

# THAMES PARK



## Cover Supervisor



**Osborne**  
Co-operative Academy Trust

## About Us

Thames Park opened in September 2020 to year 7 in central Grays. We are a brand new, co-educational 11-16 school being the latest member of the Osborne Co-operative Academy Trust. We currently have pupils in years 7 and 8, which will build year by year. Grays is vibrant, rewarding and an inspiring place to work with excellent transport links. The area is undergoing one of the largest scale redevelopments in Europe as part of the Thames Gateway Development. We are part of a £25 million building programme to deliver a purpose-built, state-of-the-art education facility in September 2022.

Thames Park promotes high levels of academic achievement across the curriculum. We encourage participation in extra-curricular opportunities and empower Pupils to make decisions wisely. Our blended curriculum is rich, diverse and personalised, ensuring every pupil makes great progress. Our focus on digital learning gives our pupils a unique learning experience. Our pupils are fully supported through high quality, personalised pastoral care. Our pupils are motivated and highly engaged by a dynamic learning environment. A wide range of leadership and enrichment activities help to encourage a spirit of co-operation, aspiration and joy for pupils.

Our aim is to develop our cover provision into areas of excellence within the school. We are looking for a hardworking, ambitious and dynamic qualified colleague to join us as part of our support and administration team. Successful candidates will be part of a small team of dedicated professionals. You will need to be flexible and adaptable to the needs of a growing school. The post is ideal for individuals who place student welfare at the centre of their everyday practice and who are keen to progress and develop professionally.

Our people are at the heart of our success. We have developed a strong culture of cooperation and best practice, with professional development and career planning at its centre. We invest in all of our staff with support, coaching, mentoring, and a wide range of top-quality training programmes, delivered at every level through to senior leadership.

## Next Steps

Complete an application form and send to [hr@osborne.coop](mailto:hr@osborne.coop) by **midday Monday 6th June**.

If you have any questions about this opportunity, please contact us via e-mail [hr@osborne.coop](mailto:hr@osborne.coop), or call to arrange a conversation, on 01375 470790 and ask for Julie Spurgeon, Support Manager.

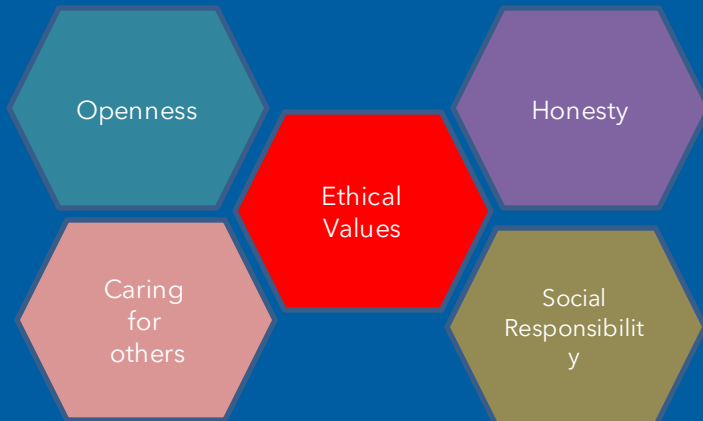
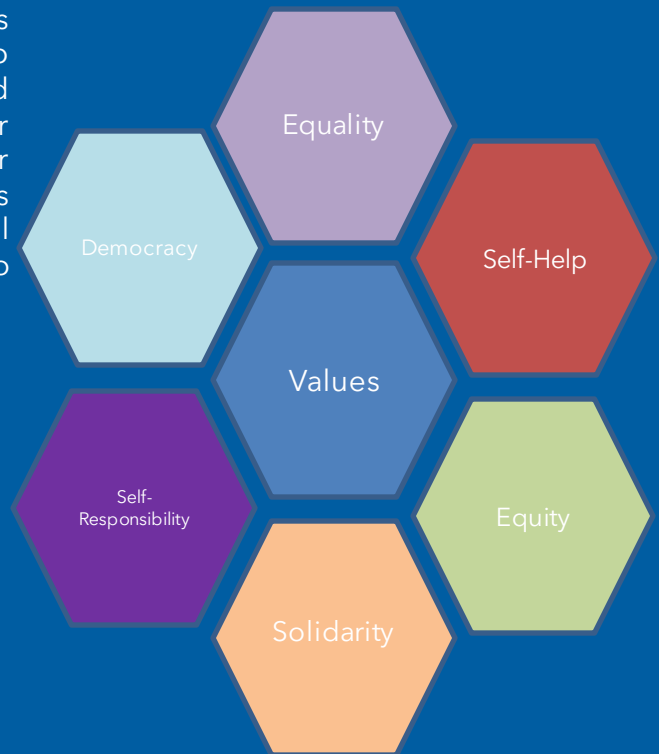
Please note: we may hold interviews as and when applications are received, and we reserve the right to offer to a candidate prior to the closing date. With this in mind, we encourage you to apply as soon as possible and advise you check the job information as per the listing on our careers site.



