



The Duke of York's
Royal Military School

Candidate Information for the role of Cover Supervisor

Required for September 2024





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Introduction

In 1801, His Royal Highness Frederick Duke of York laid the foundation stone in Chelsea of what was to become The Duke of York's Royal Military School, a School for the children of military personnel which opened in 1803. Then in 1909, the School relocated to its present site in Dover, Kent and in 2010, we became the first full state boarding academy, opening our doors to any family wishing to choose this unique and iconic School for their child's secondary education.

A £24.9 million refurbishment project in 2014 has delivered a new sports centre, high-quality accommodation and teaching blocks and a performing arts centre.

The Duke of York's Royal Military School has a rich military heritage that provides the backbone of the School; benefitting the ethos, values and learning culture of the School. It is proud to provide a stable, caring and understanding environment for the children of members of the armed forces, but also children from all backgrounds.

*'Looking forward
with confidence
And looking back
with pride'*

Academic Achievement

A non-selective School which consistently performs significantly above the national average. The progress our students make during their time at the School is a significant strength. Supervised prep, Saturday morning lessons, small classes and proactively encouraging each and every student to achieve the very best they can, ensures high academic standards. The School operates to an independent school model; it is busy and dynamic, where Saturday morning school is part of our routine with sport, performance and activities in the afternoon.





The Role Cover Supervisor

The Duke of York's Royal Military School is seeking to appoint a motivated and flexible individual to join our teaching body as a Cover Supervisor. This is an exciting opportunity to facilitate learning, across all subjects, to our KS3 and KS4 students, providing consistency and continuity whilst a classroom teacher is absent.

The successful candidate will have experience of working with young people; be able to build positive working relationships; and have an understanding of secondary education. You will issue clear instructions for the lesson as provided by the teacher, keeping students on task and maintaining excellent classroom behaviour. You will be able to respond to general questions from students and provide feedback to teachers on their progress and conduct.

Lessons are scheduled Monday-Friday 0830 to 1600 and Saturday 0830-1200. The Cover Supervisor position is 37 hours a week, term time only (40 weeks). Colleagues benefit from use of our excellent School facilities, including the swimming pool and fitness suite, alongside independent support through Health Assured. Our average class size is low, and staff are provided with a laptop to support their work. There is a wide ranging CPD programme to support professional development in both the academic and pastoral sphere.

In addition to the Cover Supervisor position outline above, you will be required to play an active role in boarding school life, including House Tutoring responsibilities during the day, evenings and at weekends. A DOYRMS allowance is payable of £6,337 per annum for this role.





Key Responsibilities

- Set high expectations for conduct and behaviour, modelling Dukie values: courage, integrity, respect, commitment, loyalty, and self-discipline.
- Provide cover for short-term teacher absences, ensuring a focused learning environment and supervising work completion.
- Maintain excellent student behaviour, addressing issues promptly and rewarding successes.
- Liaise with teachers on student progress and behaviour, including evaluating their responses to learning tasks.
- Supervise individual or small groups of students, including those with additional learning needs.
- Provide administrative and technical support to subject departments, examination supervision, and accompany School trips.
- Promote and safeguard the welfare of children, reporting any concerns.
- Comply with policies on child protection, equal opportunities, health and safety, confidentiality, and data protection, reporting concerns appropriately.
- Responsible for the welfare of a tutor group of students within an allocated Boarding House.
- Monitor the academic, behaviour, and general progress of students in their tutor group by liaising with other teaching staff and informing the Housemaster/mistress.
- Tutors should mentor their tutees regularly supporting academic and pastoral care. This includes supporting with Tutor reports and liaising with parents under the direction of the Housemaster/mistress.



Additional Responsibilities

Undertake relevant training and updates as required to keep up to date with current legislation.

Personal responsibility for the health, safety and welfare of all staff and students that may be affected by the postholder's acts and/or omissions.

Personal responsibility for equal opportunities awareness and ensuring that the postholder is aware of, and carries out, the provisions contained in the Equal Opportunities policy.

Personal responsibility for safeguarding and promoting the welfare of children and young people.

