

# MURRAY PARK SCHOOL



## APPLICANT INFORMATION PACK

### COVER SUPERVISOR

APPLICATION DEADLINE: TUESDAY 21ST MARCH (9AM)  
INTERVIEW DATE: FRIDAY 24TH MARCH  
START DATE: ASAP

*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. ECTs 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.



“Being a teacher at Murray Park is a privilege, providing me with the opportunity to be part of a community with shared values and a common goal of not only celebrating our students’ diversity but championing them to achieve their dreams.” (Flavia Kupferberg - Teacher)



# 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 1111 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) or upload using the TES platform. The application letter should be no longer than 2 sides of A4, Arial font size 11.*

*“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)*



Our School was inspected in September 2022 and here are just a few quotes from their highly positive report. To access our full report please use our website link:

[Ofsted Reports | Murray Park](#)

Quality of Education	<p>“Leaders have designed an ambitious curriculum that allows pupils to learn a broad range of knowledge.”</p> <p>“Leaders have planned assessments to check pupils' understanding.”</p>
Behaviour and Attitudes	<p>“Pupils are happy and safe at Murray Park. They know teachers care about them.”</p> <p>“Leaders have ensured that classrooms are places where pupils can learn.”</p>
Personal Development	<p>“The 'Charter for Success' encourages pupils to engage in activities such as theatre trips and cookery.”</p> <p>“Leaders ensure that all pupils have opportunities to gain different cultural experiences.”</p>
Leadership and Management	<p>“Leaders have prioritised reading.”</p> <p>“Leaders have created a culture of safeguarding.”</p>

## SAFEGUARDING INFORMATION

Murray Park School shares a commitment to safeguard and promote the welfare of children and young people. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce. This post is Exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and is subject to an enhanced DBS Disclosure check.

### Recruitment Information

The application form must be completed in line with our Important Recruitment Information section on the school website. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

- Child Protection and Safeguarding Policy
- Recruitment of Ex Offenders
- The Equality and Diversity Form
- GDPR Privacy Notice

Recruitment Policy

These documents can be found using following the link:  
<https://www.murraypark.derby.sch.uk/key-information/vacancies/>

“Since starting at Murray Park there has been no time for nerves, just excitement. I am delighted to continue my journey here, whilst inspiring others on my way” (Miss Bunting - Science)

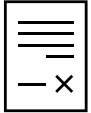


# STAFF WELL-BEING

Murray Park considers the well-being of staff to be important. Decisions in terms of staff support make well-being a priority. Anything that can be done to support staff in their role will be considered. See below for 10 things we do for staff-wellbeing:



Opportunity for flexible working for all staff



A robust and centralised behaviour system, including an internal Alternative Provision.



A designated, trained, mental health leader.



A Leadership Team who fully consider staff workload and wellbeing when considering any changes to practice or systems.



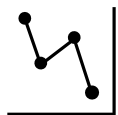
Paid lunch duties, including a free meal.



CPD for all staff, in all roles, including whole-school and opportunities for any bespoke courses.



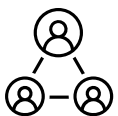
Latest technology, including new laptops for teachers.



A measured approach to data management, including meeting free weeks during data points.



An approach to pedagogy that ensures we deliver high-quality teaching in each and every lesson, whilst giving staff professional autonomy.



Staff social and sports events.



# JOB ADVERT

**COVER SUPERVISOR  
TERM TIME ONLY  
37 HOURS PER WEEK - 39 WEEKS PER YEAR  
PAY SCALE NJC Pts 7-11 (actual £19,232-£20,692)**

Murray Park School is a rewarding and professionally stimulating place to work. Over the last 3 years we have undergone a journey of rapid improvement; moving from a Requires Improvement Ofsted grading to Good in September 2022, along with a Progress 8 improvement of 0.64 to 0 from the 2019 figure, as well as now being over-subscribed. Never complacent, we are now on our next stage of development and seek high-quality staff to enable this.

We are seeking to appoint a highly motivated Cover Supervisor. The post-holder will be expected to cover in classes when required due to staff absence. Full training will be provided. This post would be ideal for someone with previous experience of working with young people, or an individual who is considering teaching as a career in the future.

**The person appointed will have:**

- A passion for ensuring the best outcomes for all students, including those who are part of disadvantaged and vulnerable groups.
- Strong organisation and communication skills.
- An understanding of the workings of a secondary school
- Relentlessly high standards and expectations of all students.
- A commitment to continuous improvement of their own practice, irrelevant of job role, career stage or position.

**Staff at Murray Park School benefit from:**

- A positive approach to flexible working for all staff.
- A Senior Leadership Team who prioritise staff well-being and consider this when launching any new systems or pedagogical approaches.
- A robust and centralised behaviour system, including an internal Alternative Provision, to ensure learning in our classrooms is disruption free.
- A whole-school CPD package which includes the sharing of recent research and best-practice.
- An approach to pedagogy which ensures teachers teach the highest-quality lessons possible, whilst still allowing teachers the freedom to maintain professional autonomy.

The 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.



# 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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