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**11-18 mixed Comprehensive/NOR 1100 (c150 6th Form)  
Cover Supervisor  
Grade 4 (27.5 hours a week term-time only)  
£12,389-£13,410 - As soon as possible**

We are seeking to appoint an energetic and enthusiastic individual to join our team of cover staff, who supervise classes in the absence of a subject teacher.

To be considered for the position you should:

- have a good standard of literacy, numeracy and ICT skills
- be adaptable and willing to be involved in all aspects of school life
- have an ability to work as part of a team
- have a calm manner and a good sense of humour

If you would enjoy working with young people aged 11-18yrs we would very much like to hear from you. Experience is not necessary as training will be provided.

On occasions when there are not absent staff, you may be required to invigilate exams or support our administrative team.

The Emmbrook is a flourishing school full of energy and high expectations. In our most recent Ofsted (March 2017) inspection we were judged 'Good' in all areas.

We offer:

- Staff induction and on-going training.
- Well-motivated, hardworking students.
- A strong commitment to staff wellbeing with significant opportunities for personalised professional development.

The job description and application form can be found on the school website under 'Our School – Vacancies'. Please email your application form to [vacancies@emmbrook.wokingham.sch.uk](mailto:vacancies@emmbrook.wokingham.sch.uk).

The Emmbrook is committed to proactively safeguarding and promoting the welfare of all its students and all posts are subject to enhanced DBS clearance.

**Closing date for applications: 9am on Wednesday 18<sup>th</sup> May 2022**



<b>Job Title</b>	Cover Supervisor
<b>Primary Responsibility</b>	To cover classes when the class teacher becomes unavailable.
<b>Salary</b>	Grade 4
<b>Hours of Work</b>	27.5 hours per week (term time only)

**Job Purpose** To supervise classes and direct the activity of the students when the regular class teacher is unavailable due to absence.

When not covering classes, to undertake other reasonable duties, such as small group intervention work or administrative tasks, as directed.

### **Line Management**

Responsible to: Business Manager

Liaising with: Cover coordinator (who will determine cover allocation), teachers.

*The post-holder will carry out all duties, subject to the direction of the Headteacher, in conformity with policies of the school and the Pay and Conditions of Service that are currently in force.*

*This job description may be subject to review, after consultation, at the request of the Headteacher.*

**Date of Publication** May 2022

## **Key Functions**

- To register and record student attendance in lessons.
- To instruct students regarding the work left by their subject teacher.
- To ensure that students learn effectively throughout the lesson.
- To provide assistance and guidance to students during lessons.
- To provide students with the necessary resources for their learning.
- To ensure orderly entry and exit of classrooms.
- To ensure a calm and purposeful atmosphere for working in the classroom.
- To manage resources effectively and ensure classrooms are left tidy and ready for the next lesson.
- To follow school systems and procedures on behaviour management.
- To liaise with subject teachers about cover work.
- To provide accurate feedback to teachers regarding the effort and behaviour of students within covered lessons.
- To follow school procedure to proactively safeguard and promote the welfare of all pupils.
- Where necessary, to invigilate examinations.
- To support isolation and student support functions as directed.
- To contribute to the maintenance of good order and promote the core values of the school.
- To help maintain safe working environments
- Any other duties, which reasonably fall within the purview of the post, may be allocated after consultation with the post-holder.



