



**Launceston College  
Multi Academy Trust**



# Applicant Pack

## Cover Supervisors

<b>Job Title:</b> Cover Supervisors	<b>Start date:</b> As soon as possible
<b>School base:</b> Bideford College	<b>Contract type:</b> Part Time and Full time available
<b>Closing Date:</b> Tuesday 10 <sup>th</sup> May 2022, 9am	<b>Salary:</b> C1 £9.58 (£18,500) – C5 £10.87 (£20,980), Actual Salary £12733.89 - £14440.92 based on 30 hours
<b>Interviews on:</b> TBC	<b>Contract term:</b> Permanent/Fixed/Casual

## Our Trust

Bideford College is part of the Launceston College Multi Academy Trust (Trust) alongside Altarnun Primary, Atlantic Academy, Egloskerry Primary, Launceston College and Launceston Primary School.

Our vision is to develop adventurous and ambitious students, who have the character, resilience and self-awareness required to be successful, whatever their background or circumstances. We seek to teach and support them to be responsible as well as happy and successful young people by learning the knowledge, skills and values that are essential for society.

We have exceptionally high aspirations for our students and seek to support them no matter what their background or circumstances.

We offer a distinctively broad, personalised, and academically rigorous curriculum across our primary and secondary schools, and aspire to the highest standards of teaching and learning.

As a Trust we share information and best practices to ensure we focus on an excellent and sustainable 0-19 learning journey for children, with a strong focus on our school and Trust community.

The Trust offers expert guidance and advice to students to help them shape and achieve their future goals without limitation. We want to equip every student with the knowledge, skills and values they need to achieve the very best that they can.

**We seek applicants who are aligned to our vision and ethos and have the talent and passion to deliver that vision successfully. We support all our schools with our Trust-wide leadership and management, CPD, safeguarding, external networks, teaching and learning, school improvement, financial, administrative, estates and HR expertise.**



**We are looking for teaching and support staff who will deliver an exceptional education for the young people in our care.**

## Our College

Bideford College is a large 11 – 18 secondary school on the North Devon coast. It aims to ensure that all students, regardless of socio-economic background can successfully move on to their next step in education or employment with the skills and qualifications they need. We do this through a broad and balanced curriculum and co-curricular offer which enables students to develop resilience, knowledge and contribute positively to the local and global community. We are committed to driving up standards, insisting on high expectations and raising the aspirations of our students.



We are proud of the broad and balanced curriculum that we offer our students in both the main school and in the sixth form. It offers the potential to develop a range of academic and vocational skills that prepares young people for careers in the 21st century. This is underpinned by a wealth of extra-curricular opportunities that nurtures the development of sporting, artistic and technical talents that sees our students succeed at a local, national and international level.

Bideford College is a caring community and we are proud of the inclusive school climate that has been created through the positive relationships developed between students and staff. We want our students to feel safe in the learning culture that exists in the classrooms of the college.

We will offer:

- A modern, well equipped college with outstanding facilities.
- A large team of dedicated and committed staff.
- A Trust culture which seeks to be fair, developmental, and supportive of staff and pupils.
- Opportunities to access professional development to ensure success in the role.
- An employee assistance programme.
- A cycle to work scheme.
- A focus on staff wellbeing.
- Generous pension and holidays.
- A large network across the primary and secondary settings.
- Attractive pay and opportunities to develop skills across the Trust.
- Support from cross Trust systems and school improvement leaders.



We are seeking to appoint **Cover Supervisors**.

### **Main Purpose of Job:**

To provide effective cover supervision of classes in the short term and, in some instances, medium term, absence of the subject teacher ensuring good order is maintained in the classroom and that pupils keep to task. To work under the guidance of teaching and other staff within an agreed system of supervision.

### **Main Duties and Responsibilities**

- To instruct students about the work left by their subject teacher
- To facilitate cover lessons which seek to a consistency to students' learning in the absence of their regular teacher'.
- To provide students with the necessary resources for their learning in liaison with Heads of Subject and nominated cover staff.
- To register and record student attendance in lessons.
- To answer students' questions regarding the instructions left by the subject teacher.
- To ensure classes enter and exit classrooms and teaching spaces in an orderly fashion.
- To ensure a calm and purposeful atmosphere for working during the lesson.
- To engage all pupils in the pre-set activities.
- To follow College systems and procedures on the management of behaviour.
- To undertake appropriate specified tasks in the lesson under the direction of a teacher.
- To ensure classrooms are left tidy and ready for the next lesson after dismissing the class.
- To build and maintain supportive relationships with pupils, treating all individuals consistently and with respect and consideration. To encourage acceptance and inclusion of all pupils.
- To report to the cover manager at the start and end of each day.
- To liaise with Faculty or subject heads or a representative to answer questions about work set by the subject teacher when appropriate.
- To report back to Faculty or subject heads and teachers on the lesson covered and any issues related to cover work.
- To carry out administrative tasks associated with all the above duties.
- To attend staff briefings and meetings to keep up to date on issues related to pupils and cover.
- To undertake professional development as appropriate, including the training days and evenings.
- To contribute to the overall ethos of the College.
- To be aware of and work in accordance with the College's child protection policies and procedures and to raise any concerns related to such procedures which may be noted during the course of duty.
- To be aware of and adhere to applicable rules, regulations, legislations and procedures including the College's Equal Opportunities Policy, national legislation [including Health and safety, Data Protection].
- To undertake other duties appropriate to the grading of the post as required.

## Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>Relevant Experience</b>	<p>Working with children and/or young people.</p> <p>Working as part of a team.</p> <p>Ability to effectively manage student behaviour in accordance with the College's policies and procedures.</p>	Working within a school environment.	Application form/interview
<b>Education &amp; Training</b>	Grade C or above in English and Maths GCSE or equivalent		Application form
<b>Special Knowledge &amp; Skills</b>	<p>Effective communication skills including written and verbal.</p> <p>Excellent IT skills including all Microsoft Office software.</p> <p>Problem solving skills and attention to detail.</p> <p>Display an open mind and positive attitude to work and colleagues.</p>		Application form/ interview
<b>Any Additional Factors</b>	<p>Self-motivated, and able to empathise and be positive</p> <p>An interest in pupils, ability to relate well to children and adults.</p> <p>Ability to work flexibly and respond positively to a range of situations</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p> <p>Full UK driving licence and access to own transport.</p>		Interview

## To apply:

To apply for this job, please complete the application form: (provided in two formats below):  
*(Please note that for the Word application, you may have to download the file)*

[Word Application](#)

[PDF Application](#)

*We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are warmly invited.*

### **Safeguarding Statement:**

Launceston College Multi Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to DBS clearance and appropriate pre-employment checks.

