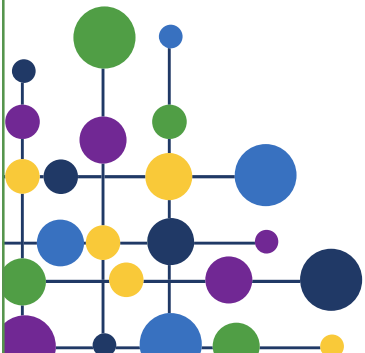
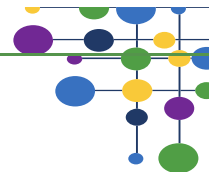


Application Pack
Cover Supervisor/Educational Teaching
Assistant





Welcome from the CEO

Academic Year 2023/2024

Dear Applicant,

Thank you for taking an interest in the role of Cover Supervisor/ETA at Thornhill Community Academy. I hope the materials enclosed in this pack give you a good sense of what makes the trust a special place to work and provides the information you need about the post.



Our belief in “Valuing People, Supporting Personal Best” means we are committed to investing in our staff, to help them be happy at work, to provide the support they need to achieve the highest standards they are capable of and to offer the training or guidance they need to undertake their jobs effectively. For example, everybody is encouraged to use a personal development plan, to set their own objectives and to take responsibility for their own improvement priorities. We define effective leadership as “helping others to achieve their best” and that is what your line manager will try to do for you.

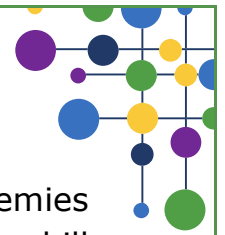
It is important to read the information provided carefully. We want you to be happy in the role you are applying for and committed to performing the job to the best of your ability.

I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,

John McNally
CEO





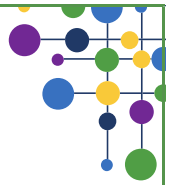
SHARE Multi-Academy Trust is a charitable trust currently consisting of four secondary and four primary academies in West Yorkshire. Our academies are: Shelley College, Huddersfield; Royds Hall Academy, Huddersfield; Thornhill Community Academy, Dewsbury; Whitcliffe Mount School, Cleckheaton, Heaton Avenue Primary Academy, Cleckheaton; Millbridge Primary Academy, Liversedge; Woodside Green Primary Academy, Cowlersley and Luck Lane Primary Academy, Huddersfield.

We believe in helping staff and students achieve their personal best and are keen to recruit the very best talent to our Trust. Shelley College is the Teaching School Hub for Kirklees and Calderdale and as such, we can offer our teaching staff a wealth of first class, personal development opportunities as well as providing an excellent induction programme for Early Career Teachers. All staff receive full induction training and ongoing support to ensure they enjoy working for the trust.

More than seven hundred people work hard across the Trust to ensure we provide the very best education and service across all our schools, from invigilators joining us for a few hours a year, through flexible part-time work to many full-time teaching and support roles.

At SHARE MAT, we aim to:-

- Encourage all our students/pupils to go beyond what they think they can achieve, to enjoy learning, helping them to lead healthy and happy lives;
- Equip our staff to deliver their best every day, our belief is that by Valuing People, Supporting Personal Best is the key;
- Ensure our staff are happy at work, taking pride in students/pupils progress and development;
- Deliver training and guidance relevant to job role so expectations are understood and staff feel motivated;
- Offer great benefits making us the employer of choice, including outstanding CPD, supportive line management and networking opportunities across the MAT to aid personal development.



Cover Supervisor/ETA Role Profile

Role Title	Cover Supervisor	Reporting to	Director of Inclusion
Section	Thornhill Community Academy		
Contract type	Permanent, 30 hours per week, term time only plus 5 days. Some flexibility in hours is required (e.g. occasional evening meetings).	Grade / Salary	Band E, SCP 12-17

Part A – JOB DESCRIPTION

Overall purpose of role	To provide short term cover in the absence of the classroom teacher. To provide practical support for learning, educational activities, developing social skills, integration and for securing students physical and emotional wellbeing. To work as part of a team including teachers and other support staff to support the learning and welfare of all students. To have high expectations of our students and be committed to raising their achievement.
Safeguarding Requirements	This post requires the post holder to work in settings with children and young adults. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

Key Outputs

1. To undertake short term cover in the absence of the class teacher administering pre-planned activities to whole classes whilst maintaining the high quality of learning and behaviour.
2. Cover registration, Tutor Groups and Skills for Life lessons as and when required.

3. Liaise with staff and Curriculum Leaders to ensure work is appropriately set and delivered.
4. To provide objective and accurate feedback to the teacher on student achievement, progress and other matters within the lesson (ensuring the availability of appropriate evidence when relevant).
5. To deal with any immediate problems or emergencies in according to the school's policies and procedures.
6. To report back as appropriate on the behaviour of students by following the commitment to learning procedures during the class and any issues arising.
7. On occasions when cover is light you may be required to carry out tasks including:
 - a. Offer support to departments, including displays
 - b. Help with the invigilation of exams
 - c. Help with support of individual students including those with SEN needs
 - d. Assisting College Technicians
 - e. Assist the Lead Cover supervisor to keep the Learning Resource Centre up to date including the checking in and out of books and resources.

