



Application Pack

Cover Supervisor

Childwall Sports & Science Academy

Start Date:	As soon as possible
Closing Date:	8:00am, 18 September 2023
Shortlisting:	19 September 2023
Proposed Interview Date:	22 September 2023
Post Scale:	NCJ SCP 7 - 11
Salary	£22,369 to £24,054 Pro rata £15,670 to £16,850
Contract Term	30 hours per week / Term Time Only / Plus 5 INSET Days / Fixed Term 1 Year in first instance

HOW TO APPLY

To submit your application please use TES Quick Apply



LYDIATE
LEARNING
TRUST

ENGAGE, ENABLE,
EMPOWER

“We engage with all within our Trust and beyond to enable them to show the world their particular strengths, their ideas and their passion”

We do this by...

- 1) Empowering individuals through learning;
- 2) Fostering a “can-do” attitude that leads to continuous improvement;
- 3) Producing confident young adults with high levels of perseverance, proficiency and integrity;
- 4) Encouraging families and our schools to work together to support student learning;
- 5) Providing a happy, safe, supportive environment where students can learn effectively;
- 6) Developing the whole child with a comprehensive offer of wider curriculum;
- 7) Engaging with our students to inspire, contribute and care;
- 8) Developing leadership at all levels for students, staff, governors and our communities;
- 9) Promoting an enterprise culture that creates close working partnerships with business and wider partners;
- 10) Committing to having honest conversations about our strengths and our opportunities for growth.

We Offer

- A competitive salary, which is aligned to national standard terms and conditions.
- A Competitive Pension Scheme.
- Employee Assistance Programme.
- Regular training and development programmes tailored to your very own learning needs.
- Opportunities for career progression within school and across the Trust should you wish.
- An open and collaborative working environment where everyone is valued.
- A detailed induction programme.

Equal Opportunities

LLT is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital status, race, religion, colour, nationality, ethnic or national origins or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

To assist us in monitoring the operation of our equal opportunities policy, and for no other reason, please could you complete an [Equal Opportunities Monitoring Form](#) which can be found on our Careers Homepage.

Safeguarding & Enhanced DBS Checks

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.

Welcome



CHLDWALL
SPORTS &
SCIENCE ACADEMY

LYDIATE
LEARNING TRUST

Thank you for your interest in the position of Cover Supervisor. 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 endeavour to help you through your application.

Childwall Sports & Science Academy is a vibrant, ambitious and multi-cultural school. Our ambition is to be 'outstanding' in all areas and welcome your application to be part of that journey.

Alongside, and no less important, is our excellent performance. We work hard to ensure that Childwall offers a friendly, welcoming and enriching environment for all, including those who work, visit and study here.

Whilst we are proud of our achievements, we strive to improve year on year whilst maintaining the happy atmosphere for which we are renowned. We match our goals by the whole school community working together as a team.

Our people are at the heart of our success. We have developed a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level to senior leadership.

If you feel you are up to the challenge, keen to do well and would enjoy working at Childwall Sports & Science Academy, then please apply.

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

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J E Vincent'.

Ms J E Vincent
Head teacher
Childwall Sports & Science Academy

A handwritten signature in black ink, appearing to read 'A Stahler'.

Mrs A Stahler
Chief Executive Officer
Lydiate Learning Trust

Job Description

Cover Supervisor

Purpose	<ul style="list-style-type: none">• To work under the guidance of teaching staff, within an agreed system, to supervise whole classes during the short-term absence of teachers.• To respond to questions and generally assist students in undertaking set activities when fulfilling this supervisory role.• To work with and supervise individuals and groups of children under the direction/instruction of teaching and/or senior staff, inclusive of physical and general care and basic classroom management techniques.• The role includes working with specifically allocated departments as directed by the Line Manager.
The Role	<p>The role of the Cover Supervisor covers 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).</p> <p>On a daily basis, cover supervision includes:</p> <ul style="list-style-type: none">• 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. <p>Routine Duties:</p> <ul style="list-style-type: none">• To attend inset and meetings aimed at Teaching Staff• To work closely with classroom teachers• To help the students with learning difficulties to access the curriculum as appropriate• To work with the special needs students individually or in small groups
Reporting to	Cover Manager
Salary Scale	Scale 7-11
Working Time	30 hours per week/Term Time only plus 5 INSET Days

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.

The above requirements are specific to the role and complement the current duties for this position. It is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job that are commensurate with the salary and job title.

Person Specification

Cover Supervisor

Personal Qualities	
<ul style="list-style-type: none">• Ability to work effectively within a team environment, understanding classroom roles and responsibilities	E
<ul style="list-style-type: none">• Ability to build effective working relationships with all students and colleagues	E
<ul style="list-style-type: none">• Ability to promote a positive ethos and role model positive attributes	E
<ul style="list-style-type: none">• Good personal numeracy and literacy skills	E
<ul style="list-style-type: none">• Awareness and basic understanding of school curriculum (with specified age range or subject area)	E
<ul style="list-style-type: none">• Basic awareness of inclusion, especially within a school setting	D
<ul style="list-style-type: none">• Understanding of basic technology – computer, video, photocopier (preferably within an educational setting)	D
<ul style="list-style-type: none">• Requirement to complete DfE Teacher Assistant Induction Programme	E
<ul style="list-style-type: none">• Willingness to participate in relevant training and development opportunities	E
<ul style="list-style-type: none">• Willingness to undertake appointed person certificate in first aid administration	D
Must be able to demonstrate	
<ul style="list-style-type: none">• High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements	E
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice	E
<ul style="list-style-type: none">• Able to liaise sensitively and effectively with parents and carers, recognising role in students' learning	E
<ul style="list-style-type: none">• Able to improve their own practice through observations, evaluation and discussion with colleagues	E
Confidential References	
<ul style="list-style-type: none">• Positive recommendation from all referees, including current employer.	E