



## **St James School**

### **Cover Supervisor**

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11<sup>th</sup> September 2019

Dear Applicant

**Post of Cover Supervisor**

Thank you for expressing an interest in this post. I hope that the enclosed information will encourage you to apply for it.

The closing date for applications is **midday on Monday 18<sup>th</sup> November** and we plan to hold interviews shortly afterwards. Please ensure that we are able to contact your referees by phone.

Yours sincerely

A handwritten signature in black ink that reads "Lindsay Skinner".

Lindsay Skinner  
Headteacher

# St James School

## Cover Supervisor

Grade D actual salary £14,579 - £16,096 (£19,554 - £21,589 pro rata)

**Permanent**

32.5 hours per week - term time only (39 weeks per annum)

**Start date:** ASAP

This is an exciting opportunity to support our students and the school as a whole in covering for absent colleagues across all departments. You will be part of a team of three, providing 1-1 support to students and supporting core lessons when cover is not needed.

As Cover Supervisor you will supervise the completion of set work, supervise classroom activities and maintain discipline and implement behaviour management controls in accordance with school policy. The role will also involve producing reports on performance and attainment, and monitoring student progress within lessons.

If you would like further information, please contact Emily Harper, Deputy Headteacher on [EJH@stjamesexeter.co.uk](mailto:EJH@stjamesexeter.co.uk)

Application forms and further information are available from our website: [www.stjamesexeter.co.uk](http://www.stjamesexeter.co.uk) or by email to [recruitment@stjamesexeter.co.uk](mailto:recruitment@stjamesexeter.co.uk)

**Closing date: Midday on Monday 18<sup>th</sup> November**

**Interview Date: w/c 25<sup>th</sup> November**

The Ted Wragg Multi Academy Trust is a values driven, rapidly growing 2 – 16 Trust with a relentless focus on transforming lives through learning by delivery outstanding outcomes for every pupil, regardless of background. With a reputation for highly successful school improvement in very challenging circumstances, we are passionate about driving up standards and raising the aspirations of all our pupils.

The Ted Wragg Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and operate in accordance with the Safeguarding and Child protection Policy. All applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed



## Contextual Information about St James

St James is a thriving, diverse and proud community. As an inclusive and committed team we are positively and diligently raising standards. Our aim is for students to achieve excellent outcomes, move onto exciting post-16 activities and most importantly to gain a range of skills and experiences which enable them to be happy and successful in the future.

We are an 11-16 mixed comprehensive school of 950 students situated in the East of Exeter on a relatively new, purpose-built site which offers excellent facilities for all our departments. We are a school with very high expectations of, and for, our students; only their best is good enough. We provide students with opportunities to shine through excellent teaching and innovative practice, a vibrant extra-curricular provision and a curriculum that challenges and inspires from the start of year 7 and is increasingly personalised as students move up through the school.

Our staff are incredibly committed and passionate about all that they do and are rewarded with bespoke CPD provision, in-house career progression opportunities and regular staff-wellbeing events. Ofsted judged us to be a strong Good in our inspection in 2018, but clearly acknowledged that we were on a clear trajectory to achieve Outstanding in the near future.

Our results in 2019 have seen our students sustain the high level of performance that we have seen in recent years. Headlines figures show that 65% of students are leaving with a grade 9-4 in English & Maths (a 'standard' pass) and 42% with a grade 9-5 in English & Maths (the government's 'Basics' benchmark measurement for a 'strong' pass). 77% of students have achieved a 4 or above in English, and 62% a 5 or above, whilst in Maths 70% have achieved a 4 or above, and 48% a 5 or above. The school's strong performance in the Ebacc has also continued with 37% of students achieving a standard pass, and 25% a strong pass."

We are one of the highest performing schools in the area because we believe that students achieve excellent outcomes as a result of five years at a school where they are happy and engaged at all times; where they are challenged from day one and are consistently supported to be the best they can be.

### **The Governing Body:**

The Local Governing Body operates with full delegated authority from the Ted Wragg Multi Academy Trust and is directly accountable to the Trust. The governors understand well their statutory duties to hold leaders to account as well as setting the strategic direction of the academy and ensuring the academy has a sound financial footing. Their commitment is absolute, believing in social justice they bring a rich background of experience beyond education. They are led by a chair determined for the academy to be a first choice for parents and where every child is given the opportunity to fulfil their potential.



## Ted Wragg Multi Academy Trust

Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about education in general, and Exeter in particular, and about how education can transform young people's futures.