CGI images for our new site

## Our Cooperative Values

At Thames Park we live our Cooperative values daily, showing how we help people to help themselves. To take responsibility and ownership for our actions, to strive to give our members a voice in the way we run our organization. Members will have equal rights and benefits (according to their contribution), all members will be treated justly, fairly, and aim to support each other and other cooperatives



These are underpinned by our Ethical Values, encouraging all to 'do the right thing' as we live our daily lives because this the right thing to do!

We are honest about what we do and the way we do it. We encourage people to take responsibility for their own community, work to improve it, and we regularly fundraise for charities and local community groups

## A welcome from our Pupils



Welcome to Thames Park, our new school in Grays. Our co-operative values are Self-Help, Self-Responsibility, Democracy, Solidarity, Equity and Equality.

Our school is a friendly, fair and welcoming place to be. When you are attending the school, you will enjoy and learn new things everyday.

As a school, we want to do the best we can do and help everyone feel safe and comfortable. If you need anything the staff are always happy to help and so are the Pupils.



You will be surprised by all the warm and loving people.

We have lots of extra-curricular activities and an amazing Student Council and House Captains to let the Pupils' voices be heard, to enable the school to assist all the Pupils.

Some of the enrichment activities we can participate in are :



Meditation, Pride Club, Choir,  
Creative Writing, Chess, Dance,  
History, Art, Homework,  
Netball, Maths, Gaming, Drama,  
Debate, Journalism, Gymnastics,  
Basketball, Football, Coding,  
Landscaping, Boardgames, Gaming,  
Dodgeball, Science

From the Pupils



## Hear from our staff

I joined Thames Park in 2020 with a brand-new cohort of 120 year 7 Pupils. My role is Lead Teacher in Maths, and my mission is to make Maths every student's favourite subject. Yes, I have set myself a challenge! At the end of our first year, the Pupils were fully engaged every lesson, making outstanding progress, but ultimately turning into lifelong lovers of Maths.

Our Pupils are the reason I work at Thames Park. They are eager to learn after the disruption of the lockdowns, they enjoy our well-planned lessons and give the staff immense job satisfaction.

We are supported in our school with high quality staff CPD especially in areas to improve our use of digital technology as we aspire to be the leading digital provider within our Trust. We are further encouraged to join local networks and funded to join National Associations.



Our curriculum plan for Maths is being developed to support teachers at all stages of their career. New team members would then be encouraged to work collaboratively to continue to improve opportunities for learning. As a small school staff support for each other is an integral part of our success. We also look forward to our team growing over the coming years. Our work in line with our core values drives everything we do, from student led assemblies to end of term fun days.

My journey with Thames Park has been an amazing one so far and I am grateful for all the opportunities I have been given and, we look forward to inviting you to join our team.

