



CANDIDATE INFORMATION PACK

PE TECHNICIAN/COVER SUPERVISOR

Why work for us?

- A genuine commitment to staff wellbeing and to ensuring that all colleagues can maintain an appropriate work/life balance. Our staff are listened to and valued
- A school where teachers really can teach: students behave very well at Holyport College and they want to learn. Teachers at Holyport College will teach across the full age and ability range however we will always work to make sure that we take their strengths and preferences into account
- Two additional weeks holiday per year compared to the average state school: our October half term is two weeks long and our Christmas holiday is three weeks
- Extensive opportunities for international travel: no member of staff will be asked to do this if they don't want to however we have regular trips to Iceland, the Alps, Spain, France, Italy and hope to introduce an annual trip to the USA from next year
- Subsidised accommodation may be available in Windsor. No deposit required
- Exceptional opportunities for CPD through our partnership with Eton College
- An excellent career move: we actively seek to further the careers of our staff and to promote from within where possible. Staff have moved on from Holyport College to their choice of comprehensive, grammar and independent schools
- The (optional) opportunity to become involved in the boarding life of the school for additional payment



LETTER FROM THE HEAD MASTER

Holyport College is a co-educational state day and boarding school for pupils aged 11 – 19 years, providing an outstanding, all-round education.



Dear Colleague,

Thank you for your interest in Holyport College and for considering us as your next career move. I firmly believe that Holyport College represents one of the most unique and exciting opportunities in education today. We opened in September 2014 and have been growing ever since (reaching full capacity in September 2019). From 11-16 we are a fully comprehensive school teaching our traditional academic curriculum to students from across the ability range. At Sixth Form, we offer an aspirational academic pathway with entry criteria to match and our aim is to prepare students for study at the best universities in the world, including Russell Group and Oxbridge. Our students are happy, well-motivated and are making exceptional progress. Our school is a community in which parents, carers, students and staff work together to ensure the best possible outcomes, not just academically but for the development of our students as human beings.



Schools are not defined by OFSTED and, whilst we are exceptionally proud of our Outstanding OFSTED rating and the Good rating of our boarding provision, we are also continually working to be the best school which we can be, not for OFSTED, but for our students, staff and community. That said, there are a number of comments in our OFSTED report which we think prospective employees should consider:

- *The school is a harmonious community where all groups coexist and cooperate together particularly well.*
- *Pupils are thoughtful, respectful and friendly. They are exceptionally proud to be a part of this new school. Behaviour is impeccable*
- *The school's pastoral system is a real strength*
- *Pupils are encouraged to develop as confident, articulate young people with an enthusiasm for learning and life*

We are honoured to have as our educational sponsor Eton College. Eton's fine traditions, its educational expertise and exceptional pastoral care help us to create a school where students aspire, achieve and succeed. And yet we are forging our own path and identity to become one of the country's best schools.

Our website and Twitter feed (@holyportcollege) will help you to get a further flavour of the school. We are happy to arrange visits to the school for prospective candidates and, should you have any questions at all or if you would like to arrange a visit, please do not hesitate to get in touch.

Ben McCarey

Holyport College welcomes speculative applications from suitably qualified individuals at any time.

JOB DESCRIPTION— COVER SUPERVISOR/PE TECHNICIAN



REPORTS TO: Assistant Headteacher – Teaching & Learning

START DATE: As soon as possible

SALARY: £19,363 including London fringe (equivalent)
(full time equivalent – actual salary is pro-rata)
Fixed term contract to 31 August 2022– term time plus Inset days
Part time, term time 3 days per week.

THE POST

Holyport College seeks to appoint a Cover Supervisor/PE Technician to support the work of College staff to deliver high-quality PE and school sport and to ensure that students are supported in their progress across all subject areas when their class teacher is absent. It is anticipated that the time allocated to each role will be broadly split 50/50 however this will vary depending on the time of year and the number of absent teachers at any given time.

