



KING'S LEADERSHIP  
ACADEMY WARRINGTON

# COVER SUPERVISOR

# RECRUITMENT PACK

PART OF



GREAT SCHOOLS  
TRUST



# MESSAGE FROM THE CHIEF EXECUTIVE OFFICER



Thank you for your interest in a position within the Great Schools Trust family of Schools. The Great Schools Trust is an education charity that has a proven track record of successful school start up and improvement whilst transforming the lives of children and young people through our unique values driven approach to education.

You will be joining a values driven, highly innovative, inspirational and ambitious organisation, so we are seeking an outstanding candidate who can realise the highest possible quality of services to support our educational vision, strong leadership and effective support to colleagues, to enable the trust to achieve the best possible outcomes for students. This is an exciting and very rewarding role and we look forward to receiving your application.

Yours faithfully

**Shane Ierston**

**CEO**

## OUR VISION

To develop a family of Great Schools that allow all students, irrespective of starting point or background, to access university or a career of their choice and succeed in life.



# PRINCIPAL'S WELCOME



Welcome to King's, a non-selective free independent school in the state sector that is providing a world class education for the young people of Woolston and Padgate. King's Leadership Academy Warrington is founded on international research and traditional values with a huge focus on leadership and academic development. Our vision is "To develop in each of our student the academic skills, intellectual habits, qualities of character and leadership traits necessary to succeed at all levels and become successful citizens in tomorrow's world".

At King's we believe every child can succeed and that great teaching is the key to that success. This sentiment is reflected in our motto, 'Credimus', which translated from Latin literally means we believe.

We believe in appointing only the very best teachers and staff who are committed to serving the students and parents of this community. We believe in having the highest expectations of ourselves and our students as well as accepting no excuses for under performance. We believe that our school exists to shape the life chances of all our students in order that they can attend the best Universities or places of employment in the years to come. We believe in fully supporting our students throughout their education.

King's is unique, in that we have developed a highly personalised approach to our provision and teaching. Our smaller class sizes and year groups afford us tremendous opportunities to truly nurture and develop the academic and creative talents in all our students.

As Principal, I am privileged to be part of such a fabulous team of staff who are 'mission driven' in their goal to ensure that the education provided here is second to none. I welcome you to the Academy and hope that you find the information in this pack informative.

**Mr Umar Hussain**

**Principal**



## Cover Supervisor

**Salary:** Scale 5 points 12-17 – £26,421 - £28,770 FTE, TTO + 1 week = £22,864 - £24,897

**Contract:** Term time only + 1 week, 37 hours per week

**Location:** King's Leadership Academy Warrington

**Reporting to:** Senior Leadership Team

**Start date:** September 2024

### Working at King's Warrington

King's Leadership Academy Warrington is seeking to appoint an ambitious and enthusiastic Cover Supervisor.

King's Leadership Academy is located in Warrington with good access to both the M6 and M62. The school is situated on a 30 acre green field campus. Class sizes at the school are below average and every student has access to a personal computer tablet. Innovation is one of our strengths, which supports our modern approach to education alongside our commitment to the highest expectations.

King's is a vibrant school which enjoys a strong sense of community amongst both staff and students. We are looking to appoint an ambitious, highly motivated individual who loves their subject and shares our vision for making all students successful citizens in tomorrow's world.

### Key Benefits

- Flexible working opportunities
- Exceptional CPD offer
- Generous benefits package
- Access to BUPA Employee Assistance Programme

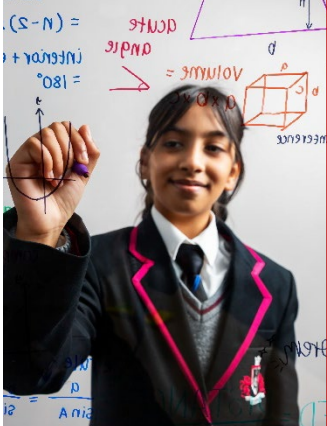
### Purpose of the role

To cover short-term absences of a teacher. On occasion, and by mutual agreement, a cover supervisor may be asked to cover classes for an extended period.

### Key accountabilities (and specific duties / responsibilities)

#### Specific responsibilities:

- Supervise work that has been set in accordance with academy policy.
- Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment.
- Assist students with their work when appropriate.