Person

Specification

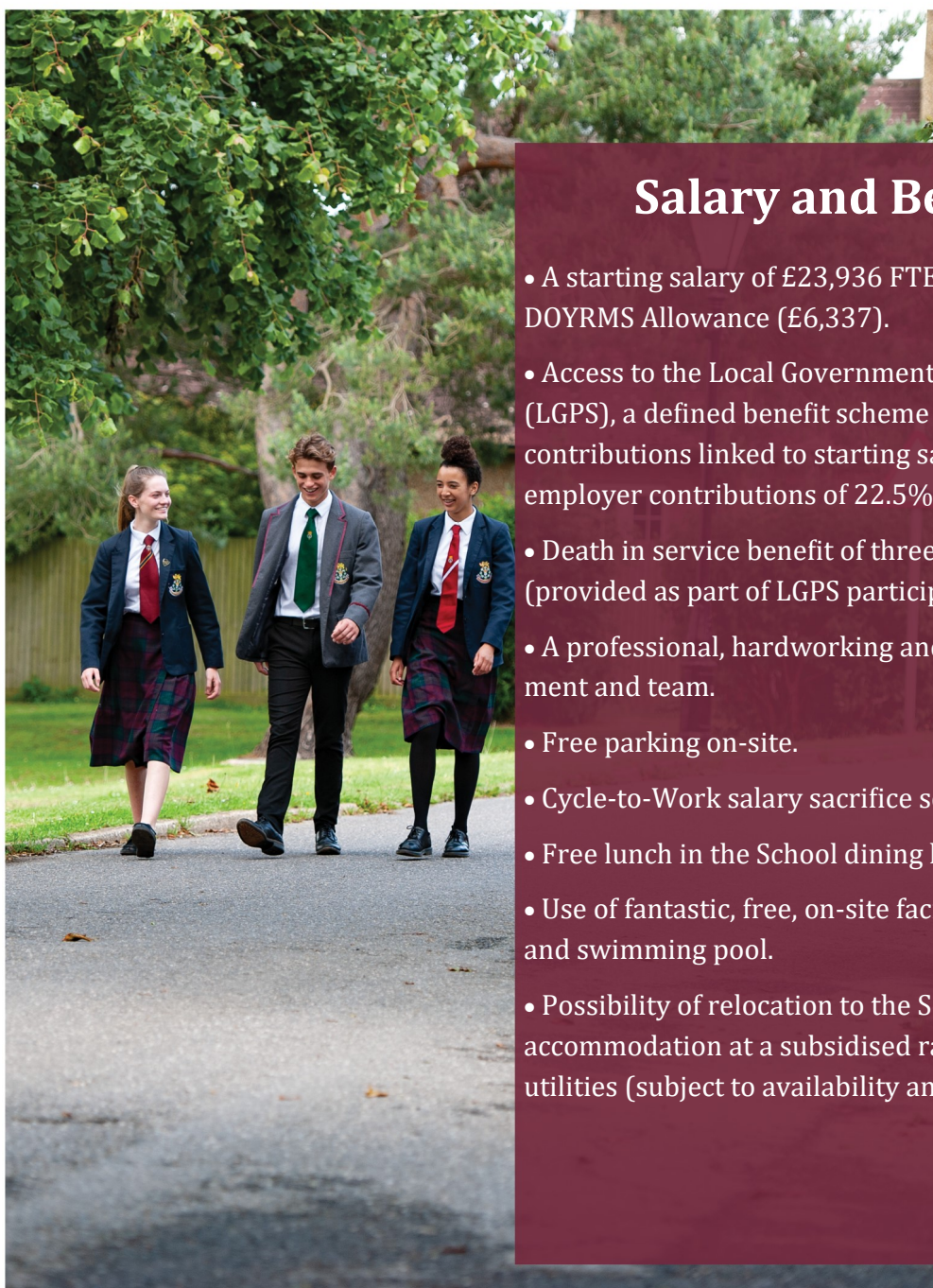


Details about the Post: Cover Supervisor

Title	Cover Supervisor
Type of Post	Term Time, Permanent Contract
Start Date	September 2024
Salary	DOYRMS 5.18 - £23,936 FTE (£18,363 pro rata) + DOYRMS Allowance (£6,337)

Advert	The Duke of York's Royal Military School is seeking to appoint a motivated and flexible individual to join our teaching body as a Cover Supervisor.
Department	Cover
Role	This is an exciting opportunity to facilitate learning, across all subjects, to our KS3 and KS4 students, providing consistency and continuity whilst a classroom teacher is absent.
Hours of Work	37 hours per week

Remuneration



Salary and Benefits

- A starting salary of £23,936 FTE (£18,363 pro rata) + DOYRMS Allowance (£6,337).
- Access to the Local Government Pension Scheme (LGPS), a defined benefit scheme with employee contributions linked to starting salary of 5.8% and employer contributions of 22.5%.
- Death in service benefit of three times salary (provided as part of LGPS participation).
- A professional, hardworking and supportive environment and team.
- Free parking on-site.
- Cycle-to-Work salary sacrifice scheme.
- Free lunch in the School dining hall during term-time.
- Use of fantastic, free, on-site facilities such as our gym and swimming pool.
- Possibility of relocation to the School, along with accommodation at a subsidised rate of plus associated utilities (subject to availability and need).



Application Process

The deadline for the receipt of applications is 12:00 on Wednesday 31 July 2024.

An application form can be downloaded from the School website:

www.doyrms.com/staff-vacancies

In order to apply, candidates should complete their application form and email it to Recruitment@doyrms.com together with a covering letter explaining their reasons for applying and their suitability for the role.

Completed applications should be sent by email to the HR Department at Recruitment@doyrms.com.

Interviews will take place at The Duke of York's Royal Military School and candidates will be contacted via email with interview details if they are shortlisted.





The Duke of York's Royal Military School

