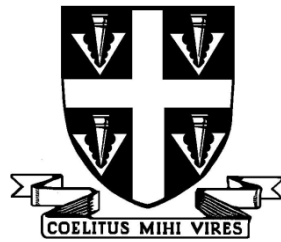
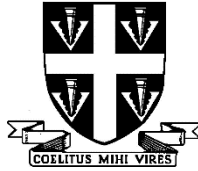


# RANELAGH SCHOOL



## COVER SUPERVISOR





Dear Colleague

Thank you for your interest in the post of Cover Supervisor at Ranelagh School. In this letter, we aim to provide you with some further insight into our school and our priorities.

Our school has an excellent reputation at local and national level. The last inspection by Ofsted in 2024 judged us to be outstanding in all areas. This was our fourth outstanding report and, whilst we are very proud of this achievement, we are in no way complacent.

In addition to excellence in terms of academic outcomes, our purpose is to provide a supportive, stimulating and secure environment in which young people can thrive. As such we seek to employ inspirational and energetic staff, committed to the school's ethos. In return, we aim to provide opportunities for continuing professional growth and development for all staff, beginning with a well-established induction programme.

Given that we spend such a significant proportion of our time in the workplace, it is important to take pride and pleasure in what we do here. Teaching and non-teaching staff collaborate well. They are mindful of one another's well-being and there is a strong sense of collective purpose.

If you are interested in learning more about the role, then please do contact me. If you would like to apply, please submit your application using the form available on the website [www.ranelagh.bonitas.org.uk](http://www.ranelagh.bonitas.org.uk)

We look forward to hearing from you.

Yours sincerely

**Tim Griffith**  
**Headteacher**

## JOB DESCRIPTION

<b>Job title</b>	Cover Supervisor
<b>Hours</b>	33.75 hours per week, term time only, plus INSET
<b>Salary</b>	BGI 9 – actual salary between £20,245 - £21,204, including London weighting
<b>Contract</b>	Permanent
<b>Pension</b>	Eligible for the Local Government Pension Scheme
<b>Accountable to</b>	The post holder will be accountable to the Headteacher and be line managed by, and responsible to, a member of the school leadership team
<b>KEY FUNCTIONS OF THE ROLE</b>	
<b>Specific Responsibilities</b>	<p><i>Cover Supervision</i></p> <ol style="list-style-type: none"> <li>1. Undertake lesson cover in the event of staff absence</li> <li>2. Deliver and supervise work set for classes by their usual teacher</li> <li>3. Ensure that students remain on task and complete work to the best of their ability</li> <li>4. Help and support students in their academic progress</li> <li>5. Ensure that students behave according to the school Code of Conduct, including wearing of correct uniform</li> <li>6. Manage students' behaviour in accordance with the school behaviour policy</li> <li>7. Prepare a written report to the Head of Year or Curriculum Leader in the event of any unusual occurrence or misconduct being witnessed</li> <li>8. Respond to students' needs including answering their questions</li> <li>9. Establish productive working relationships with students</li> <li>10. Be aware of and comply with the school's policies and procedures, concerning child protection, health and safety, confidentiality and data protection</li> </ol> <p><i>Curriculum Administration</i></p> <ol style="list-style-type: none"> <li>1. Support curriculum areas in basic administration as directed by Curriculum Leaders (only in the absence of any daily cover needs).</li> </ol> <p><i>Cover Administration (ONLY IN THE ABSENCE OF THE SENIOR COVER SUPERVISOR)</i></p> <ol style="list-style-type: none"> <li>1. Check staff absence messages and enter information onto the school database</li> <li>2. Process staff absence slips, entering information onto the school database</li> <li>3. Deploy staff to cover lessons including liaising with ex-members of staff and local supply agencies</li> <li>4. Monitor the performance of external supply teachers</li> </ol>
<b>Person Specification</b>	The successful applicant will be enthusiastic, confident and well-organised and share the school's commitment to helping all students achieve their potential. They will also need to have had some experience of working with young people, preferably in an educational environment.

	This position may suit someone who is considering a career in teaching. Ranelagh enjoys strong links with Reading University and the Bracknell Forest Secondary Schools Training Partnership, supporting the training of between 5 and 10 trainee teachers each year.
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## **ROLES AND RESPONSIBILITIES OF ALL RANELAGH STAFF**

As members of a cohesive team, all staff have a common section to their job description which identifies their general responsibilities.

- 1 To implement the aims of the school
- 2 To contribute to school reviews, evaluation and forward planning and actively to support the implementation of the school development plan
- 3 To ensure the implementation of all school policies
- 4 To ensure that all safeguarding procedures are understood and implemented
- 5 To maintain practices which lead to the highest standards of teaching and learning, pastoral care and guidance
- 6 Actively to maintain order and discipline in the school as well as to reward good conduct
- 7 To attend meetings as and when required according to responsibility and to communicate effectively with colleagues
- 8 To attend in service training sessions as appropriate and work with advisory staff
- 9 To liaise with parents and governors as appropriate
- 10 To encourage a stimulating, secure, safe and attractive environment
- 11 Actively to support the school in a public forum

## **ETHOS AND AIMS OF RANELAGH SCHOOL**

### **Ethos**

Recognising its historic foundation, the school is committed to preserving and developing its religious character in accordance with the principles of the Church of England and in partnership with churches at parish, deanery and diocesan levels.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its students.

The school aims to provide a supportive, stimulating and secure environment where high standards of learning and personal responsibility are expected and achieved and where every member of the school community is respected and valued.

## **Aims**

- 1 To provide the environment, stimulus and opportunities which will encourage and enable every individual to discover and fulfil their potential.
- 2 To enable each individual to develop confidence and self-esteem, and to encourage self-reliance, self-discipline and corporate responsibility both in school and in the wider community.
- 3 To develop each student's capacity to take responsibility for his/her own learning and to work constructively as a member of a group or a team.
- 4 To provide opportunities for each student to participate in and enjoy a range of cultural, creative, practical, physical and social activities and to develop their knowledge and skills in these areas. To provide opportunities for moral and spiritual development.
- 5 To ensure that each student leaves school with qualifications and achievements commensurate with his/her ability, with the knowledge, skills, attitudes and values which will provide the confidence to lead a fulfilled and responsible life, and with an awareness that learning is a lifelong process.
- 6 To educate all students through a broad and balanced curriculum which will prepare them effectively for adult life in a multicultural society and an interdependent, changing world.

## **HOW TO APPLY**

**Please complete the online application form available via the school website:  
[www.ranelagh.bonitas.org.uk](http://www.ranelagh.bonitas.org.uk)**

**Please note that CVs cannot be accepted.  
No agencies please.**