- Respond to any questions from students about process and procedure.
- Deal with any immediate problems or emergencies according to the academy's policies and procedures.
- Collect any completed work after the lesson and return it to the appropriate teacher.
- Report back as appropriate using the school's agreed referral procedures on the behaviour of the pupils during the lesson, and any issues arising.
- Liaise with parents on a day to day basis re concerns in a lesson.
- Take an active role on Review Days: meeting students & parents: reviewing progress, attendance and behaviour; setting targets.
- Cover long term absence or vacant post if appropriate. In this instance the cover supervisor would, with the help of the Faculty leader, plan and deliver lessons, mark students' work and carry out student assessment. Attendance at Parents' Evenings would then be a requirement.
- Cover supervisors are linked to a core subject so that they are involved in specific training and intervention.
- Mentor students when appropriate.
- Have a specific whole school role.
- When not needed for cover, provide additional support to teachers in classrooms or carry out administrative tasks.
- Participate in training as appropriate

### Monitoring & Assessment

- With teachers evaluate students' progress through a range of assessment activities.
- Assess students' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Monitor students' participation and progress and provide constructive feedback to students in relation to their progress and achievement.
- Assist in maintaining and analysing records of students' progress.
- Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific students.
- Support the teaching staff with reporting students' progress and achievements at parents' meetings which are usually held outside academy hours (either through attendance at targeted evenings or input to parents' consultation evenings).

### Mentoring, Supervision & Development

- Assist teachers in offering mentoring support and guidance to other teaching assistants undertaking formal training.
- Support and guide other less experienced teaching assistants' work in the classroom when required and lead training for other teaching assistants.
- Contribute to the overall ethos, work and aims of the academy by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.



### Behavioural & Pastoral

- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant academy policies and procedures and making sure the individual/s involved understand it is unacceptable.
- Understand and implement academy child protection/ safeguarding procedures and comply with legal responsibilities.
- Assist in maintaining good discipline of students throughout the academy and escort and supervise students on planned visits and journeys as appropriate.
- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their work for their child's attendance, access and learning, and supporting home to college and community links.
- Assist teachers by, where appropriate, receiving instructions directly from professional or specialist support staff involved in the students' education. These may include social workers, health visitors, language support staff, speech therapists and educational psychologists.

### Other

- The postholder is expected to carry out such other duties as may reasonably be assigned by the Principal.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

## Person Specification

### Qualifications

- 5 or more GCSE Grade C or equivalent including English and mathematics.
- Educated to A Level standard.
- Qualified Teacher Status (QTS) is desirable but not mandatory.

### Experience

- Proven experience working in an educational setting, preferably as a Cover Supervisor or in a similar role.
- Understanding of classroom management techniques and strategies.
- Familiarity with the academic environment and curriculum.

### Skills, Ability, Knowledge

- Excellent verbal and written communications skills.
- Ability to effectively communicate with students, teachers and other staff members.
- Confidence in addressing groups of students and maintaining control of the classroom.
- Strong classroom management skills to ensure a positive and productive learning environment.
- Ability to follow lesson plans and maintain order in the absence of the regular teacher.
- Skill in dealing with behavioral issues and conflicts.
- Capability to manage multiple tasks and responsibilities simultaneously.
- Ability to work collaboratively with teaching staff and other professionals.
- Willingness to contribute to a positive and supportive team environment.
- Proactive approach to problem-solving and decision-making.
- Ability to use initiative and take responsibility for tasks.
- Commitment to maintaining high professional standards in behavior and appearance.
- Adherence to the trust's policies and procedures.
- Awareness of commitment to safeguarding and promoting the welfare of students.
- Understanding of the importance of confidentiality in dealing with sensitive information.





## Terms

*The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. This job description is current at the date shown but, in consultation with the post holder, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.*

*This appointment is with the Local Academy Council of the School, with the Trust as employers. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Contract'. This Job Description is not intended to be either prescriptive or exhaustive: it is issued as a framework to outline the main areas of responsibility. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*This job description is current at the date below but will be reviewed on an annual basis and following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.*

## Application and interview process

**Deadline for applications:** Friday 26<sup>th</sup> April

**Interviews:** W/C 29<sup>th</sup> April

**Submit Applications to:** Stacey Perrie at [s.perrie@kingswarrington.com](mailto:s.perrie@kingswarrington.com)

After the closing date, short listing will be conducted by a Panel. You will be selected for interview entirely on your letter of application so please read the Job Description and Person Specification carefully before you write your letter of application.

## References and Pre-Employment Checks

We will seek references for candidates once the position has been offered and we may approach previous employers for information to verify particular experience or qualifications before interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

## Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK



- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualification
- List 99 check
- Section 128 Check
- Satisfactory DBS Disclosure
- Verification of professional status such as QTS Status, NPQH (where required)
- Completion of Employee Health Declaration
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance