SEARCH
Education Trust
Strong, Sustainable, Successful Schools

Job Pack

Cover Supervisor

Content

Executive Headteacher Letter Page 3
Job Description Page 4
Person Specification Page 9
Job advert Page 11

November 2023

Dear Applicant,

I am delighted that you have chosen to apply for a post with SEARCH Education Trust. We are a family of schools focused on positively transforming the lives of our students! We believe passionately in the power of 'stronger together'.

The SEARCH Education Trust is founded upon the following principles:

- **Subsidiarity** - the Central Trust performs only those functions which are better undertaken together to improve quality, efficiency and sustainability;
- **Empowerment** – of schools and young people to overcome the disadvantages resulting from background, personal circumstances or characteristics; helping them to become leaders and courageous advocates of justice, fairness and equity;
- **Autonomy** – which is aligned and accountable within a framework of shared understanding and which balances freedom and independence, with unity of purpose;
- **Resilience** – the ability to adapt and recover quickly from challenging situations and see problems as opportunities to build something better;
- **Community** – a focus on people working together for the good of each other, celebrating difference and diversity and seeing the humanity which unites us all;
- **Honesty** - the quality of being open and transparent which enables good listening, fosters mutual trust and supports good decision making.

This form part of our SEARCH vision which is at the heart of our community, provides a space within the wider education system where schools can come to work together, to grow and flourish.

I have been a proud member of the trust for 14 years and am excited to now have the privilege of leading our group of strengthening and growing schools.

Choosing the SEARCH Education Trust means making the choice to be part of an evolving, ambitious and supportive Trust where you are valued, encouraged and can develop your talents whatever they may be and be looked after in your journey. We look forward to receiving your application.

Yours Faithfully

Mrs Elen Roberts
Executive Headteacher
For and on behalf of SEARCH Education

Heartlands High School

Job description

Post	**Cover Supervisor**
Grade	SO1 £35,577 to £36,567 (pro-rata) Actual £32,340.86 to £33,240.81
Contract	**Permanent**
Hours	**36 hours a week, term-time only (40 weeks)**
Responsible to	**Assistant Headteacher**

Main Objectives

To undertake cover supervision for whole classes, including overseeing the completion of set work and managing the behaviour of students, under the guidance of teaching staff.

To work with the Learning Support Department and to carry out other duties and before and after-school activities as instructed.

Main Responsibilities

- To supervise a class / classroom activity and deliver pre-set work that has been set in accordance with the school policy.
- Manage behaviour of students whilst they are undertaking this work to ensure a constructive environment.
- Respond to questions from students about progress and procedures.
- Deal with immediate problems or emergencies according to the school's policies and procedures.
- Collect and complete work after the lesson and return to the appropriate teacher.
- Report appropriately any behaviour issues arising from the students / class.

Student Support

- Assess the needs of students and use detailed knowledge and specialist skills to support students' learning, including within the Learning Support Department, where required.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Promote inclusion and acceptance of all students in the classroom.
- Support students consistently whilst recognising and responding to their individual needs.
- Encourage students to interact and work cooperatively with others and engage all students in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to students in relation to progress and achievement.
- Deliver out of school learning activities within guidelines established by the school.
- Contribute to the identification and execution of appropriate out of school learning activities

- Assist with the development and implementation of Education / Behaviour / Support / Mentoring / Inclusion plans.
- Receive and supervise students excluded from, or otherwise not working to, a normal timetable.

Teaching Support

- Organise and manage appropriate learning environments and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons / work plans as necessary.
- Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies against predetermined learning objectives.
- Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons / activities systematically and provide evidence of range and level of progress and attainment.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence.
- Supporting the role of parents in students' learning and contributing to / lead meetings with parents to provide constructive feedback on student progress / achievement.
- Assess the needs of students and use detailed knowledge and specialist skills to support students' learning.
- Administer and assess / mark tests and invigilate exams / tests.
- Production of lesson plans, worksheets, plans etc

Curriculum Support

- Deliver learning activities to students within an agreed system of supervision, adjusting activities according to student responses / needs.
- Deliver local and national learning strategies and make effective use of opportunities provided.
- Use ICT effectively to support learning activities and develop students' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of students' interest and language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.

