

Cover Supervisor

Ellis Guilford School

To start as soon as possible



ELLIS
GUILFORD
SCHOOL
*Creative
Education
Trust*



Dear Candidate

Thank you for your interest in the vacancy for Cover Supervisor at Ellis Guilford School.

The Ellis Guilford School is a larger than average secondary school for children aged 11-16, recently achieving 'Good' Ofsted status in June 2023. We continue to grow and thrive and have a very clear mission, 'to ensure that children attending our school have a better chance of success than if they went to any other school'.

The Ellis Guilford School joined the Creative Education Trust in 2019. Our network consists of 17 schools across the primary and secondary phases in the Midlands and Norfolk. The school benefits from a central trust team who provide support, ambition, and expertise.

The Ellis Guilford School is at an extremely exciting point in its journey. We believe that every child should receive an exceptional education with opportunities to succeed beyond their potential. To do this, we deliver a broad and balanced curriculum and a range of extra-curricular opportunities that support our children to become confident, independent and balanced individuals, with our school values of equality and integrity at their core.

Here at the Ellis Guilford School, we continually support our staff to develop through a high quality CPD programme including deliberate practice and live coaching. We have a range of in-school development opportunities to enhance your career including Teach Meets, Career Conversations, and our well-regarded Teacher Development Programmes.

We are looking for a team member who is committed to providing the very best for our children, whilst developing their skills to deliver on our clear vision.

You will be able to find a wealth of additional information about our school on our website www.ellisguilfordschool.org.uk, however if you'd like to discuss the role further, our HR team will be delighted to discuss this role with you. Please contact the HR team on hr@ellisguilfordschool.org.uk.

I look forward to receiving your application,

Yours sincerely,

Gemma Johnson
Principal

“ This is a school where everyone is given the chance to belong and succeed. ”

Ofsted 2023

You can find out more at:
www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare pupils for their transition to adult life and employment.



Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities

Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

Our Values

Ambition

We are ambitious in everything because only the best will do

Excellence

We do not stop at 'good enough'

Creativity

We connect our knowledge in innovative ways

Resilience

When the going gets hard, we up our game and reach our goal

Inclusion

Every child and every colleague matters – we will work for and with them all

Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

www.creativeeducationtrust.org.uk

ABOUT ELLIS GUILFORD SCHOOL

We are a mixed secondary school, catering for children between the ages of 11 and 16 years, located in Old Basford Nottingham.

Since November 2018 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all the children in our care.

Our on-site facilities include:

Sports fields including 5-a-side football pitches;

Multi-Use Games Area marked up for netball and football;

Astro Turf perfect for football;

Dance studio complete with sound system and mirrored wall;

Hall complete with a stage;

Interactive whiteboards in classrooms;

Modern and open-plan library with wide range of reading materials



Knowledge Connected

Curricular innovation through our 'Knowledge Connected' programmes promotes creative, integrated and pro-active thinking so that our pupils are equipped for the challenges of the 21st century.

SUPPORT FOR OUR STAFF

We are committed to providing our staff with the highest quality support, enabling them to ensure that our pupils are receiving the education they deserve.

The Ellis Guilford School places a strong emphasis on CPD, for both teaching staff and support staff alike. We run regular programmes of training events and can also provide focused development and cross-academy opportunities. For our pupils to achieve to their full potential we know that it is essential that our staff thrive professionally. We value teamwork highly and provide ample opportunities for all our teachers to work collaboratively with their colleagues.

As teachers we believe that we never stop learning and we support each other to develop professionally. We share ideas and good practice regularly and encourage everyone to contribute to the professional development programme. We understand the importance of working with other schools in our trust and beyond. Our senior and middle leaders have benefited from their participation in NPQ qualifications, Ambition School Leadership, Teaching Leaders Programme, Future Leaders and Teach First. We value subject specific CPD highly and provide our teachers and leaders with high quality subject specific professional development.

Newly qualified teachers at The Ellis Guilford School will benefit from high quality mentoring and access to a customised induction course designed specifically to smooth their progress through the NQT year.



You can find out more at:
www.creativeeducationtrust.org.uk

COVER SUPERVISOR JOB DESCRIPTION

LOCATION

Ellis Guilford School, Nottingham

SALARY

Grade D NJC 6-11. Actual salary Actual £21,660 £23,455 (£25,183 - £27,269 FTE). 37 Hours per week, term-time only plus inset days (39 weeks per annum)

PURPOSE AND SCOPE

- To facilitate high quality learning within the classroom in the absence of the regular teacher, under the guidance of the appropriate Faculty Subject Leaders and within an agreed system of supervision.
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KEY RESPONSIBILITIES

- Lead, monitor and evaluate the assessment and feedback to pupils in line with whole school and department policy.
- Supervise and provide support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Use classroom/teaching skills/training/experience to support pupils.
- Promote positive values and attitudes, good pupil behaviour and health and safety, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Manage the behaviour of pupils whilst they are working to ensure an appropriate learning environment which is purposeful orderly and productive.
- Completing electronic registers for every class
- 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
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom and respond to the individual needs of pupils.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Provide feedback to pupils in lessons.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.

You can find out more at:

www.ellisguilfordschool.org.uk

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- Implement agreed learning activities/teaching programmes/practical lessons, adjusting activities according to pupil response/needs.
 - Accompany staff and pupils on educational visits, trips and out of school activities, as required and take responsibility for a group under the direction of the teacher/organiser.
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OTHER DUTIES

- When not required to cover lessons or groups of pupils, the Cover Supervisor will provide support for the Inclusion department, under the guidance of the SENDCo by:
 - Working on an individual or small group basis with pupils with needs adjusting lessons/work plans as appropriate.
 - Administering and assessing routine tests and invigilating exams/tests.
 - To undertake as required other duties and responsibilities relevant to the job or the seniority of the post as directed by the Principal.
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SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to safeguarding and child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
 - Be aware of and support diversity and ensure equal opportunities for all.
 - Contribute to the overall ethos and aims of the school.
 - Appreciate and support the role of other professionals.
 - Attend and participate in relevant meetings as required.
 - Participate in training and other learning activities and professional development as required.
 - Recognise own strengths and areas of expertise and use these to advise and support others.
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This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal.

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> GCSE Grade A-C (or equivalent) in English and Maths 	<ul style="list-style-type: none"> Degree Level 3 qualification in a relevant subject.
EXPERIENCE	<ul style="list-style-type: none"> Working with young people 	<ul style="list-style-type: none"> Working in a school environment
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> Broad understanding of the subjects taught at 11-16. 	<ul style="list-style-type: none"> Expertise in one or more subject areas
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Able to keep calm under pressure. Able to maintain good order. Good interpersonal skills Able to build positive relationships quickly. 	<ul style="list-style-type: none"> Able to demonstrate adaptable and flexible working practices. Willing to undertake further training
EQUAL OPPORTUNITIES & SAFEGUARDING	<ul style="list-style-type: none"> A demonstrable commitment to supporting and promoting safeguarding, pupil welfare, equality and diversity. A thorough understanding of up-to-date safeguarding requirements and best practice Candidates must be able to undergo successful checks in line with standards for 'safeguarding children and safer recruitment in education'. Appropriate and relevant references will be checked. Candidates must demonstrate an understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare and children and young people 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom. 	
<p>The Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.</p>		

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