



Job Application Pack

Job Title:

Cover Supervisor

Salary:

Scale 4, Pt 7-11, £20,092-£21,748 FTE.

Contract Details:

Hours: 34.33, term time only

Fixed Term for 1 year. to start September 2021 (Maternity Cover)

Closing Date:

Wednesday 30th June, 9am.



Letter from the Head of School

Dear Candidate

Thank you for expressing an interest in the vacancy at Meden. On behalf of the whole community I extend you a very warm welcome.

Our school mission, confirms we are “committed to creating a caring school with high levels of aspiration for all our pupils, where ultimately they will fulfil their potential and go on to lead successful adult lives”. We believe that the culture of achievement we create in our school, encourages students to strive for success, through hard work, determination and ambition. In return we expect students to have respect for each other and the staff who support them. The systems and structures we have created in school ensure our students have the highest aspirations possible.

I am enormously proud of our students and our staff and hugely excited about leading the school in the next stage of its development. My priority as Head of School is for every student to have access to excellent teaching and pastoral support, to be valued and respected as individuals, and to play a full and active part in school life.

There has never been a more exciting time to be a part of Meden staff. The educational landscape is changing beyond recognition and this provides us with new challenges. However, these challenges can be met, and staff and students alike can thrive if we hold at the core of our work the belief that every child can succeed. Everything we do is in service of the children who have trusted their future’s to us. This is a big responsibility and one that I know we all take very seriously. I am absolutely certain that standards at Meden can be driven ever higher through high expectations, excellent teaching and a pastoral system that provides our students with the support and challenge they need.

I want all staff to enjoy coming to work, to feel fulfilled, challenged as a professional and supported as a member of staff. Only in these conditions can any of us thrive. Our investment in staff is outstanding. Whatever the post, there is a clear professional development route map and we actively encourage leadership and risk taking at all levels.

I look forward to welcoming you into our school community.

Jim Smith
Head of School



Letter from the CEO

Dear Candidate,

I am delighted to be able to introduce you to Meden School and the tremendous opportunities this school offers the young people of Warsop.

Working in partnership with the local governing body, we have raised aspirations and improved outcomes for the students we serve.

Critical to this, is the appointment of dynamic and innovative staff who can bring energy and initiative to the work of the school.

This is a tremendous opportunity to make a difference to the lives of young people, and will suit an ambitious professional looking to make their mark.

Thank you for showing an interest in working at Meden School and we look forward to receiving your application.

Ash Rahman

CEO of the Nova Education Trust



Application Details

Thank you for your interest in the Cover Supervisor vacancy at Meden School. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete an online application form, which should include a covering letter addressed to Mr Smith. This should clearly demonstrate your suitability for this role.

The online application form for this role is located on the current vacancies page of the school website www.medenschool.co.uk. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives as soon as possible, the closing date is Wednesday 30 June 2021.

Interview:

Interviews for the role will be held on a date to be confirmed. If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

Meden School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



Job Description

Cover Supervisor- The majority of time will be spent covering lessons for absent teachers as indicated below:

1. Supervising students in class in the absence of a teacher in accordance with the school policy.
2. Supporting students in small group or 1:1 work as directed by Senior Leaders.
3. Assisting in preparing the learning environment and the materials used therein.
4. Managing student behaviour to ensure a constructive working environment.
5. Responding to students about the work that has been set.
6. Collecting any work completed after the lesson and returning it to an agreed person/place.
7. Leaving the room in good order at the end of the lesson.
8. Supervising entry and departure of students in accordance with school policy.
9. Recording and reporting attendance at lessons in accordance with school policy.
10. Assisting in exam invigilation under the supervision of the examinations officer.
11. Reporting back as appropriate using the schools' agreed referral procedures on the behaviour of pupils during the class and any other issue arising.
12. Dealing with any immediate problems or emergencies according to the schools' policies and procedures.
12. Supervising students arriving and leaving the school site.
14. Supervising students at lunchtime.
15. When there is no cover the time will be spent either supporting pupils in lessons, with individual pupils/small groups in or out of the classroom, or supporting Departments with display and administration.



Person Specification – Cover Supervisor

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • 5+ A*-C including English and Maths or equivalent • Educated to A level or equivalent 	A Degree
Experience	Experience of providing support to young people with additional needs.	Experience of working with pupils in an education setting.
Skills and Knowledge	<ul style="list-style-type: none"> • Effective time management skills • Ability to prioritise tasks • Adaptable approach to work and confidence to respond and deal with unanticipated problems • Ability to work effectively as part of a team and a willingness to support others • Capability to work independently and use own initiative as and when required • An understanding of children with additional needs. 	
Personal Qualities	<ul style="list-style-type: none"> • Outstanding communication skills • Approachable • Ability to remain calm in stressful situations • Ability to establish good working relationships with teaching staff and pupils. • Reliable and punctual • A commitment to safeguarding and promoting the welfare of young people 	



Overview of the Trust

The Nova Education Trust is a dynamic and growing Multi Academy Trust Group based in the East Midlands. Our Trust Group is committed to providing high quality education to all of our students, regardless of their backgrounds.

With a range of schools in the trust serving a variety of different communities, opportunities for career progression and wider professional experiences are extensive. We have outstanding CPD provision across our schools, supported by our Teaching School Alliance, which links 23 schools together, sharing effective practice and developing new models for staff development. We also have a unique programme designed to provide middle and senior leaders with all the skills required to develop their careers.

As an employer we offer an enhanced benefit package to all staff that includes help with healthcare. We can also offer help with relocation in certain circumstances. The Trust also has a policy of wider engagement for main-scale, middle and senior staff. In recent years, employees have visited schools in America, Canada, Finland, Singapore and South Africa as part of their professional development.

