



ROYAL
WOOTTON
BASSETT
ACADEMY TRUST

Application Pack

Lawn Manor Academy Cover Supervisor Required ASAP

Scale G Point 12-14 £22,021-£23,836 FTE

32.5 hours, term time only - £11.41ph paid weeks 44.26

Start Date: ASAP

Deadline: 9am Monday 16th September 2019

Lawn Manor
T 01793 487286
E admin@lawnmanor.org
W www.lawnmanor.org



Dear Applicant

Thank you for your interest in working for Lawn Manor Academy. These guidance notes will assist you in completing your application form, which is the first step in our recruitment process.

The Royal Wootton Bassett Academy Trust (RWBAT) is built around the one word of 'Excellence.' Together the Schools strengthen each other, sharing good practice and building capacity for all. Within the MAT we strive to maximise the potential of each person within our community and are absolutely committed to continuous improvement. We value developing the whole person equally to the achievement of academic success.

We are seeking to appoint a cover supervisor to manage lessons in the absence of a qualified teacher. This role is an ideal opportunity for someone to gain valuable experience in the classroom.

The ideal candidate will be able to:

- demonstrate a commitment to the school's pupils
- act as a role model for both staff and pupils

In return we can offer the full benefits of our excellent support and CPD programmes both internally and through the Royal Wootton Bassett Academy Trust which also offers a route into Teacher Training.

Job Description

The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job. The criteria listed within the job description detail how each of these areas will be assessed. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet these criteria.

References

We will require two satisfactory references before a job offer is confirmed; one of which must be your current Headteacher in your present or most recent employment. Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming **your appointment**.

There is a lot of information about the academy available on our website www.lawnmanor.org

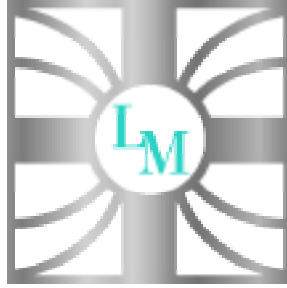
We hope you will feel inspired to apply for the post of Cover Supervisor at Lawn Manor Academy.

Yours sincerely

George Croxford
CEO

Sandra Muir
Headteacher LMA





Job Description
Reports to: Cover Coordinator

Responsibilities
Job Purpose:

- To cover for teachers, tutors, mentors and teaching assistants as required.
- To invigilate examinations as required.
- To be part of the duty team as required including lunchtime supervision of students.
- To support the school's inclusion centre CIC.
- To mentor students individually and in small groups as part of the school mentoring process

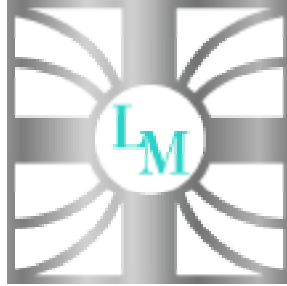
Key Accountabilities:

- To liaise with faculty and subject leaders to provide suitable cover for lessons for absent teachers and others.
- To feedback to the normal teacher about lesson/s covered and pass on any work and resources.
- To work with teachers to develop a resource bank of learning resources suitable for cover lessons in a range of subjects.
- To receive the daily timetable and instructions from the Cover Co-ordinator.
- To use the Behaviour Management systems effectively and to use the school's systems to record incidents and issues arising from lessons covered.
- To register students using the school's electronic systems for all lessons covered including tutor sessions.
- To inform tutor, learning mentor and Head of Year of any issues arising from the cover of a tutor group.
- To be responsible for their own professional development and attend Staff Training Days, Inset and staff meetings as appropriate.
- To undertake lunchtime supervision duties

The postholder may be required of perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation. (Officers temporarily undertaking additional duties are covered by NJC Conditions of Service, Section Three Paragraph 35).

This organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Staff must work in accordance with the South West Child Protection procedures and Child Protection/safeguarding Policy and understand their role within that Policy.





Person Specification

Criteria which will be measured at application and interview

Knowledge & Experience

ESSENTIAL

- 5 GCSE's including Maths and English or equivalent
- Good general knowledge
- Willing to take part in ongoing training/update skills including completing NVQ
- A track record of personal progression alongside the ability to raise standards/achievements in others

DESIRABLE

- Experience of working with teenagers
- Emotional literacy awareness
- Mentoring Skills
- Awareness of learning styles and an ability to match work to those styles

Other

- Positive relationships with children
- Positive reinforcement approach to behaviour management
- Team player
- Adaptability and a willingness to evolve practices
- Inter-personal skills
- Good ICT skills
- Commitment to whole staff, faculty and other meetings
- Ability to promote high standards to support students learning.
- Creative
- Reflective Practitioner.
- Commitment to inclusive education
- Well organised
- Good time keeping

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside the school's procedures, or use personal data held on others for their own purposes.

In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the school's procedures.

In accordance with the provisions of the Health & Safety at Work etc Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the school to enable it to comply with its statutory duties for health & safety.

You must work in accordance with training or instruction given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.

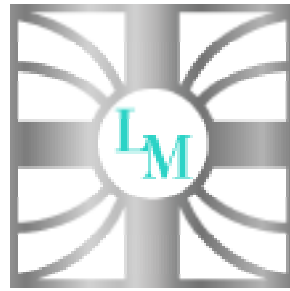
You must ensure you undertake responsibilities relating to your position as detailed within the school's Health & Safety Policy.

Undertaking any other duties that can be accommodated within the grading level of the post.

NOTE:

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the school, always in consultation with the postholder





How to apply

Candidates must return a completed application form and can attach a supporting letter (no more than 1 side of A4).

Closing date for applications: **9am 16th September 2019**

Please be advised that any applications received after this date/time will not be accepted, candidates are responsible for ensuring their application is received. Due to the high number of applications it is not always possible to confirm receipt of applications.

Interviews will be held: TBC

Completed application forms should then be returned marked confidential to the following address:

Esther Newman
Lawn Manor Academy
Salcombe Grove
Swindon
SN3 1ER

or sent via email to: recruitment@lawnmanor.org

Applicants are welcome to visit the academy during the application period by appointment only. Please call or email to book, 01793 427742

Candidates who are successfully selected for interview will be informed after shortlisting has taken place.

Candidates should apply using the correct application form (see last page for link). CVs will not be accepted.

Lawn Manor Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Please note any position that involves working with children requires declaration of ALL convictions/cautions regardless of whether these are deemed as spent and a DBS check will be carried out before any employment commences. References will be obtained before interview at shortlisting stage and may be used in the interview process. If previous employment has included working with children then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section.



Useful information

[Application Form: Click Here](#)

[Lawn Manor Academy website: Click here](#)

[Royal Wootton Bassett Academy Trust website: Click here](#)

