



## Welcome

I am delighted that you are considering applying for the position of Prep School Cover Supervisor starting with us for the Michaelmas term 2025. This is a fixed term 0.6 FTE (equivalent to 3 days a week) opportunity for one School term (September to December) to cover maternity leave.

We are a successful, forward-thinking, co- educational independent school with a long tradition of developing and promoting individual talent and encouraging high aspirations within an environment of continuous improvement. Our history dates back to the 14th century, but we are also very much an innovative and forward-looking school that combines a strong focus on academic excellence with a rich co-curricular programme to enable our pupils to 'discover who they are' and unlock their potential in a school with a strong sense of community. The School continues to challenge itself on how we deliver our education services (recent years have seen the launch of a kindergarten, the establishment of a transport division, the opening of an international boarding house, and the deployment of iPads).

This is a fantastic opportunity to join our team to cover teacher PPA across the Prep school.

This is a one term, part time role (0.6 FTE or 3 days a week), with the potential to extend beyond this time, depending on need.

This role could be suitable for a new to role, newly qualified or experienced practitioner.

If this role represents the type of opportunity and challenge which excites you, and you believe you have the necessary skills and experience to lead and work with an excellent team, then we would be pleased to receive your application and give it serious consideration.

Barnaby Rimmer  
Headmaster

## About the School and location

Wisbech Grammar School (WGS) is an independent, co-educational School located near the centre of the historic town of Wisbech in Cambridgeshire, on a green site of 44 acres beside the River Nene which runs through the town. The School offers a broad, high-quality education with excellent pastoral care for around 590 children aged 2-18. It is predominantly a day School but, in recent years, has started to take a limited number of boarders, mainly from the Far East.

The School is located on a single site with Wisbech Grammar Preparatory School (formerly known as Magdalene House) and the Senior School sharing the same buildings and extensive playing fields. The Kindergarten was established in 2018.

Wisbech is a historic market town with a royal charter in north Cambridgeshire and it straddles the River Nene, roughly halfway between Peterborough and King's Lynn. The town has a population of just over 30,000 and there are good road links to Cambridge, Norwich, Peterborough and the North Norfolk Coast



### **Application process**

To apply please download an application and equality form from our website [www.wisbechgrammar.com](http://www.wisbechgrammar.com).

Your application should include a letter, stating how you meet the job description, addressed to Mr Barnaby Rimmer, Headmaster.

Please send postal applications for the attention of Ana Brady, Head of Human Resources, Wisbech Grammar School, Chapel Road, Wisbech, PE13 1RH or send by e-mail to [HR@wisbechgrammar.com](mailto:HR@wisbechgrammar.com)

Closing date: Applications must be received by 9am on Monday 23 June

Short list: Short listed applicants will be informed by Tuesday 24 June

Interviews: Planned to take place on Thursday 26 June

If you are interested, then please submit an application as soon as possible. The School is happy to accept early applications by CV initially and reserves the right to close this vacancy earlier than the date above.

Wisbech Grammar School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check, satisfactory references and a medical.

Commencement is 1 September 2025 or as soon as the right candidate is available or released from their current role.

<b>Job Title</b>	Prep Cover Supervisor (maternity cover)
<b>Reports to</b>	Senior Deputy Head Prep School
<b>Fixed Term</b>	To cover maternity leave across the Michaelmas Term (September to December)
<b>Hours of Work</b>	<p>Term time only with daily working of 8 hours between the hours of 0800 and 1630 on a 0.6 FTE basis (approx. 3 days a week) including 30 minutes unpaid lunch break.</p> <p>You may be required to attend meetings / events that are sometimes held out of normal School hours.</p> <p>You are expected to work the hours that are necessary to fulfil your responsibilities and meet the needs of the school and in line with the hours in your contract.</p> <p>Please note that this role may develop dependent on the needs of the organisation.</p>
<b>Holidays</b>	This is a term time only role, so all holidays should be taken during School holidays.
<b>Probation</b>	In accordance with School policy, this appointment will be subject to the standard twelve-month- probationary period with reviews at 1, 3, and 12 months
<b>Medical</b>	The offer of appointment at Wisbech Grammar School will be conditional upon the provision of a medical report, which satisfies the school. Initially this will be a self-certification, which may result in Pre-Employment screening by our Occupational Health provider. (Please note that all School buildings operate a no-smoking policy).
<b>Benefits</b>	<p>Wisbech Grammar School provides</p> <ul style="list-style-type: none"> <li>• Defined Contribution Pension Scheme to which the employer provides a 5% contribution to match the 5% employee contribution</li> <li>• Fee discounts for dependent children</li> <li>• Cycle to Work Scheme, Discount Voucher Scheme, Wellbeing support</li> </ul>
<b>Safeguarding</b>	<p>Wisbech Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment.</p> <p>The post holder must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service (DBS).</p> <p>The postholder is responsible for ensuring that they</p> <ul style="list-style-type: none"> <li>• undertake all mandatory training on the school defined timetable (annually at time of writing this document)</li> <li>• read, digest and adhere to all mandatory training on the school defined timetable (annually at time of writing this document)</li> </ul>
<b>Data Protection</b>	<p>In the course of employment at Wisbech Grammar School, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information.</p> <p>Staff should not act in any way which might be prejudicial to the School's interest.</p> <p>Information which may be included in the category covers both the general business of the school and information regarding specific individuals.</p> <p>A strict code of confidentiality must always be adhered to.</p> <p>WGS is registered under the Data Protection Act 2018 and staff must not at any time use the personal data held by the school or disclose such data to a third person.</p>

## **Principal Role**

To provide classroom teaching (planning is prepared) to provide PPA time for staff.