Sally Read

Lead Teacher of Maths

I joined Thames Park in September 2021 as the Lead Teacher of Humanities and have thoroughly enjoyed my time here. As a growing school with just year 7 and 8, Thames Park has a collegiate and caring approach which is embodied through our pastoral support and extensive enrichment offer.



I teach every student in the school, and this has obvious advantages including accurate formative and summative testing and assessments, and uniformity in what each student learns in humanities. The Pupils at Thames Park have a fascination with the humanities, especially history. History Club, on Monday evenings allows Pupils to investigate wider ranging historical events and protagonists that we do not study in class. They then have to present their findings to the cohort.

As a teacher with over 20 years of experience, I try to focus on building resilience in my Pupils by teaching the historical skills necessary in order to independently tackle historical material. My brief time at Thames Park has seen me building resilience in my Pupils to enable them to become self-responsible learners. I look forward to seeing the year 7 and 8 Pupils progress and grow and move forward towards GCSE, A level and life-long learning.

Troy De Aguiar

Lead Teacher of Humanities.

## The role

This is a wonderful opportunity for a dynamic and motivated individual to join our new school and help shape its future. Our aim is to develop our cover provision into areas of excellence within the school. We are looking for a hardworking, ambitious and dynamic qualified colleague to join us as part of our support and administration team. Successful candidates will be part of a small team of dedicated professionals. You will need to be flexible and adaptable to the needs of a growing school. The post is ideal for individuals who place student welfare at the centre of their everyday practice and who are keen to progress and develop professionally.

Monday - Friday 8.00am - 4.00pm (60 minute unpaid break) - term time only

Thurrock Band D

£22,164.42 - £25,711.49 per annum

Reports to Assistant Headteacher

## Job Purpose

- To provide efficient and proactive pastoral support to pupils in the School
- To supervise classes in the event of short-term absence usually covering one class consistently for no more than three consecutive days. To manage and supervise pupil behaviour. To contribute to the maintenance of effective school administration

## Key Corporate Accountabilities

- To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place
- To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery
- To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work
- At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above
- To work with colleagues to achieve service plan objectives and targets
- To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs

## Duties and Responsibilities

- To be on call when need to support children with social, emotional and behavioural difficulties
- To deal with daily pastoral/behaviour issues at an appropriate level
- Conduct investigations and to take statements and collation of information in response to incidents of challenging behaviour and pupil concerns
- Respond to individual pupils needs by implementing a range of strategies including referral for mentoring sessions
- Ensure pupils medical needs are catered for and incorporated into their day
- Ensure that Welfare and Child Protection matters are passed to the Named Person in accordance with school policy
- Complete referral forms in liaison with parents / carers
- Follow through on individual sanctions with colleagues
- To form positive relationships with children
- Liaise with outside agencies as necessary
- To provide a link between the school and external agencies

## Person specification for all Teaching appointments

In making an application to Thames Park, we are looking for the person who, at interview and by virtue of their qualifications, best demonstrates that he/she:

### Essential

- GCSE A\*-C (or equivalent) including English Language and Maths
- ICT Skills
- Competent use of ICT packages
- Ability to work on own initiative with minimum of supervision
- Ability to relate well to students, be an effective role model and motivate students to achieve success
- Ability to raise standards of attainment and aspiration
- Professional manner at all times
- Excellent interpersonal and organisational skills
- Numeracy and literacy skills
- Excellent communication skills, both verbal and written
- A proven record high level of attendance; honest; able to work effectively with little supervision and polite and courteous
- Willingness to be flexible with working hours to respond to the needs of the school
- Ability to remain calm under pressure and have a sense of humour
- Committed to safeguarding and promoting the welfare of students
- Indication of sexist, racist, or anti disability attitudes or any other attitudes in conflict with the Council's Equal Opportunities Policy.
- An inability to provide relevant documentation which permits working in the UK, e.g. passport, visa and work permit, birth certificate.

