

Cover Supervisor

Thistley Hough Academy

March 2025



**THISTLEY
HOUGH
ACADEMY**
*Creative
Education
Trust*



Dear Colleague

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

Thistley Hough Academy is a modern school with drive and motivation to provide the best outcomes for the students and community.

Ofsted continued to rate us as 'good' in May 2022.

Thistley Hough Academy joined the Creative Education Trust in September 2013 and has been on a journey to now become one of Stoke-on-Trent's most improved schools.

As our Academy sponsor, the Creative Education Trust is focused on the quality of the educational experience it provides for students. At Thistley Hough Academy we pride ourselves on delivering an ambitious, broad and balanced curriculum, enabling every student to be successful, responsible, resilient, confident and skilled young people.

We are passionate about enriching the lives of our students, which is not just academic, but social and emotional. We aim for our students to leave Thistley Hough Academy as highly positive and active members of the community.

Our highly qualified teachers and effective support staff are committed to ensuring that our students achieve excellence and develop to be leaders both now and in the future. We always aim for disruption free learning, allowing our teachers to do what they do best.

We have a happy and safe school, where we are multi-cultural, something that we celebrate and encourage. We are a true reflection of the local Stoke-on-Trent demographics.

Our vibrant, energetic school can be sampled on our website. We are keen to develop our community links further and encourage prospective candidates to arrange a visit.

We look forward to the chance to meet you and showing you what we have to offer.

I look forward to receiving your application.

Yours sincerely,

Noel Kennedy
Principal

“We are looking for a Cover Supervisor with excellent communication and emotional resilience, a commitment to safeguarding and equality, and a passion for improving students' learning and life chances”

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 students 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

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ABOUT THISTLEY HOUGH ACADEMY



Thistley Hough Academy is a mixed school catering for students aged 11-16 located in the village of Penkhull, Stoke-on-Trent.

The Academy joined the Creative Education Trust in September 2013 and is now one of Stoke-on-Trent's most improved schools and is graded as Ofsted 'good'.

With strong pastoral support for both staff and students, coupled with a broad range of co-curricular activities, Thistley Hough Academy offers a supportive learning community where you can reach your full potential.



MORE ABOUT THISTLEY HOUGH ACADEMY:

- £15m state-of-the-art building and facilities;
- Rated 'Good' by Ofsted with 'outstanding features';
- Winner of the Happiest School Award 2018;
- TES Community and Collaboration Award 2018 – shortlisted;
- Hall complete with tiered seating;
- Dedicated staff CPD programme & wellbeing group;
- Training and mentoring opportunities through the Creative Education Trust



‘Leaders are ambitious for every pupil. They have developed a broad, balanced curriculum to support this ambition in conjunction with trust leaders. ‘

Ofsted, May 2022

To see full details of the school performance data please visit:

<https://www.compare-school-performance.service.gov.uk/school/139068/thistley-hough-academy>

SUPPORT FOR OUR STAFF

Our staff are dynamic individuals who believe passionately in making a difference to every student, and we are committed to providing them with the highest quality support and opportunities to increase their skills and progress.

Personal and professional development is supported through our **‘Growing Our Own’** model of bespoke continuous professional development which enables professional learning pathways for individuals, departments and groups of staff.

OUR ‘GROWING OUR OWN’ MODEL

- Coaching entitlement at all career levels including mindfulness coaching.
- Undertake externally recognised accredited training e.g. for aspiring middle and senior leaders NPQML, NPQSL etc.
- Leadership secondment opportunities.
- Subject specific development - exam specification training, teacher subject specialist training etc.
- Access to cross-trust learning support - focus groups, year-specific forums
- Weekly professional development entitlement.

STAFF WELLBEING AND WORK LIFE BALANCE

Staff well-being and work/life balance are central to the success of our academy. We openly consult with staff over changes which impact on their working day, and actively encourage participation in our staff wellbeing group.

