

Cover Supervisor

Caister Academy
January 2024



**CAISTER
ACADEMY**
*Creative
Education
Trust*

Dear Colleague

Thank you for your interest in the role of Cover Supervisor at Caister Academy.

This is an exciting opportunity for a dynamic and inspiring colleague to join Caister Academy. The successful candidate will join a team of committed professionals, working across the Academy to support departments where needed. They will be working within a Trust where staff development is prioritised.

The role may suit some-one already in a support role within a school who would like to further their careers, or some-one who has ambitions to become a teacher in the future.

Caister Academy is one of Norfolk's leading co-educational secondary schools, situated in the coastal village of Caister, just north of Great Yarmouth. It is well regarded for excellence in literature and performing arts, with aspirations to lead nationally in all areas. As part of Creative Education Trust we work in collaboration with other local Academies, and receive development opportunities and support from Creative Education at a national level.

We are looking for a colleague who:

- Has a passion for education and a special gift of communicating that passion.
- Is innovative, self-motivating and able to inspire others.
- Has the ability to teach outstanding lessons across the age and ability range.
- Has the highest expectation for the attainment of all young people.
- Enjoys working as part of a team to ensure the success of our community.
- Is driven to relentlessly remove barriers to students' success.

In return Caister Academy will offer you:

- A thriving, innovative learning community, committed to excellence.
- A supportive, welcoming community of professionals.
- Extensive development and collaboration opportunities, through the Creative Education network.

For further details, or an informal discussion about the role, please contact Ruth Woods, Human Resources & Business Support Officer, at ruth.woods@caisteracademy.org.uk.

For more information on Creative Education Trust visit www.creativeeducationtrust.org.uk.

For more information on Caister Academy visit www.caisteracademy.org.uk

Closing date: 20 October 2023, however we will hold interviews as soon as we have received enough applications from suitably qualified applicants. If a successful appointment is not made, then we will repeat the process. Please do not hesitate to contact Ruth Woods if you would like an update on your application and details of a potential interview date.

I look forward to receiving your application.

Yours sincerely,

Helen Seath
Headteacher

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.

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 aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity

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ABOUT CAISTER ACADEMY



Caister Academy is an 11-16 co-educational day school, specialising in Literature and the performing arts. We offer a rigorous, traditional curriculum; supplemented by a broad choice from the arts, technology, and sport; all personalised to the strengths of individual students.

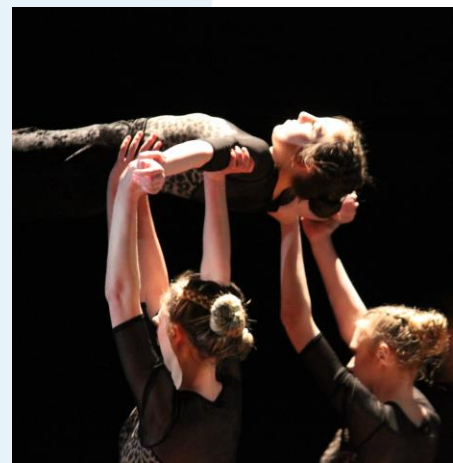
Located half an hour from Norwich, on the beautiful Norfolk coast in the picturesque village of Caister-on-Sea, we have excellent access to the famous Norfolk Broads, local seaside towns, and picture postcard views of the sea. We are proud to serve at the heart of our community, and through our core values of ambition, opportunity, character, and community, seek to do so in all that we do.

In March 2015, we joined the Creative Education Trust. This provides us with immediate access to a national network of support, whilst retaining the autonomy to make the decisions that are best for our students. We work closely with other local Creative Education Trust schools, and as a family, have the resources and support to find and develop the potential of every individual.

We are fortunate to have excellent facilities in many areas, but through the Creative Education Trust, we are currently engaged with Walters & Cohen Architects to develop and deliver a five-year site development and refurbishment plan which will completely modernise all areas of our provision.

Our on-site facilities include:

- A large multi-purpose Sports Hall
- A well-equipped technology area
- A Drama studio
- Dance studio complete with sound system and mirrored wall;
- Interactive whiteboards in every classroom;
- Modern and open-plan library with wide range of reading materials



‘Through consistently hard work, sharply identified training and effective support for staff, leaders have ensured that pupils are well prepared for the next stage in their education.’

OFSTED - 2018

Job Description

Cover Supervisor

To ensure consistency of high-quality educational provision for students when cover is required, predominantly in the classroom, but occasionally in other areas of the school.

Effective Date

January 2024

Review Date

January 2025

Salary: Caister Scale SC4, Point 7 – 11

34.5hrs per week, Term time + 1 week, 8.20am to 4.00pm (50min/35min)

Organisational Relationships

Report to the Cover Manager

Work alongside class teachers to deliver high quality teaching & learning.

