

# MURRAY PARK SCHOOL



## APPLICANT INFORMATION PACK

### PERMANENT COVER SUPERVISOR

APPLICATION DEADLINE:	FRIDAY 19 <sup>TH</sup> MARCH 2021 (9AM)
INTERVIEW DATE:	FRIDAY 26 <sup>TH</sup> MARCH 2021
START DATE:	APRIL 2021

*Murray Park School is committed to safeguarding and promoting the welfare of children and appointment to this post is subject to a criminal record and background check and references*



**Head Teacher:** Mrs N. Caley

**Address:** Murray Road, Mickleover, Derby, DE3 9LL

**Telephone:** 01332 515921

**Web:** [www.murraypark.derby.sch.uk](http://www.murraypark.derby.sch.uk)

**Recruitment Email:** [recruitment@murraypark.derby.sch.uk](mailto:recruitment@murraypark.derby.sch.uk)

# OUR HEAD TEACHER



MRS N. CALEY

I am delighted to introduce you to our wonderful school. Since my arrival in 2018, I have sought to create a thriving working environment which enables our wonderful students to succeed in all aspects of life at Murray Park and beyond.

We pride ourselves on giving teachers the conditions in which to teach without distraction and ensure that all staff are supported quickly with any concerns both in and outside the classroom.

We are fully committed to offering a top-class education - on-line or in school - which keeps abreast of national and international trends. We welcome applications from high-quality candidates who are looking to make a real difference to our students' lives.

We support all new staff with a supportive induction package. NQTs follow the Derby City new teacher programme as well as our in-house training. We endeavour to ensure your skills are developed so you can perform at your optimum.

Please take your time to consider the information in this pack and do not hesitate to make contact with us should you require any further information.



“As a new member of the Murray Park team I was warmly welcomed by the entire school community, students, colleagues and parents alike. We really are proud to be here”. (Mr Hagen - AHT KS3 Achievement)



# AMBITION STATEMENT

At Murray Park School, our curriculum vision is to provide an ambitious and inspirational education for all of our pupils. Our strong set of values: Perseverance; Respect; Independence; Dreams and Excellence (PRIDE) underpins our ethos. Through our curriculum, our pupils develop the confidence to embrace the responsibilities that life has to offer and to become valued members of the local community, both now and in the future.



In all lessons the pupils are challenged and engaged in an education that prepares them for their futures. Our curriculum enables all of our pupils to develop life skills, such as, creativity, empathy and collaboration, resulting in resilient individuals with high aspirations.

Our health and wellbeing provision ensures that our pupils lead healthy and fulfilling lives and that every pupil has the knowledge and confidence to take care of their own health and wellbeing.

As a result of our outstanding careers programme, all of our pupils are prepared for the next stage of their education, training and employment through our extensive network of business partners and dedicated careers' centre. Our wide range of extra-curricular activities include residential opportunities and international travel. These opportunities enrich the formal curriculum and deepen the pupils' knowledge and skills.



Every child at Murray Park School is equipped to become a well-qualified and successful young person.

*“ The supportive atmosphere created by amazing, dedicated colleagues and students that genuinely appreciate what you do for them , gives me a reason to smile every day.” (Miss Dodd - Head of Mathematics)*



# SCHOOL INFORMATION

Murray Park is a dynamic and forward-looking 11-16 mixed comprehensive school on the western fringes of the city of Derby. It is a Foundation Status school, but has a close working relationship with the local authority.

We cater for approximately 1030 students, situated on a spacious site surrounded by greenery. We serve students from the Derby City area, within reach of the Derbyshire countryside and our cohort sizes are growing each year.

Our students reflect the full academic ability range and there is a huge breadth to the socio-economic status of our families.



## APPLICATION PROCESS

Informal visits to the school are available but not essential. You must complete the application form fully and give details of all employment, training and gaps in employment since leaving secondary school to the present day. Any additional information, which you wish to bring to the notice of the selection panel should be included in your letter of application.

Your letter of application should make reference to the job description and in particular how you meet the person specification. At least one of your references should be a current employer and you should indicate if you are happy for us to contact each reference. Please provide an email address for your referees so that we can contact them.

