



HEARTLANDS
COMMUNITY TRUST

Search Education Trust Trading as Heartlands Community Trust

Job Pack

Cover Supervisor

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November 2021

Dear Applicant,

I am delighted that you have chosen to apply for a post with SEARCH Education Trust (trading as Heartlands Community Trust).

The SEARCH Education Trust is founded upon the importance of providing an excellent education for all our young people so they can live happy, successful lives making a positive difference within the community. Our intent is to grow strong, sustainable and successful school communities which: **Stretch** the imaginations of learners and teachers through an inspirational curriculum, and strategies for teaching and learning; **Empower** young people to be entrepreneurial and creative leaders of the future; **Aspire** for young people to discover how they can be the best they can be; **Reach** out to everyone, celebrate diversity, and leave no one behind; **Collaborate** to develop a community of shared practice and effective partnerships for school improvement; **Help** and support our learners, staff and families to have a voice in the community; to be actively involved, happy, safe, resilient and healthy.

We call this our SEARCH Vision and these values and ideals, which are at the heart of our community, provide a space within the wider education system where schools can come to work together, to grow and flourish. We believe passionately in the power of 'stronger together', of what can be achieved when schools collaborate, particularly within the context of a multi-academy trust. We can harness a source of energy and power to the advantage of each and every school member, through shared values, mutual learning, and the provision of high quality services.

We also work by our SEARCH principles. We work **for Children and for Schools** and we run on the principle of **by Schools for Schools** listening to the needs of each local school and its leadership in order to create excellent educational provision and **success for all**. The key principles are: **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.

Together our SEARCH Vision and Principles enable us to focus on what really matters, that is continual school improvement, which is achieved through nurturing effective partnerships, school-to-school support, innovation in teaching, learning and the curriculum, and providing excellent opportunities for staff development. All our Trust Services are directed toward helping our



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schools to give our young people the best possible opportunities to learn, grow, flourish and be successful within the context of strong school communities.

I am proud to be CEO of this trust and I extend a warm welcome to all those who are attracted to the intent, vision and principles of our Trust. We have built the capacity and space for everyone to thrive – our children, our staff and our schools.

This is an exciting time to join our trust as we look towards the next stage of our growth and development. We are always looking for like-minded individuals to join us on our journey.

Making the choice to work for 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. We look forward to receiving your application.

Yours Faithfully

A handwritten signature in dark ink, appearing to read 'Anthony Billings', is written over a light blue rectangular background.

Anthony Billings - BA (Hons), PGCE, MA, NPQH Chief Executive Officer

Job description

Post	Cover Supervisor
Grade	SO1 £29,766 to £30,708 (pro rata) Actual salary £27,058.43 to £27,914.75
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 co-operatively 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 which consolidate and extend work carried out in class.

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- 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.

Other

- To cover for Learning Support Assistants in times of absence.
- To comply and assist with the development of policies and procedures, reporting concerns to appropriate person.
- To undertake training to achieve the competencies required for the post.
- To carry out duties of the post in accordance with the Data Protection Act, the Health and Safety at Works Act and other relevant legislation as well as Council and Governing Body policy.
- To implement the Council's and Governing Body's equal opportunities policy in all aspects of the work and duties associated with the post.
- To undertake any other duties that may reasonably be regarded as within the nature of the duties and basis objectives of the post.

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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	✓	

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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 £29,766 to £30,708 (pro rata) actual salary £27,058.43 to £27,914.75
Location:	Haringey
Contract /term	36 hours per week, 40 weeks / Permanent
Post Tenable:	As soon as possible

Heartlands High School is a new mixed comprehensive 11-16 school that opened in September 2010. Popular and oversubscribed within the local community the school will take 1080 students. Our recent Ofsted described the school as a *“Leaders have been able to cultivate an ethos of focusing on the needs of individual pupils. Pupils irrespective of their starting points, receive a range of support. Many pupils make very good progress.”* (Ofsted 2016)

SEARCH Education Trust is looking for an enthusiastic, flexible and professional individual who is able to work well under pressure. The successful candidate will work across the school delivering lessons across all subject areas based on the daily cover needs of the school.

If you are a talented and ambitious individual who is serious about making a real difference to the lives of young people, then this might be the opportunity that you have been waiting for.

The successful candidates will:

- Be an aspiring classroom teacher looking to gain classroom experience before applying for a teacher training course
- Have met Higher Level Teaching Assistant standards or have equivalent qualification or experience
- Have substantial experience of planning, preparing and delivering learning activities for individuals / groups
- Have experience of Classroom supervision / teaching / support / assisting (KS3/4)
- Have good oral and written communication.

If you would like to find out more about the position, we would like to talk to you.

Completed application forms should be submitted via TES by the latest 10 a.m. on Friday 3rd December 2021. Interviews will take place on Thursday 9th December 2021.



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NB: Please note that 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.