



Cover Supervisor (Maternity Cover)

Lydiate Learning Trust

Recruitment Pack





# Our Trust



**‘To excel in all that we do so that everyone flourishes and achieves their full potential’.**

The Trust was formed from the Leadership of Deyes High following successful collaborative working and school to school support in the North-West. The Trust currently consists of Deyes High School, Childwall Sports and Science Academy, a brand new Studio School which opened in September 2016 and a teacher training centre.

Our ethos is rooted in the belief that every child is afforded the very best opportunities in life. We believe all pupils are entitled to attend a school where the aim is ‘To excel in all that we do so that everyone flourishes and achieves their full potential’.

To achieve this we will:

- Place teaching and learning at the centre of all that we do
- Make the process of learning vivid and challenging
- Determine the individual needs of every student
- Have high expectations of every member of our School Community
- Celebrate success in all aspects of school life





# Lydiate LearningTrust

We  
offer...

A competitive salary  
and cross Trust  
promotional  
opportunities

Benefits and rewards  
including; childcare  
vouchers, a visiting car  
wash and various  
salary sacrifice  
schemes

The opportunity to  
work with some of  
the brightest people  
around, in a dynamic,  
challenging  
environment

So that you  
can grow with us  
and create the  
career and  
experience  
you want

So that life is  
made that little  
bit easier for our  
staff

So that your work  
makes a  
difference

Lydiate Learning Trust operate to school teachers' and NJC pay and conditions.



# Cover Supervisor (Maternity Cover)

Salary: Band E Point 18-21 (£18, 070- £20,138) per annum pro rata | Job Commencement Date: 30/10/2017



Thank you for your interest in the position of Cover Supervisor. This is a fantastic opportunity for those wishing to gain teaching experience or for individuals with QTS wishing to secure a first position in education. The role of Cover Supervisor has the potential to work across multiple sites as the Trust grows. It could be the introduction you need to our school centred teacher training, where you can train with us to become a teacher.

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. We hope it answers all of your initial questions, but if not, please do not hesitate to contact us and we will do our best to help. It is extremely important to us that you feel comfortable to proceed as we aim to make the very best appointment possible.

So, who and what are we looking for? An inspirational Cover Supervisor who is dynamic, creative and ambitious

If you feel you are up to the challenge, keen to do well and would enjoy working for the Lydiate Learning Trust, then please apply. In return, we can offer the right candidate the chance to be creative and innovative, and offer excellent progression and professional development opportunities. We will support you all the way.

We do hope you are that special person we are looking for and we look forward to hearing from you.

Yours faithfully

Mrs A Stahler

Executive Headteacher Lydiate Learning Trust



# The Role

The role of 'Cover Supervisor' came about as a result of the Governments' 'Remodelling of the School Workforce' agenda.

Working as a Cover Supervisor for the Lydiate Learning Trust will be extremely rewarding, but also very demanding. There is a high level of responsibility and although there is always a teacher close at hand if needed, there is a large amount of autonomy.

A Cover Supervisor is used for short-term absences of a Teacher. These might be known in advance (for example, where a teacher has a medical appointment or is undergoing professional development) or unexpected (for example, absence due to illness).

On a daily basis, cover supervision includes:

- Supervising work that has been set in accordance with the school policy;
- Managing the behaviour of students whilst they are undertaking this work to ensure a constructive learning environment;
- Responding to any questions from students about processes and procedures;
- 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;
- Reporting back as appropriate using the school's agreed referral procedures on the behaviour of students during the class, and any issues arising.

As well as being employed for cover supervision, on occasions where you are not required for cover, you may also be released to provide additional support to teachers in classrooms, or to carry out administrative tasks.



# Job Description

<b>Post Title:</b>	<b>Cover Supervisor</b> Commencing 30th October 2017.
<b>Working time:</b>	30 hours per week, term time, plus 5 training days per year.
<b>Salary:</b>	Band E Point 18-21 (£18, 070- £20,138)
<b>Disclosure level:</b>	The Lydiate Learning Trust is strongly committed to Safeguarding and promoting the welfare of students and expect staff to share this commitment and maintain a vigilant and safe environment. All posts are subject to an enhanced DBS check. All staff will be expected to follow the school's child protection policy, code of conduct for adults and managing allegations against staff procedures.
<b>Responsible to:</b>	The Cover Manager
<b>Job purpose:</b>	<p>To:</p> <ul style="list-style-type: none"><li>• work under the guidance of teaching staff, within an agreed system, to supervise whole classes during the short-term absence of teachers.</li><li>• respond to questions and generally assist students in undertaking set activities when fulfilling this supervisory role.</li></ul> <p>The role includes working with specifically allocated departments as directed by the Line Manager.</p>

This job description is current at the date shown, the postholder will be expected to undertake any other duties commensurate with the salary and job title. Following consultation with you, this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.