Safeguarding Children
SET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Conditions of Service
Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

Special Conditions of Service
Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate, the nature of such convictions.

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Equal Opportunities
The postholder will be expected to carry out all duties in the context of and in compliance with the Trust Equalities policies.

Date signed: ……..

Signature of postholder: ……..

Name of postholder: ……..

Person specification

	Essential	Desirable
Essential Skills, Knowledge and Abilities		
Meet Higher Level Teaching Assistant standards or equivalent qualification or experience	✔	
Substantial experience of planning, preparing and delivering learning activities for individuals / groups	✔	
Experience of classroom supervision / teaching / support / assisting (KS3/4).	✔	
Proven behaviour management skills	✔	
Excellent ability to monitor, assess, record, report and implement effective action for student achievement, progress and development	✔	
Ability to use own initiative, prioritise and meet deadlines	✔	
Good oral and Written skills	✔	
Ability to work in a sensitive environment maintaining high levels of confidentiality	✔	
Enjoy working with young people	✔	
Understanding of and commitment to safeguarding children and equal opportunities policies	✔	

Heartlands High School, part of the SEARCH Education Trust, is committed to safeguarding and promoting the welfare of our students and young people. The successful applicant will therefore be required to complete checks in line with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.

We encourage applications from all sectors of the community to reflect our diverse student population.

Cover Supervisor

Salary: SO1 £35,577 to £36,567 (pro-rata) Actual £32,340.86 to £33,240.81

Location: Haringey

Contract hours: 36 hours, 40 weeks per year (Term Time Only)

Contract term: Permanent

Closing date: 9am - Monday 4th December 2023

Interview Date: w/c 4th December 2023

Start Date: January 2024

Are you ready to join an enthusiastic, passionate and highly effective team? Do you have experience in keeping children safe and happy? Are you ready to contribute to a fantastic school with a drive to ensure students are supported incredibly well pastorally to achieve incredibly well academically!

We require an outstanding cover supervisor. We serve a diverse community, many of whom are disadvantaged. We are looking for an inspiring, dedicated leader to maintain our high standards and develop innovative responses to the challenges our students face. The successful candidate for this role will lead whole schools safeguarding every day ensuring that concerns and queries are responded to. They will also work strategically as part of the Leadership team of the school to review and enforce policy, and procedure as well as conducting regular review and response to safeguarding data and the wider landscape.

Heartlands High School is a popular local school. Our student conduct and their safety and happiness is a core driver of our very good results. Our ethos is strong and owned by staff and students alike. “The school ethos, ‘search for success’, permeates the school community.” (Ofsted 2019) Our diverse and rich community work harmoniously together to secure great results. We want a leader who will build on our work around promoting and celebrating our diversity. The successful candidate will also continue to challenge our curriculum and approaches to rewards and interventions to support all children to thrive through the SEARCH ethos.

Heartlands High School is a great place to work. We aim to cultivate staff that are passionate about their roles. We support our staff with an appraisal model that encourages development rather than a rigid approach to graded lessons. Our continuing professional development ensures that staff work together to improve their practice.

For further information, please contact our HR department at hr@searcheducationtrust.com

Completed application forms must be submitted via TES by 9am on Monday 4th December 2023. Interview date: w/c 4th December

NB: Please note that in line with the new Keeping Children Safe in Education updates, an online search will be conducted as part of our due diligence checks on all shortlisted candidates. CV's or incomplete application forms will not be considered. Only those that are shortlisted will be contacted by the school.

Applications may be considered whilst the posts are being advertised. SEARCH Education Trust reserves the right to close adverts earlier than the stated deadline. We advise early applications are submitted.