Overview of the School

Meden School is situated in Market Warsop, Nottinghamshire. The school delivers an 11-18 curriculum and has around 970 pupils on roll.

In November 2017 Ofsted rated the school as 'good' and we now seek to consolidate this position and to work towards 'outstanding'.

Since the Trust began working at Meden School, results have significantly improved leading to the school achieving its "Best Ever" GCSE results, in summer 2019. Meden School is now well placed to begin the next phase of its journey to becoming an outstanding school

Achievement

At Meden School, we believe that examination success allows our students to make the very most of their lives and student achievement is at the very heart of everything we do. We have developed a curriculum designed to challenge and engage students, offering them the very best preparation for examination success and the skills and confidence required to make full use of those qualifications.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum and as a school, we constantly strive to provide your child with the very best educational experience.

Extra curricular activities offer a further opportunity for your child to develop the skills and understanding needed to succeed throughout their lives. A broad range of sporting, artistic and academic courses are on offer, allowing students to fully explore and develop their potential. We have a range of support services that will ensure your child's success, whatever their individual educational needs.



Examination results provide a good indication of how well a school is serving its students. Meden School has a sustained track record of continuous improvement, but to fully serve our community we will continue to strive for outstanding achievement for all

Curriculum

Our mission underpins everything that we do, we want to enable our students to:

- Have high aspirations of themselves the school and the community.
- Strive for excellence in every aspect of their school life.
- Have ambition and achieve well.

Our school curriculum aims to inspire and challenge all learners and prepare them for the future. The schools' aim is to develop a coherent curriculum that builds on young people's experiences in the primary phase and that helps all young people to become successful learners, confident individuals and responsible citizens. It will transcend class barriers and widen students' horizons and aspirations by developing our key student principles of character and academic aptitude.

Developing Character

- Being ambitious
- Working hard
- Empathetic to everyone
- Being determined to be the best you can be
- Being tolerant
- Being resilient and not giving up

Developing Academic Aptitude

- Acquiring Knowledge & Skills
- Become engaged learners
- Become curious
- Become process-oriented
- Retain what they learn
- Apply what the learn

Through our curriculum we aim to:

Have both high levels of aspiration and high levels of support

- As a school we set the bar of expectation high and support students to meet these expectations both inside and outside of the classroom.
- Teachers plan and deliver amazing lessons so that students acquire the knowledge and skills needed to support their high aspirations.
- Through each lesson we develop student resilience to ensure that they don't give up and fulfil their potential.
- Students will have excellent careers education which will support them to make informed decisions about their future.

Ensure it is academically rigorous and it will engage and enthuse our children by our teachers:

- Challenging students to have high expectations of what they can achieve.
- Giving students clear explanations so that they acquire new knowledge.
- Modelling expectations so that students know how to apply their knowledge
- Question students so that they are made to think hard with breadth, depth and accuracy.
- Giving students feedback so that they can further develop their knowledge.
- Giving students space for purposeful practice so that they think deeply and eventually achieve fluency.



- Training students how to store and retrieve knowledge using as retrieval and spaced practice so that it can be committed to their long-term memory.

Tailor its designed to make it individual and personal to our children's needs

- Teachers support students to fulfil challenging objectives whatever their ability
- Students' individuality is celebrated.
- Develop students to become active participants in their learning journey.
- Each teacher will know their students and support them to excel in school life.
- Students are actively listened to as members of our learning community
- Staff work in true partnership with parents to ensure students' individual needs are met.

Promote and develop both cultural and social capital

- Through our curriculum we will develop students who have a deep understanding of different cultures and beliefs beyond our local community.
- We develop student's leadership skills through community projects and extra-curricular activities.
- All students will have access to learning a modern foreign language to aid students understanding of cultural contexts. This shapes the information, ideas, beliefs and customs that our students encounter when interacting with people.
- Students will have opportunities through lessons and educational visits to explore the arts and technological works of others.
- Students will develop their capabilities in STEM to be equipped for the information-based and highly technological society they will live and work in.
- Through our Me @ Meden programme we will promote racial equality and community cohesion to support students to develop into well rounded citizens.
- We cultivate an environment where students have opportunities to build positive relationships with others based on respect and tolerance during lessons, enrichment opportunities and social time.
- We will develop students into excellence communicators by encouraging our students to support one another through structured learning opportunities.

Pastoral

Meden is justifiably proud of its excellent pastoral reputation. The year group system provides your child with the support, guidance and care they need whilst nurturing friendships and developing a strong sense of community.

Form Tutors play an active role in ensuring that students are happy, well-supported and fully engaged in school life. Tutors also serve as the first point of contact between school and home.

As your child develops through Meden School, their progress and well-being will be closely monitored, ensuring that students are recognised and rewarded when they succeed and supported when things are more challenging.

Meden is a very caring community and the health, happiness and well-being of students underpins our overall ethos and philosophy



Location and Site

Market Warsop is a small town on the outskirts of Mansfield, Nottinghamshire. Situated on the north Nottinghamshire coal field, Market Warsop has reinvented itself as a commuter suburb since the local mine closed.

Meden School is situated on a large site at the edge of Market Warsop. The school benefits from extensive buildings and grounds, a programme of renovation is planned to significantly improve the school and its learning environments in the coming academic year. The school has access to excellent sporting facilities.

Governance

Meden School has an active and engaged group of Governors who's strong loyalty to the school and a good understanding of the local community have helped to shape and support the work of Meden School in raising achievement and aspirations. The Nova Education Trust Directors continue to take a strong interest in Meden School, providing support and advice as necessary.

Safeguarding and Child Protection

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.