Cover Supervisor		Essential	Desirable
<b>Knowledge &amp; Qualifications:</b>	Have qualifications in English/literacy and Mathematics/numeracy equivalent to at least Level 2 of the National Qualifications Framework	✓	
	Have A-levels	✓	
	Have a degree		✓
	Knowledge of school curriculum, the age related expectations of pupils, the main teaching methods and the testing/examination frameworks in the subjects and age ranges in which they are involved		✓
	Able to use common Information Communications Technology (ICT) tools for your own and students' benefit	✓	
	Know a range of strategies to establish a purposeful learning environment and to promote good behaviour	✓	
	Know how to establish effective working relationships with young people in order to motivate and inspire them.		✓
<b>Abilities &amp; Experience</b>	Knowledge of the national school curriculum	✓	
	Good questioning skills	✓	
	Good observation and assessment skills		✓
	Knowledge of the standard of work expected from pupils		✓
	Understanding of open-ended questioning and investigative work		✓
	Understanding of your role to assist and supervise students on particular tasks and the expected outcome of individual activities within the allocated timescale	✓	
	Excellent communication skills and interpersonal skills	✓	
	Ability to work within a team working environment and also able to work independently	✓	
	Experience working with children		✓
<b>Personal Qualities</b>	Calm under pressure, adaptable and energetic	✓	
	A caring and positive attitude	✓	
	A good listener and sensitive to students' needs	✓	
	A sense of responsibility	✓	
	Positive behaviour management	✓	
	Able to maintain strict confidentiality	✓	
	Flexibility and use of initiative	✓	
	A good sense of humour	✓	

*The Emmbrook School is committed to safeguarding the welfare of its students and expects all staff to share this commitment. The successful applicant will be required to obtain an Enhanced DBS Check.*

# The **Emmbrook** School



***Learning Together, Succeeding Together***

## **Information for Prospective Candidates**

For Academic Year 2021-22

Find us on:



**Facebook:** [facebook.com/emmbrookschoo](https://facebook.com/emmbrookschoo)



**Twitter:** @Emmbrookschoo



**Instagram:** [theemmbrookschoo](https://theemmbrookschoo)



**Website:** [www.emmbrook.wokingham.sch.uk](http://www.emmbrook.wokingham.sch.uk)



## Headteacher's Welcome

Welcome to The Emmbrook School.

It is my sincere pleasure to introduce you to our flourishing community. The Emmbrook is a fantastic school and a wonderful place to work and build a career. Schools are only as good as their staff and I am certainly privileged to work alongside such talented, compassionate and utterly dedicated colleagues. We are ambitious for every student, conscious that success is different for each individual.

I joined this school in September 2005, initially as a head of department. Prior to becoming headteacher in June 2019, I was fortunate to have held numerous roles across this school at each level of middle and senior leadership. Staying in the same school for over 16 years is testament to how much I have enjoyed my time here; truly there is something very special at the heart of this extended family that is tangible (even if it is hard to define!). As a school we value our staff and their unique contribution while creating outstanding opportunities for professional development. This is a school where staff are trusted.

Our mission is to provide all of the young people in our care with high quality learning and exciting experiences. Academic success is crucial, which is why we work in partnership with students and parents to provide a personalised learning journey for all. Every bit as important as securing high quality qualifications is developing the character and resilience that will stay with our students for life. I am truly inspired by the achievements of our students.

This is a very exciting time for The Emmbrook. There is so much that is great; our warm, caring school ethos, our never-ending pursuit of academic excellence, our high standards of personal conduct and our broad, rich curriculum. We are a popular and growing school that will be oversubscribed in September 2022 and, together, we have the energy to continue our journey of improvement.

My role is to create the optimal conditions for staff to be able to do their jobs brilliantly; to train, develop and broaden their experiences so we can equip our students for the opportunities and challenges that await.

I hope that you are excited to learn more about us and I look forward to meeting you in the near future.

With very best wishes,

**Nick McSweeney**  
Headteacher



## Our Context

### Location

Wokingham is a small historic market town with a population approaching 50,000. The town is in Berkshire, approximately 10 miles east of Reading and 40 miles west of London. Wokingham is growing, in large part due to the growth of technology firms across the Thames Valley and its strong transport links (M3/M4 motorways and commuter services to London Waterloo and London Paddington via Reading).

### School Background

The Emmbrook was founded in 1965. Today we are an 11-18 comprehensive school with over 1,100 students including 170 in the Sixth Form. The site has evolved, with some buildings dating back to our founding. Other buildings are more recent, including the new blocks for English (£3m) and Maths (£2m) and new sporting facilities.

