



Parkstone Grammar School

Cover Supervisor / Support Assistant Applicant Pack

Parkstone Grammar School
Sopers Lane, Poole, Dorset, BH17 7EP
01202 605605
recruitment@parkstone.poole.sch.uk





Headteacher's Welcome

As the headteacher of Parkstone Grammar School, it is my great pleasure to welcome you to our vibrant and dynamic school community. At Parkstone, we are committed to providing an exceptional educational experience that nurtures the intellectual, social, and emotional growth of every student.

We are a heavily oversubscribed 11-18 selective girls' school offering outstanding education to the students of Poole and its surrounding area. Founded in 1905, Parkstone has continued to provide excellent academic results within a warm, friendly and vibrant community. We are a six-form entry school with 1250 students including 350 in the sixth form.

Our school is a place where students are encouraged to explore their passions, expand their knowledge, and develop critical thinking skills that will serve them well throughout their lives. We have a team of dedicated and highly qualified teachers and support staff who are passionate about education and are committed to inspiring and challenging our students.

We believe in creating a supportive and inclusive environment where each student feels valued and respected. Our students are rightly proud of their school which provides for them a broad and balanced curriculum promoting independence, intellectual curiosity and a love of learning. Subjects offered at GCSE and A Level include academic and facilitating subjects from a very wide range. Our sixth form collaboration with Poole Grammar School for Boys allows us to offer an extensive A Level curriculum.

Students at Parkstone are not only encouraged to succeed academically, but to enjoy the wide range of musical, theatrical, sporting, speaking and charitable opportunities. They thrive in an environment of support and challenge, becoming resilient learners well prepared to succeed in the 21st Century.

The unique single-sex selective environment allows the students to grow in a safe and supportive atmosphere. Parkstone's national reputation for excellence and continued success is testament to the consistent dedication of students, staff and governors.

Ofsted commented that Parkstone offers a 'stimulating, friendly community in which all students are valued and may thrive intellectually, emotionally and physically'. Our school's focus is always on teaching and learning as we strive to challenge these able students to become confident, happy and successful young people.

I invite you to apply to our school, and experience the warm and welcoming atmosphere that makes Parkstone truly special. If you're ready to embark on a rewarding journey where your passion for education meets limitless possibilities, we encourage you to explore the opportunities at Parkstone. Join us in making a difference to our young people and shaping the future together.

David Hallsworth, Headteacher



Our Vision

At Parkstone, we embody the values of Commitment, Courage and Compassion to enable students to adapt and thrive in an evolving world, providing an education that inspires and empowers students to determine and achieve their goals.

COMMITMENT

“Be tenacious and relentless in your curiosity for knowledge”

COURAGE

“Feel confident to achieve your very best and develop your resilience to overcome barriers”

COMPASSION

“You should encourage and care for your peers, value and engage with all cultures and religions in our diverse global community”

“Parkstone has encouraged and inspired me to love learning. There is a great community and I am always supported – just like a family.”

Year 7 Pupil



Our Guiding Principles

- Parkstone will be a seat of exceptional learning where great teachers enjoy autonomy in the classroom to inspire and challenge our able students.
- Very high-quality staff development and peer support to facilitate highly effective learning over time.
- Effective feedback to move students forward in their knowledge and skill development.
- Parkstone will achieve amongst the best schools in the country for the national progress measures at GCSE and A Level.
- A positive ethos underpinned by our values of Courage, Commitment and Compassion.
- Personalised support with highly effective intervention to enable equal access to learning.
- Students will have an understanding of global and national diversity and will be well prepared for life in an ever-evolving world.
- A strong community supported by the staff and student leadership teams.
- Compassionate, high quality advice and guidance to make informed and confident decisions regarding life after Parkstone.
- Opportunities outside the classroom which provide holistic development.
- To engage in initiatives and charity projects to contribute to the local and wider community.
- A broad, balanced and inspiring curriculum appropriate to Parkstone.
- An inspiring learning environment underpinned by a research culture and reflective practice.
- Our community will have high expectations of everyone in line with our Values and Charter.
- To instil a sense of stewardship towards our local, national and global environment.



"Teachers are knowledgeable and enthusiastic. They inspire and sustain a love of learning in their pupils."

Ofsted Report



Our School Charter

In our community it is important that we should maintain high standards and take responsibility for our own actions.

OUR COMMUNITY RESPONSIBILITIES

- To uphold the values of our school
- To treat all persons and the environment of the school with respect
- To apply ourselves to all areas of school life
- To empower all to do our best and to take care of each other
- To challenge any inequality and prejudiced attitudes

OUR RIGHTS

- To be treated with respect by all members of our community
- To feel safe both emotionally and physically in our school environment
- To participate in all the opportunities that our school offers
- To know where we can access support and guidance
- To be challenged appropriately where we fall short of our responsibilities



"Parkstone was the very best option for our daughter and has helped her grow in confidence and equipped her for university and life beyond!"

Parent



Safeguarding

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

All shortlisted candidates will be required to complete a Criminal Records Self-Declaration Form. This will allow the school to identify whether you may be ineligible for a role based on barring or a section 128 direction.

Any successful applicant will be required to undertake an Enhanced DBS Check with Children's Barred List information. They will also be required to provide the relevant criminal record checks for time spent living or working outside of the UK within the last 10 years. Applicants can find further information via gov.uk. Please note that any cost for these checks will not be covered by the school.

Further information on safer recruitment processes can be found on our website and we encourage you to read these before submitting your application. Alternatively, please contact our HR Manager if you have any questions by calling the school on 01202 605605.

Our Child Protection Safeguarding Policy can be found on our school website.



Ofsted

Key findings of this Outstanding School

“Under the headteacher’s calm, authoritative and exceptionally effective leadership, the school has improved rapidly since the previous inspection”.