You will find an academy that:

- Provides strong and effective leadership at all levels.
- Fosters and develops a strong team ethos among all its staff.
- Is highly supportive and values and develops people.
- Is forward thinking and outwardly facing.
- Is committed to developing staff and student leadership skills.
- Encourages wider participation in local and national agendas.
- Offers an exceptionally supportive Academy Council and local community.
- A staff wellbeing group to ensure their views are represented at senior leadership team meetings.



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COVER SUPERVISOR

JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION Thistley Hough Academy, Stoke-on-Trent

SALARY

Grade 6, - £25,119 per annum (actual salary, £21,603)

Term-time only, 37 hours per week.

THE ROLE

To supervise whole classes during the short-term absence of teachers, delivering the content of work set by the teacher, maintaining good order, responding to questions, and generally assisting students to undertake set activities.

MAIN RESPONSIBILITIES

- To supervise students engaged in learning activities to ensure that the learning objectives set by the teacher are achieved.
- To give instructions for a lesson as provided for by a teacher.
- To attend in-house training sessions and other meetings as directed.
- To act as a role model and set high expectations of conduct to ensure that good behaviour is maintained.
- To ensure that students work in a calm and secure environment and manage the behaviour of students while undertaking work.
- Respond to questions about process and procedure and encourage students to improve the quality of their work and keep on task.
- Promote the inclusion and acceptance of all students within the classroom and be aware of the targets outlined in a student's Education Health Care Plan.
- To ensure that students use equipment safely.
- Refer any students' concerns to the relevant Tutor, Subject Leader and Year Team.
- To keep a record of student attendance at and punctuality to lessons and report any notable observation to the tutor by completing attendance registers.
- Check uniforms and jewellery and refer any problems to the Student Support Leader.

- To keep appropriate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher and students on the conduct of the lesson.
- To support students with the use of ICT and other equipment and materials to enable them to achieve the learning objectives set by the teacher.
- To support the duty teams at breaks and lunchtimes with undertaking duties as and when required.
- Provide cover for form tutor sessions as required.
- Invigilation of examinations.
- The supervision of pupils when on school visits, in the place of some teachers.
- When lesson cover is not required, tasks associated with reducing teachers' workload including administration or support within lessons.

SCHOOL ETHOS AND COMMUNITY

- Support the school's values and ethos by actively promoting and contributing to the development and implementation of policies, practices and procedures.
- Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- To be active in issues of student welfare and support.
- Support and work in collaboration with colleagues and other professionals in and beyond the school.