### Desirable

- Relevant Professional and/or management qualification
- Experience of working with Key Stage 3 students
- Evidence of addressing large groups of students/giving presentations
- Experience of providing administration support
- Understand the principles of the teaching and learning process

- Facilitate and monitor Peer Mentoring Sessions
- To maintain records in relation to sanctions and rewards
- Support children in reward time
- Maintain effective records
- Support Lunchtime Room duties ensuring consistency when dealing with behaviour related concerns
- Respect confidentiality
- Work with children to deliver learning activities set by the class teacher as required
- Monitor pupil report cards and update accordingly
- Report appropriate incidents accordingly
- Supervising work that has been set in accordance with the school policy.
- Support the Curriculum Plan and learning programmes designed by the teacher.
- Responding to any questions from pupils about process and procedures.
- Providing feedback to the classroom teacher on the pupil's progress against lesson plans, conduct of the lesson. Keeping pupil related records.
- Dealing with any immediate problems or emergencies according to the school's policies and procedures
- Collecting any completed work after the lesson and returning it to the appropriate teacher.
- Attend meetings and training sessions as required
- Provide additional support to teachers in classrooms, to carry out administrative tasks when not covering a class.
- Act as a role model, setting high expectations of conduct and behaviour.
- Report student and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.
- Be involved in extra curricular activities, e.g. open days, presentation evenings.

Thames Park Secondary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## **Person specification for all Teaching appointments**

In making an application to Thames Park, we are looking for the person who, at interview and by virtue of their qualifications, best demonstrates that he/she:

Essential





## •Recruitment and Selection Policy Statement

1. The Trust Board is committed to:
  - safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people
  - promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued
  - promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs and expects all staff, volunteers, and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake
2. The Trust Board recognises the value of, and seeks to achieve a diverse workforce, which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics of age, sex, sexual orientation, marriage or civil partnership, pregnancy, gender re-assignment, disability or health, race, (which includes colour, nationality, and ethnic origin), religion or belief.
3. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.
4. We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.
5. The following pre-employment checks will be required where applicable to the role and settling:
  - receipt of satisfactory references
  - verification of identity
  - a satisfactory DBS disclosure if undertaking Regulated Activity
  - verification that you are not barred from working with Children
  - verification that you are not prohibited from teaching
  - verification of medical fitness for the particular role
  - verification of qualifications and of professional status where required e.g., QTS status
  - the production of evidence of the right to work in the UK
  - verification of successful completion of/exemption from statutory induction period
  - verification that you are not subject to any section 128 direction preventing you from holding a management position within the Trust/school

- a declaration that you are not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2018 or that you have provided a disqualification waiver from Ofsted

**•NB It is illegal for anyone who is barred from working with children to apply for or undertake Regulated Activity.**

6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.
7. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all preferred candidates will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police) prior to their offer of employment being confirmed. When making a recruitment decision Trust will disregard any filtered convictions/cautions/reprimands which were disclosed in error. Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and/or consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service. A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory.

The Trust is committed to ensuring that people who have convictions / cautions / reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2018 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the school (unless a waiver can be obtained from Ofsted).

Positive disclosures will be managed on a case-by-case basis taking into account the nature, seriousness, and relevance to the role. The following factors will be considered in each case:

- The seriousness/level of the disclosed information e.g., was it a caution or a conviction.
- How long ago the incident(s) occurred and whether it was a one-off incident or part of a repeat history/pattern.
- The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then.
- The country where the offence/caution occurred.
- Whether the individual shows or has shown genuine remorse.
- If the offences were self-disclosed or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty, and openness).

This Trust operates in accordance with The Disclosure and Barring Service Code of Practice in relation to the processing, handling and security of Disclosure information.

8. The Trust processes personal data collected during the recruitment process in accordance with its data protection policy. Data is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment process. On the conclusion of the process, data collected will be held in accordance with the school's retention schedule.

A copy of our Recruitment Procedure is available upon request.



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