

CHANCE COMMUNITY

Job Application Pack



Excellence has no limits



Churchbury Lane
Enfield Middlesex
EN1 3HQ
Headteacher: T Douglas BA (Hons) MA NPQH

☎ 0208 363 7321
✉ chace@chace.enfield.sch.uk
🌐 www.chace.enfield.sch.uk



📱 @chacecommunity
📧 chace_community
📍 chace_community

Dear Candidate

Making a difference at Chace Community School really does mean that you will be able to change lives. Our commitment is that from the moment students arrive at our school, we provide them with an education of excellence; one that will change their lives and inspire them to be the leaders of tomorrow.

Our school is an 11-19 comprehensive school in the London Borough of Enfield and in April 2022 we were judged GOOD in all areas by Ofsted. I take immense pride in the work of all our staff and students to achieve this recognition. I have worked at Chace since 2015 and became Headteacher in April 2021, witnessing first-hand phenomenal school improvement. We are also proud of our diverse student and staff community and for this reason welcome applications from people of all backgrounds. We have high numbers of students from disadvantaged backgrounds and staff step up to their duty to provide them with an education of excellence and remove barriers in their lives.

Staff at Chace really do make a difference. We do work hard and set high expectations of all our team, but career development and professional worth is also valued enormously. I am proud that we were awarded a quality mark for Professional Development and featured in the Tom Sherrington book *The Learning Rainforest: Fieldbook* for our teaching excellence. My commitment to you, is that by joining our team you will be supported individually and professionally in your career and life.

This is an exciting period for Chace. For the third year running we celebrated significantly improved outcomes at GCSE. Ofsted's recent visit further confirmed our improvement journey with our results showing that our hard work to improve the curriculum and teaching has had a significant impact.

If you are thinking of joining us please come and look around the school to get a feel for our ethos and values and meet some of our team.

I look forward to reading your application form and welcoming the right candidate to our school.

Best Wishes

Ms Tanya Douglas

Headteacher



Cover Supervisor

Status: Permanent

Hours: 36 HPW x 39 WPA

Scale: 6

Actual Salary Range: £28,447 (Starting salary) to £30,266 per annum (to be determined by skills and experience)

Start date: As soon as possible

We are seeking to appoint an enthusiastic, motivated, flexible individual with excellent interpersonal skills and a determination to provide excellent learning opportunities for young people.

Your role will be to support us in the smooth running of the school, covering for teaching staff who are absent. This will include Form Times, lessons and other planned school activities as required. As part of a team of Cover Supervisors at Chace you will be well supported in our school routines and expectations and will be an integral part of our staff body.

This is an exciting time to join our community. The Headteacher, who alongside the governing body, are working to ensure that excellence is at the heart of everything we do. In April 2022 Ofsted recognised our excellence and the school was judged as 'Good' in all areas. They concluded that 'Leaders and governors are ambitious for the school', 'the school is truly inclusive' and that 'Pupils are encouraged to have high expectations and to aim for excellence'.

The deadline for applications is **Friday 1st March 2024 at 9am** and interviews will take place on Tuesday 5th March 2024 subject to references.

Chace Community School is an Equal Opportunities Employer, and we Encourage individuals from diverse backgrounds, in particular underrepresented groups to apply.

All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.

Job Description and Person Specification: Cover Supervisor

JOB DESCRIPTION

Post Title	:	Cover Supervisor
Status	:	Permanent
Line Manager:		Cover Manager
Hours	:	36 HPW x 39 WPA
Allowance	:	Scale 6 (to be determined by skills and experience)
Start Date	:	As soon as possible

At Chace Community School our aim is to provide an **education of excellence** to every child; one that will change their lives and inspire them to be the **leaders of tomorrow**.

Through our investment in an ambitious and engaging curriculum, strong discipline and inspiring teaching, our students can achieve our school motto of '**excellence has no limits**'. We are proud of every student and believe that each one of them can achieve. Staff will never cap a student's potential, instead they will push them beyond what they ever thought they were capable of.

Purpose of the job:

To provide lesson and registration cover, supervising whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff, managing students' behaviour and assisting students in relevant activities in line with the school's policies and procedures.