### Catchment and Intake

The school is located in Emmbrook (sometimes referred to as Emmbrook Village) a suburb of Wokingham and draws many students from the immediate area. In addition, students from across the borough attend via school buses.

The number of students attending has grown by 30% over the last three years. For each of the last five years we have increased our intake in Year 7 to accommodate our rising popularity and despite this we will be oversubscribed in September 2022.

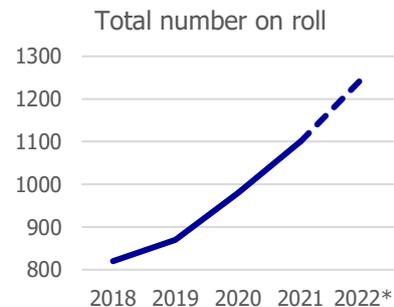
Historically, our intake achieves KS2 results that are broadly in-line with the national average.

The largest ethnic group is white British (nearly 70% of students); the school is becoming more diverse over time. The proportion of students with SEND or in receipt of pupil premium is below the national average.

*\*2022 number on roll is an estimate based on current Yr7 and Yr12 applications*

### Governance

The Emmbrook is an academy within a local multi-academy trust, The Circle Trust. This trust comprises two secondary schools, one primary, two infants and a junior school all serving the young people of Wokingham and the surrounding area. Within the Trust each school is given the autonomy and freedom to maintain their own ethos and identity while working as a collaborative community.





## Success for All

**Motto** Our motto 'learning together, succeeding together' highlights that we create success through cooperation. It is our commitment to success for every student that drives us.

**FAIR Values** We have four values that form the foundation of our actions. Together, the first letter of these four values form the word 'fair' – this is our guiding principle; we act with fairness at all times.

Family	Ambition	Integrity	Respect
We support each other in everything that we do.	We are determined to achieve excellence.	We are always honest and do the right thing.	We treat everyone and everything with care.

**Curriculum** We are committed to providing a curriculum that is broad, balanced, challenging and fosters a love of learning. The curriculum is designed to: build on students' prior learning, provide engaging and high quality learning experiences, and promote aspirational performance and progress for all its students.

Each subject area has its own clear statement of curriculum intent, designed to reflect the school's values and vision. In 2021, we are working to broaden the diversity of our curriculum so that all students can experience positive representation.

- In KS3, students follow the full breadth of the national curriculum to build a strong foundation of knowledge and skills for KS4.
- In KS4, students have a large degree of freedom to choose subjects that reflect their talents, interests and future aspirations. There is a wide range of GCSE subjects with vocational choices available and students can select four option subjects.
- In Sixth Form, we offer a traditional A-level pathway to university, degree apprenticeship, college or work.

**Academic Excellence** Our students achieve academic excellence at GCSE and A-level. Our most able students out-perform their peers nationally and we support students to take up places at top universities, including Oxbridge.

We take great pride in the achievements of all our students at all levels and we recognise that every single member of staff makes a vital contribution to this success.



