

Cover Manager

Caister Academy
1 September 2023



**CAISTER
ACADEMY**
*Creative
Education
Trust*

Dear Colleague

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. You will need to be flexible, have a desire to work with young people and have a calm and assertive manner. This is an ideal opportunity for someone who is considering a career in teaching or for someone qualified but seeking further school experience.

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 **support** colleagues in order to ensure young peoples' success.
- 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.

Application packs are available for download at www.caisteracademy.org.uk/vacancies/. For more information on Creative Education Trust visit www.creativeeducationtrust.org.uk.

Closing date: 14 July 2023, however we advise to apply early as we may 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 faithfully

Ben Driver
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.

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 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:

- Sports fields and multi-purpose sports hall;
- Multi-Use Games Area marked up for netball and football;
- A Drama studio;
- Lecture Theatre with sound system and projector;
- Dance studio complete with sound system and mirrored wall;
- Interactive whiteboards in every classroom;



‘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

SUPPORT FOR OUR STAFF

We are committed to providing our academy leaders with the highest quality support and challenge to ensure that their schools excel and give our students the education they deserve.

Our Principals and Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and our Director of Standards and Primary Education.

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 CPD for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and 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.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

Each of our Headteacher is a member of the Headteachers' Forum that meets regularly to help Creative Education Trust develop its ethos and strategy, and to share their professional expertise. As the network of Creative Education Trust schools grows, this forum has increasing value as a means of professional development and problem solving.

There are also several cross-group, phase leader and year-specific forums.



You can find out more at:
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Job Description

Cover Supervisor

Core Purpose

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.

To lead the cover supervisor team and manage the cover requirements of the school.

Effective Date

1 September 2023

Review Date

1 September 2024

Salary Scale

Caister Scale SC5, Point 12 – 17

37.5hrs per week, Term time + 1 week, 7.45am to 4.00pm (50min/35min)

Organisational Relationships

Report to the Assistant Principal with oversight of cover

Line manage the Cover Supervisor team

Work alongside class teachers to deliver high quality teaching & learning

Key Responsibilities

Leadership:

- Line manage the cover supervisor team.
- Plan ahead to ensure we have adequate levels of supervision for the cover required, working with leaders and external supply agencies where appropriate.
- Ensure external agency staff receive appropriate training on school policies and procedures, including safeguarding, and that they are equipped with laptops and registers.
- Ensure cover is distributed equitably and in line with school guidelines.
- Provide regular reports on the use of teachers for cover.
- Ensure cover work is clearly organized and accessible for colleagues.
- 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,

You can find out more at:

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- 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.

Responsibilities:

- Record staff absence on the school's management information system (MIS).
- Arrange cover for each day, using the school's MIS.
- 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.

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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, considering 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.

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	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE's grade A-C (or equivalent) including Maths and English 	<ul style="list-style-type: none"> • Evidence of continuous professional development.
KNOWLEDGE, EXPERIENCE & SKILLS	<ul style="list-style-type: none"> • Knowledge and skill in implementing an effective range of behaviour management strategies. • Ability to communicate effectively in oral and written forms. • Good numeracy and literacy skills. • Good IT skills 	<ul style="list-style-type: none"> • Knowledge of Arbour (MIS). • Experience of cover supervising in a senior school. • Ability to produce accurate reports on cover statistics. • Working knowledge of GDPR legislation and practice
PERSONAL QUALITIES / INTERPERSONAL SKILLS	<ul style="list-style-type: none"> • An ability to remain constructive under pressure is essential for this role. • Highly motivated and enthusiastic. • Strong organisational skills. • Ability to use own initiative as well as follow detailed instruction. • An ability to establish good working relationships with both staff and students. • Demonstrate a professional approach and behaviour to his/her work. • Be committed to continuing professional development and be open to constructive criticism. • Possess a "can do", "will do" work ethic. • Demonstrate enthusiasm and a willingness and interest in learning new skills. 	
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"> • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Ability to raise the self-esteem and expectations of children and young people. • Emotional resilience in working with challenging behaviours and attitudes to the use of authority and maintaining discipline. 	<ul style="list-style-type: none"> • Knowledge of Keeping Children Safe in Education guidance

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