the Data Protection Legislation.

Canvassing in any form may disqualify you from employment. Please state whether, to the best of your knowledge, you are related to a County Councillor, senior member of Hampshire Children's Services Department, or a governor or senior employee of a school maintained by this Authority

YES

NO

If YES, please state the nature of relationship and the name of the County Councillor, senior member of Hampshire Children's Services Department, governor or senior employee of the school.

Nature of relationship

Where did you see the advertisement for this post?

Further information and declaration

Do you hold a UK driving licence (circle applicable)

YES

NO

Do you have the use of a car for work

YES

NO

Would you require sponsorship (previously a work permit) to take up this post

YES

NO

National insurance number

I hereby confirm that the information I have given above is true.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

Signature of Candidate

DATE

Privacy notice

The School collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the County Council to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.

We will keep your personal information for 1 year following the interview date if you are not successful, and for the duration of your employment plus 7 years if you are successfully appointed.

You have some legal rights in respect of the personal information we collect from you. Please see the Schools website for further details on their privacy notice and data protection policy.

You can contact the Schools Data Protection Officer if you have a concern about the way they collect or use your data.