

Cover Supervisor

Ellis Guilford School

Start Date: September 2021



**ELLIS
GUILFORD
SCHOOL**
*Creative
Education
Trust*

Dear Colleague



Thank you for your interest in the vacancy for Cover Supervisor at Ellis Guilford School

I joined Ellis Guilford School as Principal in September 2020, together with a new senior leadership team, determined and committed to improving the life chances of the young people at Ellis Guilford. It is a great honour and privilege to be asked to lead a school of over 1300 pupils. We are undergoing a period of rapid improvement and want to recruit only the very best people to help us on our journey.

We are looking for a highly skilled individual, who is passionate in supporting student learning and who wants a challenge to make a difference in our school. The successful candidate will be able to demonstrate that they can have a positive impact within the school and will have the energy and drive to support excellent learning.

You will be joining a vibrant and dynamic team of leaders who only want the very best. If you are an individual who would thrive in this type of environment, we want to hear from you.

The successful candidate will be a strong team player, have good interpersonal skills and be willing to take initiative and drive this key area for improvement forward.

Ellis Guilford became part of the Creative Education Trust (CET) in November 2018. CET has a strong record of educational improvement as well as providing a varied diet of curriculum and enrichment opportunities by introducing pupils to professionals who are the best in their specialist field whether it be composers, architects, designers or singers. By seeing the best, pupils are inspired and become ambitious to follow careers they may not have considered before.

Our aim is to prepare our pupils to be good citizens of the future and to have the ambition and courage to exceed. If you share our desire to change the lives of young people, we would very much like to hear from you.

If you would like to discuss this role further, please contact our HR/Operations Director, Catherine Gordon on: 0115 913 1338 Or by email: Catherine.gordon@creativeeducationtrust.org.uk

Yours sincerely,

Chris Keen

“ The curriculum provides for pupils’ spiritual, moral, social and cultural development. ”
Ofsted 2018

You can find out more at:
www.ellisguilfordschool.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 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

You can find out more at:
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ABOUT ELLIS GUILFORD SCHOOL



We are a mixed secondary school, catering for children between the ages of 11 and 16 years and located in Old Basford, Nottingham.

Since November 2018 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all of the children in our care.

Our on-site facilities include:

- Sports fields including 5-a-side football pitches;
- Multi-Use Games Area marked up for netball and football;
- Astro Turf perfect for football;
- Dance studio complete with sound system and mirrored wall;
- Hall complete with a stage;
- Interactive whiteboards in classrooms;
- Modern and open-plan library with wide range of reading materials



Summary of Ellis Guilford Schools Progress Scores in 2018/19:

- Progress 8 score: **-0.64**
- Attainment 8 score: **35.4%**
- Pupils entering EBacc: **18%**
- Staying in Education or entering employment: **83%**

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

<https://www.compare-school-performance.service.gov.uk/school/146539/ellis-guilford-school>

SUPPORT FOR OUR STAFF

We are committed to providing our staff with the highest quality support and challenge to ensure that we excel and give our students the education they deserve.

Each of the Creative Education Trust's schools benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPL for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

The school is supported by an experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters.



You can find out more at:
www.ellisguilfordschool.org.uk

Cover Supervisor

JOB DESCRIPTION

LOCATION

Ellis Guilford School, Nottingham

SALARY

Grade C NJC 04-06 £18,933 - £19,698

Term Time Only (39 weeks)

Actual pro rated salary (£16,212 - £16,867)

THE ROLE:

- To facilitate high quality learning within the classroom in the absence of the regular teacher, under the guidance of the appropriate Faculty Subject Leaders and within an agreed system of supervision.
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KEY RESPONSIBILITIES

- Supervise and provide support for students, including those with special needs, ensuring their safety and access to learning activities.
- Use classroom/teaching skills/training/experience to support students.
- Promote positive values and attitudes, good student behaviour and health and safety, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Manage the behaviour of students whilst they are working to ensure an appropriate learning environment which is purposeful, orderly, and productive
- Completing electronic registers for every class
- 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
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all students within the classroom and respond to the individual needs of students.
- Encourage students to interact and work co-operatively with others and engage all students in activities.
- Provide feedback to students in lessons.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.

- Implement agreed learning activities/teaching programmes/practical lessons, adjusting activities according to student response/needs.
 - Accompany staff and students on educational visits, trips and out of school activities, as required and take responsibility for a group under the direction of the teacher/organiser.
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NOT COVERING LESSONS

- When not required to cover lessons or groups of students, the Cover Supervisor will provide support for the Inclusion department, under the guidance of the SENDCo by:
 - Working on an individual or small group basis with students with needs adjusting lessons/work plans as appropriate.
 - Administering and assessing routine tests and invigilating exams/tests.
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OTHER RESPONSIBILITIES

- To undertake as required other duties and responsibilities relevant to the job or the seniority of the post as directed by the Principal
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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
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.
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This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Principal.

You can find out more at:

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	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> GCSE Grade A-C (or equivalent) in English and Maths 	<ul style="list-style-type: none"> Degree Level 3 qualification in a relevant subject.
EXPERIENCE	<ul style="list-style-type: none"> Working with young people 	<ul style="list-style-type: none"> Working in a school environment
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> Broad understanding of the subjects taught at 11-16. 	<ul style="list-style-type: none"> Expertise in one or more subject areas
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Able to keep calm under pressure. Able to maintain good order. Good interpersonal skills Able to build positive relationships quickly. 	<ul style="list-style-type: none"> Able to demonstrate adaptable and flexible working practices Willing to undertake further training
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 thorough understanding of up-to-date safeguarding requirements and best practice Candidates must be able to undergo successful checks in line with standards for 'safeguarding children and safer recruitment in education'. Appropriate and relevant references will be checked. Candidates must demonstrate an understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare and children and young people. 	
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. 	

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