KEY RESPONSIBILITIES

Administrative support for PE Department:

- Arrange/confirm fixtures and produce fixture lists
- Book transportation e.g. school minibuses
- Set up, take down and store sporting equipment
- Help with organisation of special events e.g. sports day/inter-house competitions
- Participate in departmental meetings
- Liaise with Eton grounds team to book the required facilities
- Update information boards around school
- Prepare letters/emails to staff, parents, pupils, other schools and outside agencies
- Photocopying/laminating

Practical Support for PE Department:

- Prepare, assist, lead and review PE and school sports sessions
- Support the development of PE and school sport
- Assist with the management of school sports teams
- Support the organisation of intra and inter-school competitions

- Assist teachers in lessons with ICT
- Lost property - sort and return clothing to owners

Cover Supervision

- To cover lessons for absent teachers which will be allocated on a daily basis (ensuring adequate time is left for breaks and to support the work of the PE Department)
- To ensure that students complete the cover work set by the absent teacher to the best of their abilities
- To liaise with the appropriate Head of Department should any issues arise
- To implement the College's behaviour policy as required in ensuring a calm and orderly classroom environment

GENERAL RESPONSIBILITIES

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan
- Contribute to the school's programme of co-curricular activities, including Saturday morning fixtures
- Support and contribute to the school's responsibility for safeguarding students
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the school's Diversity/Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Adhere to policies and procedures as set out in the Staff Handbook
- Undertake other reasonable duties related to the job purpose required from time to time

OTHER

- To undertake training and development relevant to the post
- To participate in the College's co-curricular programme of activities working directly with small groups of pupils where the postholder has skills or experience that can meaningfully add value to the experience of pupils
- To undertake any other duties as reasonably directed by the Head Master



PERSON SPECIFICATION

QUALIFICATION CRITERIA

- Right to work in UK
- Educated to Degree level
- First Aid qualification desirable
- Sports/Coaching qualifications desirable

EXPERIENCE

- Experience of working with young people in a sporting environment desirable

PERSONAL CHARACTERISTICS

- Genuine passion and a belief in the potential of every pupil
- Flexible, highly organised and able to multi-task and prioritise work to meet deadlines
- Helpful, approachable and positive nature and ability to stay calm and diplomatic under pressure
- Able to take ownership of tasks and work with minimal supervision
- Have exacting standards and a keen eye for detail
- Keen to learn and further develop own skills
- Exercises sound judgment, especially relating to confidentiality and discretion
- Excellent interpersonal skills with pupils and adults

SPECIFIC SKILLS

- Excellent numeracy and literacy
- Willing and able to learn and operate new IT systems and databases
- Excellent administrative and organisational skills
- Understands the importance of confidentiality and discretion
- Excellent written and oral communication skills

OTHER

- The post holder must be committed to the safeguarding and promoting the welfare of all pupils

APPLICATION INFORMATION



DISCLOSURE AND BARRING SERVICES

All applicants must be prepared to undergo screening to confirm their suitability to work with children and young people.

EQUAL OPPORTUNITIES

Holyport College welcomes applications from all sectors of the community.

INTERVIEWS

Shortlisted candidates will be interviewed by a panel of senior staff. They will also be asked to teach at least part of a lesson.

APPLICATIONS

Applications should be returned by e-mail to careers@holyoportcollege.org.uk.

Applications must contain the following:

- A fully completed Support Staff Application Form;
- A fully completed Recruitment Monitoring Form;
- A fully completed Equal Opportunities Form;

Application forms are available on our website www.holyportcollege.org.uk Applications should be returned by email to careers@holyoportcollege.org.uk and must be received by no later than Noon, 27th September 2021.

For an informal discussion about the role please contact the Assistant Headteacher – Teaching and Learning, Mr Adam Bicknell, ap.bicknell@holyoportcollege.org.uk

Holyport College reserves the right to check the accuracy of statements made as part of an application process. Those submitting an application are deemed to have given consent to such checks being made.

All staff take part in the College's performance management process and must abide by the Code of Conduct for Staff and Volunteers at Holyport College.

The way we manage your personal data is set out the College's Privacy Notice, available on the College website www.holyportcollege.org.uk