



**Cover Supervisor**  
**Permanent, Full Time - 37 hours per week**  
**Term-time only plus one week (40 weeks)**  
**Grade C, Full Time Equivalent Salary: £18,933 to £19,941 p.a.**  
**Actual Salary: £16,610 to £17,494 p.a.**

We seek an individual with excellent communication skills and a flexible approach to supervise classes during staff absence and assist departments with all aspects of student progress. The role will include supporting planning and assessment, helping students to develop personal and communication skills and encouraging good student behaviour and work.

The postholder will also be responsible for fulfilling the safeguarding requirements of the role and adhering to the school's safeguarding policy.

The ability to work in whole class situations and small groups is a key aspect of this role. GCSE Grade C (or equivalent) in English and mathematics is essential.

The successful candidate must be capable of maintaining the highest professional standards and place the child at the centre of everything they do. If this describes you then we are interested in hearing from you.

We can offer:

A school that is moving towards outstanding.

A school with a calm and considered environment.

A school that students, staff and the community feel proud of.

Portchester Community School is a medium sized, forward-looking 11-16 Community School and enjoys a good reputation in the local community. Within the school we also have a resourced provision for physically disabled students who are integrated fully into the life of the school, which brings a richness and variety to the curriculum and adds to our extensive after school provision. As a community school we also have a nursery and a pre-school.

The school also continues to pride itself on its caring ethos and has recently been awarded the National Gold Standard for its Social, Moral, Spiritual and Cultural work. Our community engagement work has been a powerful vehicle at the school for promoting positive relationships and cultural awareness. Many students have had exceptional opportunities to travel and engage in new and exciting experiences both in the UK and abroad.

If you would like to find out more about the school then please email Mr Nick Cousins, Deputy Headteacher ([n.cousins@portchester.hants.sch.uk](mailto:n.cousins@portchester.hants.sch.uk))

An Application Pack can be downloaded from our website at [www.portchester.hants.sch.uk](http://www.portchester.hants.sch.uk) under the 'About Us' menu, or email: [recruitment@portchester.hants.sch.uk](mailto:recruitment@portchester.hants.sch.uk)

Please email your completed application to [recruitment@portchester.hants.sch.uk](mailto:recruitment@portchester.hants.sch.uk) or send to Portchester Community School, White Hart Lane, Portchester, Fareham, Hampshire, PO16 9BD, marked for the attention of Mrs Y Boxall, Personnel Services Leader. Please return the equalities monitoring form in line with the details shown on the form.

Closing Date: **Noon on Tuesday 30 November 2021**

Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy or maternity, religion or belief and marriage and civil partnership. We are a disability confident employer.

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. Applicants shortlisted for interview are therefore required to declare whether they have any criminal convictions (or cautions or bind-overs) including those which are 'spent'. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected' and are not subject to disclosure. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

<https://www.gov.uk/government/collections/dbs-filtering-guidance>