The Trust shares Ted Wragg's passion for education and the difference it can make to social mobility, progression, self-esteem and ultimately success, in an increasingly competitive education and jobs market.

The Ted Wragg Multi Academy Trust's ambition is to raise the aspirations of young people and enable them to become fulfilled, life ready, confident and motivated citizens, able to contribute actively to a democratic society. All pupils within the Ted Wragg Multi Academy Trust, regardless of social or cultural background, are motivated to succeed and make outstanding progress because their needs are met through creative, relevant and innovative provision.

### THE AIMS OF THE TED WRAGG TRUST ARE TO:

- Work in genuine partnership to strengthen schools and their communities.
- Foster a culture of positive challenge and continual school improvement.
- Provide a common sense of purpose with a focus on outstanding teaching and learning.
- Offer an excellent educational experience so that every pupil fulfils their potential.
- Encourage a rich, dynamic and purposeful range of learning opportunities for all pupils.
- Develop life-enhancing values so that pupils leave school with a sense of self-worth and determination to succeed.

The Ted Wragg Multi Academy Trust currently has nine school members, Isca Academy, St James School, the Cranbrook Education Campus, West Exe School, Exwick Heights Primary School, Whipton Barton Infants, Whipton Barton Juniors and a new Exeter Creative School which is shortly to commence construction. The Trust also provides support to three academies in Plymouth. We have trustees from the University of Exeter and Exeter College, as well as from local businesses.

The key aspect that makes our Trust exceptional, is that with the 'Members' we have an inspirational progression route from an Outstanding Primary, through an Outstanding FE College, to a world-class, top 100 Russell Group University.

Website: <http://www.tedwraggtrust.co.uk>

<b>Job Title:</b> <b>Multi Academy Trust:</b> <b>School:</b> <b>Responsible to:</b> <b>Salary grade:</b> <b>Working pattern:</b>	Cover Supervisor Ted Wragg Multi Academy Trust St James School Deputy Headteacher Grade D Full-time/Term time only – 32.5 p.w./39 wks p.a.
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**Key purpose of job**  
 To supervise whole classes during the short-term absence of teachers and to respond to questions and generally assist pupils in undertaking set activities.

**Anticipated outcomes of post**  
 1. Students are supported to maximise their learning and progress at school.

- List key duties and accountabilities of the post**
- Supervising whole classes during pre-planned learning activities, which have been set in accordance with the school policy i.e. will be relevant to the age group and point reached in the curriculum to assist with continuity
  - Collecting finished work as necessary and returning it to the appropriate teacher
  - Providing 1-1 support to students and supporting other classroom activities when cover is not needed
  - Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
  - Reporting, as appropriate, using the school’s agreed referral procedures on the behaviour of pupils during the class, and any issues arising.
  - Establishing productive working relationships with pupils, acting as a role model and setting high expectations for behaviour
  - Promoting the inclusion and acceptance of all pupils within the classroom
  - Working consistently whilst recognising and responding to individual pupil needs
  - Encouraging pupils to interact and work co-operatively with others
  - Promoting independence and employing strategies to recognise and reward achievement of self-reliance

**Budgetary / Financial Responsibilities of the post**  
 1. None

**Supervision / Line Management Responsibilities of the post**  
 2. None

**Working Environment & Conditions of the post**  
 3. In support of the Trust’s vision and ethos of shared teaching and learning to improve educational outcomes for young people, the post may be required to travel within any school in the Ted Wragg Multi Academy Trust.

**Other Duties**  
 4. To undertake additional duties as required, commensurate with the level of the job.

### Other Duties

- a) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- b) The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- c) The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- d) The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- e) The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at
- f) This post is based at St James School but the post holder may be required to move their base to any other location within the Trust upon request
- g) The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post

## Person Specification

	Essential / Desirable	Evidence
Enjoy working with young people and want to see them achieve their full potential.	E	I
Demonstrate an ability to motivate young people	E	I
Have high expectations in terms of achievement and behaviour.	E	I
Be able to establish a calm and patient presence in a classroom environment.	E	I, R
Excellent communication skills, both verbal and written	E	A, I, R
An ability to organise, plan and prioritise time effectively	E	A, I, R
Flexibility and adaptability	E	A, I, R
Competent in the use of Microsoft Office package and SIMS	D	I,R

**Key to Evidence:**

A – Application Form & Letter

C - Certificates

I – Interview

R - References