*Please email your completed application form and letter of application to [recruitment@murraypark.derby.sch.uk](mailto:recruitment@murraypark.derby.sch.uk) The application letter should be no longer than 2 sides of A4, Arial font size 11. CVs only will not be accepted*

*“The School has continuously supported me with my career development. If you wish to challenge yourself to develop as a leader then Murray Park School is the place for you.” (Mr Gregory - AHT KS4 Achievement)*



# JOB ADVERT

**COVER SUPERVISOR PERMANENT  
TERM TIME ONLY  
37 HOURS PER WEEK - 39 WEEKS PER YEAR  
PAY SCALE NJC Pts 7-11 (actual £17,274-£18,701)**

## **What are we looking for?**

This is an exciting opportunity to join Murray Park School. The school seeks to appoint an enthusiastic, dynamic and committed permanent Cover Supervisor. The ideal candidate will be highly motivated and an excellent classroom practitioner who is committed to student success and development. The successful candidate will join a hardworking; forward thinking and supportive department at an exciting time.

## **Why work at Murray Park School?**

As a member of staff at Murray Park School we can offer:

- Excellent professional development opportunities.
- A friendly and supportive working environment.
- Excellent learning resources.

## **How to Apply**

An application pack can be downloaded from the school website at

<https://www.murraypark.derby.sch.uk/key-information/vacancies/>

**Closing Date:** Friday 19<sup>h</sup> March 2021 at 9am

**Interview Date:** Friday 26<sup>th</sup> March 2021

Murray Road, Mickleover, Derby DE3 9LL

Tel: 01332 515921

Email: [recruitment@murraypark.derby.sch.uk](mailto:recruitment@murraypark.derby.sch.uk)

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# JOB DESCRIPTION

**Hours:** 37 hours per week (39 weeks: term time only)

**Responsible to:** School Support Co-Ordinator

**Framework:** To work within the framework of the NJC pay and conditions, current legislation and the policies of the school.

## Key Tasks

To take responsibility for groups or classes of pupils in the short term absence of their usual teacher. In this context, the cover supervisor will be responsible for:

- supervising work that has been set in accordance with school policy;
- managing the behaviour of pupils to ensure a constructive environment whilst they are undertaking work;
- responding to any questions from pupils about process and procedure;
- dealing with any immediate problems or emergencies according to the school's policies and procedures;
- collecting any completed work and resources after the lesson and returning them to the appropriate teacher or subject leader;
- reporting back as appropriate, using the school's agreed referral procedures, on the behaviour of pupils during the class, and any issues arising.

In a controlled environment, to supervise pupils who have been isolated from their peers as a behaviour sanction.

To support the work of one or more curriculum areas.

To take part in whole school INSET activities to enhance job effectiveness or tasks assigned by the line manager.

To accompany students on trips, visits and other educational activities.

To undertake duties as part of the school's duty system.

The post holder will be expected to undertake other tasks/duties as directed by the Headteacher that are commensurate with the responsibilities of a Cover Supervisor.

This is a supervisory post rather than a teaching post and is open to applicants without a teaching qualification.



# PERSON SPECIFICATION

	Essential	Desirable
<b>Experience</b> <ul style="list-style-type: none"> <li>○ Working with groups of children or young people</li> </ul>	✓	
<b>Qualifications</b> <ul style="list-style-type: none"> <li>○ GCSE or equivalent at grade C or above in English and Maths</li> </ul>	✓	
<b>Knowledge</b> <ul style="list-style-type: none"> <li>○ Basic understanding of the secondary school curriculum</li> </ul>		✓
<b>Skills/Abilities</b> <ul style="list-style-type: none"> <li>○ To work as a member of team</li> <li>○ To use initiative</li> <li>○ To work under pressure</li> <li>○ To engage students and establish a productive working relationship</li> <li>○ To encourage students to interact, work co-operatively with others and engage in their work</li> <li>○ To be confident in using ICT</li> </ul>	✓ ✓ ✓ ✓ ✓	✓
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>○ Good attendance and punctuality record.</li> <li>○ Enthusiasm and energy.</li> <li>○ Versatile and flexible.</li> <li>○ Commitment to supporting the school.</li> <li>○ Professional appearance and manner.</li> <li>○ Enhanced Criminal Records check (to be arranged by school)</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓	





# MURRAY PARK SCHOOL

OUR MISSION: SUPPORTING STUDENTS IN GAINING A POSITIVE OUTLOOK, SHAPING THEIR FUTURES AND REACHING THEIR FULL POTENTIAL.

“PROUD TO BE HERE”



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