Key Responsibilities

Leadership:

- Seek to develop your own practice and that of others, through all appropriate mechanisms, including working with other colleagues and attending appropriate career professional development opportunities.
- Recognise personal strengths and areas of expertise, using these to advise and support others where appropriate.
- Seek to represent the Academy and the Trust in the best possible manner at all times.
- Demonstrate consistently high standards of personal and professional conduct:
 - Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school, by;
 - treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the professional position,
 - having regard for the need to safeguard students' wellbeing, in accordance with statutory provisions,
 - showing tolerance of and respect for the rights of others
 - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs,
 - ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
 - Have proper and professional regard for the ethos, policies and practices of the Academy, following the Academy's policies at all times.
 - Maintain high standards of personal attendance, presentation and punctuality.

You can find out more at:

www.creativeeducationtrust.org.uk

Responsibilities:

- Cover lessons, as directed by the member of staff organising cover, ensuring the materials provided are delivered in line with the school's standardised lesson structure and the work set is completed to a high standard by all students.
- Support the class teacher in creating and maintaining a purposeful, orderly and supportive learning environment, promoting inclusion whilst encouraging independence and constructive relationships within the classroom.
- Prepare, maintain and use equipment/resources required to meet the relevant learning activity and assist students in their use, including supporting the use of IT in learning activities and developing students' competence and independence in its use.
- Apply the same reward and sanction systems as a classroom teacher would, in line with school policy.
- Liaise with teaching colleagues over the quality of work provided by staff and completed by students.
- Assist with the supervision of students out of lesson times as per the Academy duty rota.
- Cover other colleagues in performing reasonable duties, such as administration, when there is a need to do so, or as directed by the member of staff organising cover.
- Apply initiative to complete other reasonable duties within the school day, to support the strategic aims and operational running of the school.
- Utilise time at the end of the day to better perform the core role, offer enrichment opportunities for students and attend relevant meetings and available training.
- Meet with students and parents to establish and improve communication with vulnerable groups when required.
- Model welcoming, sensitive and constructive communication, with all stakeholders at all times.
- Represent the Academy at after school events and evenings relevant to the role, as per the Academy calendar.
- Consistently promote positive student behaviours, for example orderly movement around the site and punctuality, in line with Academy policies.
- Actively engage with students when appropriate, positively reinforcing responsible behaviour and challenging negative behaviour when necessary.
- Consider and support the wellbeing and safeguarding of all students, adhering to the school's Child Protection Policy and SEND Code of Practice at all times.
- Consider and care for the health and safety of themselves, colleagues and students.
- Recognise, reward, praise and promote student success wherever possible.
- Ensure equality for all students by consistency upholding all school policies relating to student conduct, for example behaviour, mobile phones, uniform etc...
- Treat information about students and staff with due sensitivity. Adhere to general data protection regulations at all times. Respect confidentiality where appropriate.
- Participate fully in Academy life through involvement in clubs and trips wherever reasonably possible.

Variation:

- Undertake other duties;
 - commensurate to the post holder's abilities, position and grade, as requested by the Principal or line manager,
 - of a similar nature to those listed above, even if not individually itemised.
- Support the needs of the academy, taking into account individual strengths and areas for development, by accepting adjustments to the exact remit following annual job description review.
- Understand that the duties specified above are therefore neither exclusive nor exhaustive and may change over time

You can find out more at:

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	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Excellent numeracy/literacy skills/GCSE including grade C or equivalent in English and Mathematics 	<ul style="list-style-type: none"> • Evidence of continuing professional development. • Basic First Aid at Work Certificate or willingness to be trained. • Relevant course to support learning e.g., L2 Teaching Assistant
EXPERIENCE	<ul style="list-style-type: none"> • Proven experience working in an educational environment • Previous classroom supervision experience and working with pupils in class either 1:1 or groups/classes • Proven experience in classroom management • Ability to work in a team, collaboratively with other staff 	<ul style="list-style-type: none"> • Experience delivering to a curriculum/syllabus • Working knowledge and skills of ICT to support learning for example GO4Schools management systems (although full training will be given).
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • An understanding and commitment to ensuring complete confidentiality in all matters and adherence to GDPR regulations. • An understanding that this post holder represents the Principal and as such, the school in the wider community. • Ability to use initiative and apply sound decision-making skills whilst understanding that some matters need to be referred to others. 	<ul style="list-style-type: none"> • Knowledge of the needs of SEN students in academic surroundings
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • High expectations of self and others • Resilience and motivation to manage day-to-day challenges. • Calm under pressure • Accepts accountability and takes personal responsibility for their own actions. • Ability to build effective relationships with students and staff. • Ability to relate to different ages and abilities • Strong interpersonal, written and oral communication skills. • Flexible and adaptable to work with various classes on a short-term basis • Able to reflect on practice/actions and provide feedback 	<ul style="list-style-type: none"> • Ability to work flexibly outside normal hours if necessary
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, pupil welfare, equality and diversity 	
SAFEGUARDING	<ul style="list-style-type: none"> • A knowledge of the safeguarding responsibilities of adults working within a school environment. 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Awareness of Health & Safety procedures. 	

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