## Core Duties

### Support for students when supervising classes in the absence of the teacher

- To register and record student attendance.
- To instruct students regarding the work left by their teacher.
- To provide students with the necessary resources for their learning.
- To enable orderly entrance and exit of classrooms.
- To promote the inclusion and acceptance of all students within the classroom.
- To create a calm and purposeful environment in which students can complete work set by the classroom teacher and engender high expectations.
- To follow the school's systems and procedures on behaviour management.
- To report back as appropriate, using the school's referral procedures, on the behaviour of students during the class and any issues arising.
- To manage resources effectively and ensure classrooms are left tidy and ready for the next lesson.
- To collect any completed work after the lesson and return it to the appropriate teacher.
- To liaise with teachers about cover work.
- To be aware of particular students' specific needs.
- To support students in using basic ICT as directed.
- To ensure students conform to the school code of conduct in dress, behaviour and work.

### Support for the School

- To provide support for the curriculum when supervising classes in the absence of a teacher.
- To be aware of, and comply with, policies and procedures relating to inclusion, child protection, assertive discipline, health, safety and security, equal opportunities, SEN, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the overall ethos/work/aims of the school.
- To attend and participate in regular meetings, including staff meetings.
- To participate in training, learning activities and an annual performance review as required.
- To recognise own strengths and areas of expertise, and use these to advise and support others.
- To supervise students on visits, trips and out-of-school activities as required.
- To provide clerical/admin support as required.
- To invigilate internal and external examinations when required.

# Person Specification

Knowledge and Experience	Essential (E) or Desirable (D)
An understanding of the national curriculum and other learning programmes (within specified age range/subject area) e.g. knowledge of core subject areas, etc.	D
Understanding of the principles of child development, learning styles and independent learning.	D
Working knowledge of relevant policies/codes of practice/legislation.	E
Understanding of statutory frameworks relating to teaching and learning.	E
Understanding of inclusion, especially within a school setting.	E
Experience of resource preparation to support learning programmes.	E
Effective use of ICT to support learning.	E
Understanding of basic technology e.g. DVD, photocopier	D

Skills & Abilities	
The ability to work effectively within a team environment, understanding classroom roles and responsibilities.	E
The ability to build and maintain effective working relationships with all students and colleagues.	E
The ability to work with children at all levels regardless of specific individual need, identify learning styles as appropriate.	E
The ability to adapt own approach in accordance with student needs.	E
The ability to continually develop and extend own working practices.	E
Excellent personal numeracy and literacy skills (minimum of Grade C	E



# Person Specification

Qualifications and Training	Essential (E) or Desirable (D)
Willingness to participate in relevant training and development opportunities.	E
Maths and English GCSE or equivalent	E

Professional Values & Practice	
Must be able to demonstrate the following:	
High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and a commitment to raising their educational achievements.	E
The ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners.	E
The ability to demonstrate and promote the positive values, attitudes and behaviour they expect from the students with whom they work.	E
The ability to work collaboratively with colleagues, and carry out the role effectively, knowing when to seek help and advice.	E
The ability to improve their own practice through observations, evaluation and discussion with colleagues	E
The ability to understand and respect the principles of confidentiality.	E
Where appropriate to attend meetings and events outside of school hours.	E



# How to Apply

## Application forms

- To fulfil our safeguarding requirements, please complete an application form and equal opportunities monitoring in recruitment form, both are available to download from the employment opportunities page of the Lydiate Learning Trust website.
- Please also attach an accompanying letter of support addressed to the Headteacher of the school, maximum of two sides of A4 Arial font 12, addressing the following points:
  - Why you are interested in the post and your experience so far.
  - What contributions you could make to students' development within our school.
  - Any particular areas of strength and expertise you have to offer.

## Application deadline

Applications should arrive by 8am on Wednesday, 20th September, 2017.

Please email applications to:

[recruitment@lydiatelearningtrust.co.uk](mailto:recruitment@lydiatelearningtrust.co.uk) with Cover Supervisor in the subject line.

It is anticipated that interviews will take place on Wednesday, 27th September, 2017.

## Feedback

We always receive a large number of applications and unfortunately we cannot provide feedback for applications. If you have not heard from us within three weeks of the above closing date, then please assume that on this occasion your application has been unsuccessful, however we may utilise your application for other suitable positions within our Trust.



**@LLTvacancies**