Main Duties :

- support students' learning by supervising and teaching lessons set by absent teachers
- promote positive behaviour ensuring a safe, calm, positive learning environment
- invigilate tests and internal and external examinations
- escort and supervise pupils on educational visits and out-of-school activities
- undertake patrol duties during lessons
- carry out all activities on the daily timetable created by the Cover Manager as required
- collect work and check for understanding prior to the lesson
- take the class register electronically on Arbor
- deal with any issues following school procedure and report, as appropriate, any issues using school procedures
- collect completed work at the end of the lesson, passing it on to the relevant member of absent staff
- complete the feedback sheet for the lesson/event

Other Duties:

- support the smooth, effective day to day running of the school on patrol/break/lunch duty as timetabled
- invigilate examinations as required
- attend INSET days and meetings with a year team/faculty as appropriate
- supervise students on educational visits or to/at alternative provision
- support student learning in lessons working alongside a teacher
- support students learning independently in the ARP or Library as required
- carry out other duties as reasonably required by the Headteacher and line manager

All Chace staff will:

- promote equality of opportunity and regard;
- follow Safeguarding guidelines and Child Protection policy/procedures;
- contribute to producing/delivering priorities in the School Improvement Plan;
- keep Chace and their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal;
- promote positive attitudes and behaviour;
- contribute to the smooth day to day running of the school;
- be committed to achieving the school vision;
- be a lead learner;
- work to develop Chace as a successful inclusive learning community;
- respond promptly to concerns from parents, staff or students;
- promote the school in the community;
- work in partnership with all colleagues including the Governing Body;
- support Codes of Professional Ethics/Safe Practice in the Staff Handbook
- have regard for and act in accordance with Health and Safety policy/practice;
- celebrate success of students and staff;
- support school events including those organised by the PTA.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. They may be required to do other duties appropriate to the level of the role.

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people and anyone applying to work in our schools is expected to share this commitment. All appointments are subject to satisfactory pre-employment checks, including satisfactory enhanced criminal records with Barred List check through the Disclosure and Barring service

PERSON SPECIFICATION

Qualities and Attributes	Essential	Desirable	Evidenced by
Qualifications			
Excellent standard of literacy and numeracy. 5 GCSE (A*-C) or equivalents	√		Application
Experience			
Experience working directly with young people or in a school setting.	√		Application/Interview
Ability to motivate and encourage children to meet their learning and behaviour targets	√		Application / Interview
Knowledge and Skills			
Ability to motivate and earn the respect of young people	√		Application/Interview
Ability to build rapport and an effective working relationship with young people and colleagues quickly	√		Application/Interview
Knowledge (or a keen interest) of what makes excellent teaching and learning	√		Application/Interview
Effective behaviour management skills	√		
Excellent literacy and numeracy skills, including using MIS, Microsoft packages and Google drive software within a school	√		Application/Interview
A learner, willing to undergo training and learn new skills as necessary		√	Application/Interview
General/Personal Qualities and Characteristics			
Ability to work accurately under pressure	√		Application/Interview
Adaptable to working within a team	√		Application/Interview

A calm demeanour	√		Application/Interview
A commitment to the protection and safeguarding of children and young people	√		Application/Interview
The ability to converse at ease and at an appropriate level in accurate English with pupils, parents, and visitors to the school	√		Application/Interview

Application Process

Chace is committed to ensuring the welfare and safeguarding of children and young people. We expect all staff to share this commitment. Applicants are required to undergo child protection screening according to the post, including checks with previous employers and the Disclosure and Barring Service.

Chace recruits staff that are committed to safeguarding and supporting the environment created through the school values '**Belonging, Responsibility, Excellence**' and our school motto '**Excellence has no limits**'. The school continues to ensure that all job applicants are treated fairly and equally, as protected by the Equalities Act 2010.

To apply for the position, please complete an application form.

CVs will not be accepted. All queries concerning an application to Chace Community School and the recruitment process should be directed to the Human Resources Department at recruitment@chace.enfield.sch.uk

Early applications are encouraged. The school reserves the right to interview and appoint a suitable candidate before the closing date.