## Committed to Our Staff

<b>Resources</b>	<p>All staff have an Office 365 account as well as specialist software and equipment as required. Teaching staff are provided with laptops.</p> <p>Teachers generally have their own classroom. In addition to the main staffroom, each building has its own staffroom, which provides a workspace, opportunities for collaborative working and a social area. Support staff have dedicated space to allow them to work effectively.</p>
<b>Career Development</b>	<p>Staff are supported to develop as professionals through an annual appraisal programme. We create opportunities for colleagues to acquire new skills and have wider experiences in a variety of ways, including annual TLR3 whole-school projects.</p>
<b>Staff Wellbeing</b>	<p>We are committed to promoting the highest levels of staff wellbeing. We do this through effective two-way communication, working with staff to manage workloads and actively promoting good wellbeing.</p> <p>Our Business Manager has oversight for staff wellbeing. We create opportunities for social interaction, have a Staff Hub for mindfulness, promote wellbeing activities and provide mental health first aid.</p>
<b>Training and CPD</b>	<p>We are committed to supporting the development of staff through continuing professional development. This ranges from ongoing frequent 'Sharing Good Practice' advice to external training provision for teachers and support staff. All staff are members of the National College.</p> <p>For new colleagues there is a full induction programme and our ECTs are supported throughout their induction programme by a mentor.</p>
<b>Behaviour</b>	<p>Students and staff form positive working relationships and as a result conduct across the school is very good. The school has a calm and purposeful atmosphere.</p> <p>We promote outstanding conduct through our school values, with a clear Behaviour Policy and effective management protocols. On the rare occasions when students do not meet our high expectations they can be taken from the lesson to the PREP Room where they will complete their work and receive behaviour intervention.</p> <p>Student Support provides longer-term intervention to help all students to be able to engage positively with school and their learning.</p>
<b>Staff Handbook</b>	<p>Each year an updated Staff Handbook is produced. This contains detailed information on the operation of the school. We have a SharePoint site where training, resources and information can be shared and accessed.</p>



## School Life

**Organisation** The Leadership Team is comprised of the Headteacher, Senior Deputy Headteacher, Deputy Headteacher, School Business Manager, two Assistant Headteachers and three Associate Headteachers.

The teaching staff are structured within subject-based departments that have their own teaching rooms and resources.

Support staff work within teams: Teaching & Learning Assistants, SEN & EAL, Student Support, Pastoral & Attendance, Inclusion, Technicians, Cover, IT Support, Site, Data, Exams, Finance and Administration.

**The School Day** We operate a two week timetable. Registration begins at 8.25am and the day finishes at 2.55pm. There are five one hour lessons each day with a 20 minute morning break and 25 minute lunchtime.

**House System** The house system has been an integral part of the school since our inception. It aims to provide an even greater sense of community, competition and a range of opportunities for students to get involved in school life and try new skills.

We have four houses: Jupiter (yellow), Mercury (red), Saturn (green) and Venus (blue). Every student in the school is identified within their house through their school ties which has a coloured stripe.

Throughout the year there is a programme of inter-house competitions (including sports, academic, artistic and crafts events) which culminates with sports day in July. Students earn house points through the year.

**Clubs and Trips** We offer a wide range of clubs to enrich the experience of our students. This includes music (orchestra, bands and choirs), PE (individual and team sports), academic subjects (such as science) and hobbies/interests (for example retro-gaming or crochet).

There is a well-established School Council and prefect system, both of which support student voice and provide students with opportunities to contribute to the development of the school.

Students from all year groups have the opportunity to go on trips, ranging from day trips to local sites of interest, through to significant residential trips abroad (in recent years to Borneo, USA and China).

**PTA** We are fortunate to be supported by a very proactive PTA. Each year they raise thousands of pounds. This money is used by departments to purchase additional "nice to have" resources.



## Quotes

- *Pupils' behaviour is good in lessons and around the school. Pupils are respectful towards adults and work cooperatively with peers*  
**Ofsted, March 2017**
- *I can't thank you all enough for making her transition so easy, and for bringing out her confidence by the bucket load! From a girl who used to get very anxious, I now see her in full blossom.*  
**Parent, December 2021**
- *I have been well supported by the school and look forward to teaching here for many more years.*  
**NQT, July 2021**
- *He has always been a quiet and thoughtful child who never really enjoyed school and already in the short time he has been with you he has blossomed into a confident and happy student. Please pass on my thanks and gratitude to all of his teachers - you really are all amazing!*  
**Parent, November 2021**
- *The curriculum is broad and balanced. Pupils develop their spiritual, moral, social and cultural understanding well through well-planned opportunities in a range of subjects. Teaching is effective and meets pupils' needs well. Lessons are planned at the right level for pupils' differing abilities, and activities are interesting and practical.*  
**Ofsted, March 2017**

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