SUPPORTING THE WORK OF CREATIVE EDUCATION TRUST

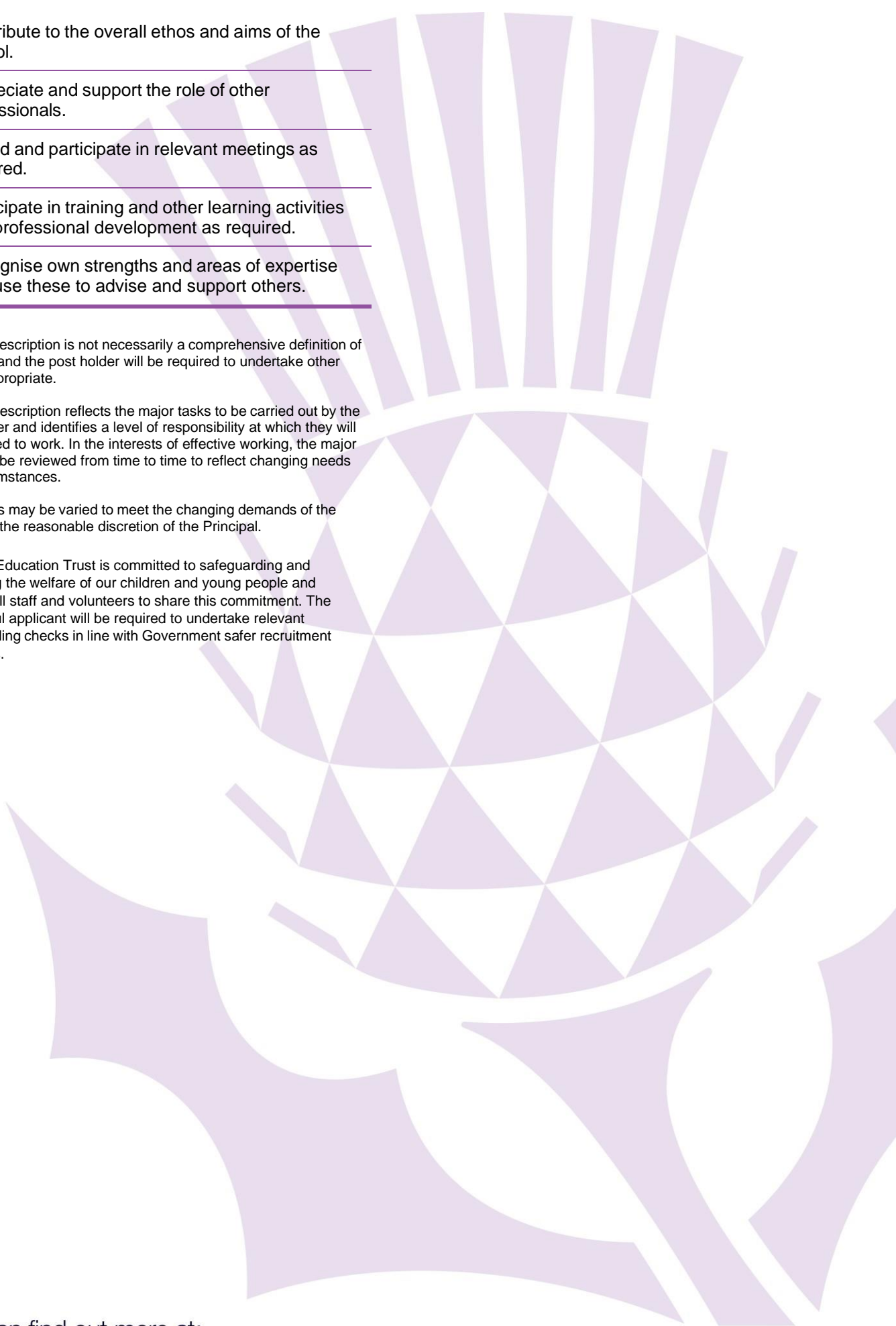
- Contribute to collaborative work across Creative Education Trust schools by participating in trust-wide work and projects.
- Participate in Creative Education Trust and sector-wide activities to share best practice.
- Undertake any other reasonable duties deemed appropriate to the role.

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.

You can find out more at:

www.creativeeducationtrust.org.uk

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- 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.

This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks will be reviewed from time to time to reflect changing needs and circumstances.

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

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.

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	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> GCSE English and Maths. Grade C or above (or equivalent) 	<ul style="list-style-type: none"> A knowledge and understanding of learners needs in a specialist area.
EXPERIENCE	<ul style="list-style-type: none"> Good understanding of school curriculum, age related expectations of learners, teaching methods and testing/assessment arrangements. Understanding of aims, content, teaching strategies and intended outcomes in lessons. Working and supporting learners in an educational environment. Experience of effective delivery of specific areas of the curriculum to individuals and in small groups Knowledge of the key factors affecting the way young people learn. Knowledge of a range of strategies to establish purposeful learning and promote good behaviour. Teamwork – Proven experience of effective team and independent working. 	<ul style="list-style-type: none"> Successful experience in the Secondary setting.
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment. Understanding of relevant policies, work independently, motivate and inspire with a creative approach to problem solving. Commitment to regular and on-going professional development and training to establish outstanding classroom practice. Use of ICT to advance both own and students' learning. 	<ul style="list-style-type: none"> Knowledge of building management systems. Core trade skill e.g. carpentry, painting, plumbing, electrics. IWFM qualification.
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Motivation to work with children. Ability to form and maintain appropriate relationships and personal boundaries. Emotional resilience in working with challenging behaviours and attitudes. Must have excellent communication skills, both verbal and written. Must have the ability to work calmly under pressure and have the ability to adapt quickly. 	
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity. 	
SAFEGUARDING	<ul style="list-style-type: none"> A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity 	
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. A commitment to working to improve the life chances of all the young people in our academy. 	

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