This list is not exhaustive but intended to provide examples of additional work which may be required.

8. In liaison with appropriate staff, to supervise the students on the school site prior to start of school, during morning day break and after school (bus duty).
9. Consistently implement and use our Commitment to Learning policy.
10. To manage the behaviour of students whilst they are undertaking their work to ensure a constructive environment to support learning.
11. Follow the evacuation and lockdown procedures during emergency situations.
12. Attend training sessions, staff meetings and any department meetings as required.
13. As part of your wider duties and responsibilities you are required to promote and actively support the school's responsibilities towards Safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Please refer to the school website for our Safeguarding policy
14. Carry out your duties with due regard to school policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, and on-going performance development and through school communications.
15. Any other responsibilities commensurate within the requirements for this role or as directed by the Principal/Associate Principal and flexibility to support colleagues across college as required.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- Range of Teachers and Support Staff approximately 120 across the whole school.
- Range of Students approximately 940

Work/Business contacts

Internal: All pupils, teachers and support staff.

External: External staff, Other Schools, Parents and families.

Expertise in Role Required (At selection - Level 1)

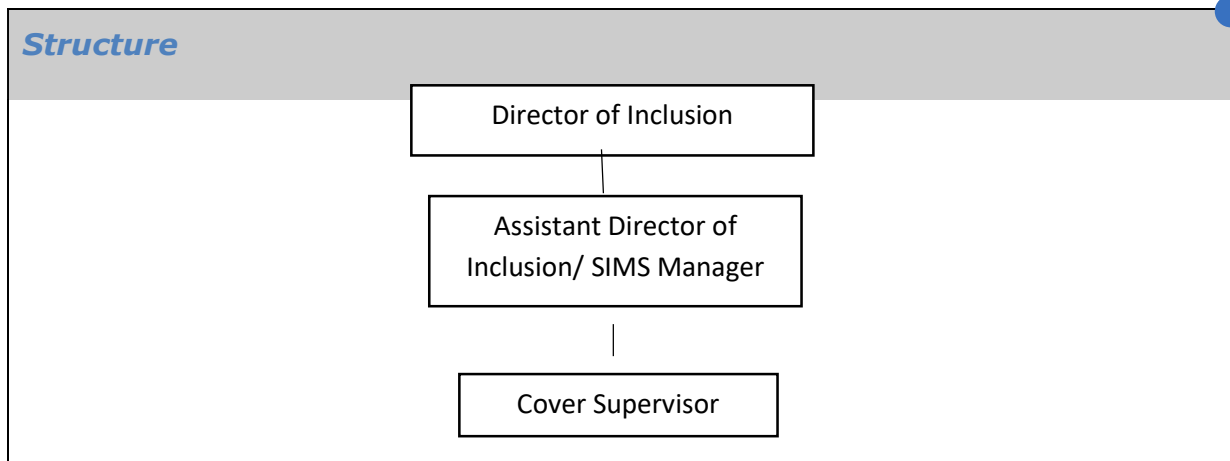
**Essential or
Desirable**

- | | |
|--|-----------|
| • GCSE Maths and English Grade 4/C or equivalent | Essential |
| • NVQ 3 for Teaching Assistants or equivalent qualifications or experience | Desirable |
| • Be able to demonstrate high standards of numeracy and literacy | Essential |
| • Experience of working in school environment for at least 2 years | Desirable |
| • Experience of working with children who have SEN / EAL | Desirable |
| • Experience of teaching individuals, groups and whole classes | Desirable |
| • Ability to engage and influence others | Essential |
| • Excellent communication skills | Essential |
| • Excellent behaviour management skills | Desirable |
| • Commitment to the safeguarding of young people | Essential |
| • Ability to monitor and evaluate impact of interventions and strategies | Desirable |
| • Working knowledge of relevant policies and codes of practice – e.g. Keeping Children Safe in Education, Safeguarding | Essential |
| • Ability to use ICT to support learning | Desirable |

Other (Physical, mobility, local conditions)

- | | |
|--|-----------|
| • Is willing to work flexibly within scope of overall hours. | Essential |
|--|-----------|

Structure



Signatures

Approved by : CEO

Approved by : Post Holder/or Representative _____

For more information or to request a visit please contact Julia Wood, Administration Manager on 01924 324890 or email julia.wood@sharemat.co.uk.

To apply, please complete an online application, which can be found on the following link:

<https://candidates.every.education/Vacancies/Details?advertKey=fd7dfaef-3fae-4c93-a36d-e45195cacd26>

Closing date: 04/10/2023