When not being used for PPA cover, you will be asked to provide 1:1 or classroom support for pupils.

The successful candidate will need to interact on a professional level with colleagues and parents (when necessary) and will seek to establish and maintain productive relationships to promote mutual understanding of the pupil's learning and developmental needs.

The role involves ensuring compliance with the Childcare Act 2006, all Health and Safety legislation, the Early Years Foundation Stage (EYFS) framework, and requirements as laid down by the Government and regulated by ISI.

## **Detailed role**

### **Class Supervision – main role**

- Teaching pupils from plans provided by the class teacher.
- If required, undertake any photocopying, preparation of resources or printing required for the lesson.
- Ensure that pupil behaviour is constructive, maintaining a quiet working environment.
- Responding to pupils about the work that has been set, providing pupils with generic support (e.g. literacy, numeracy, IT) to help them complete set work.
- Collecting any work completed after the lesson, marking and returning it to an agreed person/place.
- Leaving the room in good order at the end of the lesson.
- Recording and reporting attendance, when necessary, using Lesson Monitor.
- Liaise with the Pastoral Team, Learning Support Team, actively engage with class teachers.

### **Generic Duties**

- Liaison with other departments and staff as necessary.
- Attendance at staff meetings and INSET activities where relevant.
- Carry out supervision duties as required

No job description can fully cover all aspects of this type of appointment and consequently the ability to evolve and respond to future changes and job demands is essential in the successful applicant. The duties outlined in this job description may be modified by the Senior Deputy Head Prep school, with the post holder's involvement, to reflect or anticipate changes in the job, commensurate with the job title.

Attributes	Essential	Desirable
<b>Qualification</b>	<ul style="list-style-type: none"> <li>GCSE English and Maths (grade A* - C) or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Level 2 approved relevant qualification or equivalent</li> <li>Level 3 approved relevant qualification or equivalent</li> <li>Teaching experience</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Understanding of Safeguarding in schools</li> <li>Health and Safety Knowledge</li> <li>Awareness of equal opportunities</li> <li>Understanding of managing confidential issues</li> <li>Knowledge of how ICT is used to support pupils' learning and ability to use ICT effectively in a classroom setting.</li> <li>Understanding of strategies for teaching and learning to Reception – Prep 6.</li> </ul> <p>The role involves ensuring compliance with the Childcare Act 2006, all Health and Safety legislation and requirements as laid down by the Government and regulated by ISI.</p>	<ul style="list-style-type: none"> <li>Have a secure understanding of specific learning difficulties</li> <li>Have training in aspects of SEN i.e. dyslexia, autism</li> <li>Knowledge of social and emotional support strategies</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Basic First Aid</li> <li>Good numeracy and literacy skills including good spoken English</li> <li>Good ICT skills and knowledge of Microsoft suite</li> <li>To be capable of high standards of physical, emotional, social and intellectual care for the children at all times.</li> <li>Ability to work and communicate with children effectively</li> <li>Ability to motivate and provide encouragement to children of all ages and all backgrounds</li> <li>Assist with the organisation of the learning environment.</li> <li>Maintain accurate records of the pupils.</li> <li>Ability to work collaboratively with School Staff</li> <li>Ability to take responsibility and work with autonomy within set boundaries.</li> <li>Ability to implement appropriate behaviour strategies in line with school policies</li> <li>Ability to work effectively with individual pupils, groups of pupils and whole classes.</li> </ul>	<ul style="list-style-type: none"> <li>Paediatric First Aid Certificate</li> <li>A commitment to the improvement and progress of pupils;</li> <li>The ability to interface and interact with parents, teachers and other school staff and provide feedback as required</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Relevant and professional experience working with children</li> <li>Provision of high-quality provision ensuring all children thrive in a happy, safe and stimulating setting so they can learn and develop.</li> </ul>	<ul style="list-style-type: none"> <li>Experience supporting in a SEND department in a Senior School setting</li> </ul>
<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>A warm and approachable personality</li> <li>To be enthusiastic and have a passion working with all children.</li> <li>Motivate pupils to learn.</li> <li>Motivate pupils to be sociable.</li> <li>Communicate effectively and appropriately with pupils with different abilities and ethnic backgrounds</li> </ul>	



	<ul style="list-style-type: none"><li>• Good time management skills</li><li>• Show tact and sensitivity</li><li>• Patient, reliable and trustworthy</li><li>• Have a high degree of emotional intelligence</li><li>• Good communication and interpersonal skills.</li><li>• Show keen attention to detail</li><li>• Be professional and well organised, be able to be flexible and work under pressure, both independently and within a small team</li><li>• Have the ability to show initiative, think creatively and understand the importance of being proactive in a busy workplace environment</li><li>• Be prepared to take on responsibility and be fully accountable</li><li>• Have the ability to see matters from a whole school perspective and consider issues objectively</li><li>• Have an understanding and commitment to the ethos, culture and priorities of the School</li><li>• Be an ambassador for the School</li></ul>	
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