“Leadership at all levels is very strong. Governors, senior leaders, middle leaders and other staff work harmoniously together to provide high-quality education for pupils”.

“Pupils make remarkable progress by the time they take their GCSEs in Year 11. This is sustained in the sixth form”.

“By the time they leave school, pupils have attained consistently at the highest levels and are extremely well prepared for the next stage of their education or employment”.

“Disadvantaged pupils make exceptional progress during their time at the school. Their rates of progress are much higher than other pupils nationally with the same starting points”.

“School leaders make very good use of targeted training to develop teachers’ professional knowledge and skills. As a result, teaching continues to improve”.

“Teachers are knowledgeable and enthusiastic. They inspire and sustain a love of learning in their pupils. Teachers have an unswerving faith in the ability of their pupils to succeed and give their time unselfishly to ensure that this happens”.

“Pupils are confident and articulate learners. They take great pride in their work and are determined to succeed”.

“Pupils’ behaviour is impeccable and their positive attitudes to learning are exemplary. They are hungry to learn and attendance rates are high, including in the sixth form”.

“The sixth form is outstanding. Students follow very well developed 16 to 19 study programmes”.

“Disadvantaged students prosper in the sixth form and in recent years all have gone on to university”.



Benefits

Parkstone is pleased to be able to offer all staff members the following benefits

Core Benefits

- A contributory pension scheme relevant to your role (including access to Teacher and Local Government Schemes).
- Occupational sick pay.
- Tailored Continuous Professional Development (CPD) through the South Central Teaching Hub.
- Free access to the Employee Assistance Programme (EAP) - confidential support network that offers expert advice and compassionate guidance 24/7 covering a wide range of issues, such as: Legal Information, Bereavement Support and Online CBT among much more.
- All staff are entitled to a 'Golden Day' once a year – a paid day off or part time equivalent.
- Free Yoga and Pilates sessions throughout the term.
- Termly Staff Wellbeing and Workload groups to raise and solve issues.

Flexible Benefits

- Cycle to work scheme
- Eligibility to join The Blue Light Card discount scheme



Cover Supervisor / Support Assistant

The main purpose of this role is to assist with the supervision of classes whose teacher is absent. When required, to also provide general support to identified students in lessons, or in the Student Support Room or to supervise some other activities. On occasions there may be the need to act as a First Aider. (Previous experience is not essential as training will be provided for all aspects of this role).

Scale D/E, Points 5-9 (£24,790.08 - £26,409.00 FTE gross per annum) – pay award pending

Actual Salary: 2 days (13 hours) - £7,233.75 - £7,706.14 gross per annum – pay award pending

3 days (19.5 hours) - £10,853.10 - £11,561.86 gross per annum – pay award pending

We are offering this post on a part-time basis and are open to this being a two or three-day position of either 13 or 19.5 hours a week - 8.15 am to 3.15 pm with half an hour unpaid lunch. Please indicate your preference on your application form. Days (Monday, Thursday, Friday).

38 working weeks per year, which is term-time only.

To apply for this role, please complete the application form, which can be found on our school website, and send to recruitment@parkstone.poole.sch.uk



Job Description

Required from September 2025

We are offering this post on a part-time basis and are open to this being a two or three-day position of either 13 or 19.5 hours a week - 8.15 am to 3.15 pm with half an hour unpaid lunch. Please indicate your preference on your application form. Days (Monday, Thursday, Friday).

38 working weeks per year, which is term-time only.

MAIN JOB PURPOSE

- The main purpose of this post is to assist with the supervision of classes whose teacher is absent. Previous experience is not essential as training will be provided.
- When required, to provide general support to identified students in lessons or in the SEND Learning Centre.
- On occasions, there may be the need to act as a First Aider (training will be provided)

MAIN DUTIES

Cover Supervisor:

- To establish and maintain a quiet purposeful atmosphere within classes being supervised
- To inform students of the work set
- To ensure that the work set is being completed
- To liaise with appropriate Heads of Department or other departmental colleagues about work set
- To inform Heads of Departments of any problems encountered
- To feed back to staff about the lesson covered

Support Assistant:

- Under supervision of the class teacher enable pupils to access learning activities as directed by the teacher.
- Prepare materials/resources to help identified students access the learning in class
- Should the situation arise where no cover or in-class support is required the SIMS Manager or Assistant Headteacher will direct work.

ACCOUNTABILITY:

- Cover Supervisors report to the Assistant Headteacher.
- The post forms part of the team providing support to the Leadership Group and teaching staff at this forward-thinking girls' grammar school.



Person Specification

Attribute	Essential	Desirable
PROFESSIONAL		
Numerate/literate to at least GCSE standard or equivalent	✓	
Competent within Microsoft Word		✓
Competent within Microsoft Outlook		✓
Strong interpersonal and communication skills	✓	
Experience of school environment		✓
PERSONAL		
Proactive	✓	
Professional attitude	✓	
Smart, professional appearance	✓	
Ability to work effectively under pressure	✓	
Strong team player, being aware and supportive of colleagues	✓	
Ability to use initiative	✓	
Flexible/adaptable approach	✓	
Ability to relate positively with young people	✓	
Ability to communicate effectively with groups of students and staff	✓	
Sense of humour	✓	
Reliable	✓	
Enthusiastic and keen to embrace new opportunities	✓	
Willingness of spirit	✓	
Commitment to the school	✓	



Contact us

If you would like more information about Parkstone Grammar School please email recruitment@parkstone.poole.sch.uk

Alternatively, if you wish to discuss the vacancy please call 01202 605605 8.00 – 4.30 Monday to Thursday and 8.00 – 4.00 on a Friday.

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