

# **The Deanery CE Academy Recruitment Pack**



**Cover Supervisor  
September 2023**



## THE DEANERY CE ACADEMY



The Deanery is a Secondary Academy in the heart of the growing canal side community of Wichelstowe, located on the southern edge of the town of Swindon in South West England with convenient links to the M4 motorway and ample on site parking for staff.

Opened in 2019, The Deanery CE Academy, along with the recently opened Kingfisher CE Academy forms the Wichelstowe Trinity Learning Campus, which as it grows will provide a through education for students from 2- 16 years.

Our Academy provides state of the art facilities in all areas, including a gym which is available a for staff use.

Our facilities are also used extensively by the local community and we have a diverse portfolio of clubs and activities running every evening and during the weekends.

Enquiries relating to this role and Academy visits are welcomed and encouraged.

Please contact the Campus Coordinator (Michelle Bishop) at The Deanery on 01793 236611 to find out more or visit our website at [www.dcea.org.uk](http://www.dcea.org.uk)

### **The Deanery CE Academy**

Peglars Way, Wichelstowe, Swindon. Wiltshire. SN1 7DA

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# THE DIOCESES OF BRISTOL ACADEMIES TRUST



The Deanery CE Academy is part of the Dioceses of Bristol Academies Trust which comprises of 15 Primary Academies across Bristol, Swindon and Wiltshire, and the Deanery which their first Secondary Academy.

Established in 2012, our vision is to be a Trust of exceptional academies with strong Christian ethos which provide a values-led education and opportunities for all children to flourish and achieve their fullest potential.

We aim for all our academies to be schools of choice, with good or better Ofsted and SIAMS grades, and work with local communities, staff, children, parents, churches & the wider Diocesan family to achieve this.

Further details on The Dioceses of Bristol Academies Trust and our schools can be found by visiting our website at [dbat.org.uk](http://dbat.org.uk).

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## JOB DESCRIPTION

### Cover Supervisor

<b>JOB TITLE:</b>	Cover Supervisor
<b>EMPLOYMENT STATUS</b>	Permanent
<b>REPORTING TO:</b>	Cover Manager Headteacher, SLT, Heads of Year, Tutors, Subject Teachers, Parents
<b>GRADE BAND</b>	HAY 9 £24,398 - £27,375 pro rata £20,803 - £23,341 Actual

The Deanery CE Academy/Wichelstowe Trinity Learning Campus is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

#### SAFEGUARDING COMMITMENT

The Deanery CE Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in being appointed to a post you will be expected to apply for a disclosure from the Disclosure and Barring Service as well as other employment checks before your appointment is confirmed.

#### JOB PURPOSE

- To provide cover for lessons across the school in the absence of teaching staff to ensure the smooth running of classes and activities which meet the schools teaching and learning goals
- To provide in class support where required
- To deliver the School's intervention programme as necessary

#### MAIN TASKS, DUTIES AND RESPONSIBILITIES

- To provide cover in classes and tutor groups on a day to day basis as required
- Check arrangements for cover each morning /afternoon, collecting and organizing work for classes
- Liase with teaching staff to ensure that all necessary resources are available
- Where absence of a teacher is known in advance, liase with that teacher or Subject Lead to ensure a sequence of work and supervision that will provide effective cover of the class
- Supervise tutor groups where necessary, updating attendance registers and performing daily checks and tasks
- Follow school procedures and policies relating to record keeping, registration of classes, SEN, and safeguarding

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- Create a positive working environment and supervise pupils undertaking work set for them by their classroom teacher
- Ensure an explanation of set tasks is given to students to enable them to be completed, and that planning is followed and support is provided to pupils, including those with special needs, ensuring their safety and access to learning activities at all times
- Provide further explanations as needed and clarify instructions and ideas as appropriate
- Assist with the implementation of Individual Education Plans, Behaviour Plans and Care Plans as required
- Manage behavior of pupils in line with the school's behavior policy to ensure that the classroom provides a constructive environment, and deal promptly with conflict and incidents, recording them on relevant systems and escalating if necessary to an appropriate senior member of staff
- Deal with any immediate problems or emergencies in accordance with the school's procedures and policies reporting safeguarding concerns immediately via the schools procedure to the pastoral Team and DSL
- Provide feedback to pupils in relation to progress and attainment
- Provide relevant feedback to class teachers following lessons with a focus on the progress and attainment for individuals and groups of children
- Take responsibility for improving subject knowledge by supporting class teacher and, Subject Leads as required and attending any briefing meetings, CPD and INSET days
- Collect completed work from pupils and equipment at the end of the lesson ensuring that it is returned promptly to the teacher or subject lead in their absence
- Dismiss classes/individuals at the end of the period in line with school procedures, ensuring that the classroom is left appropriately
- Carry out effective supervision of pupils outside the classroom as required

#### **Notes:**

- Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Cover Supervisor will carry out.
- The post holder may be required to do other duties appropriate to the level of the role.
- This job description may be amended at any time in consultation with the postholder.
- The academy will endeavour to make the necessary adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- All staff at The Deanery CE Academy, teaching and support, have a crucial role to play in setting standards. Through a professional, caring and sensitive approach based on mutual respect we achieve a great deal.
- In particular, we expect staff to be committed to our aims and to play an active part in our initiatives.

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## PERSONAL SPECIFICATION

### Qualifications and Training

#### Essential

- Good standard of Education (minimum GCSE Grade C or 5 in English and Mathematics or equivalent)
- Knowledge of Safeguarding
- Additional related qualifications or academic experience

#### Desirable

- Evidence of ongoing personal development training

### Experience

#### Essential

- Experience of working in a secondary educational environment
- Ability to use various IT programmes and software including Microsoft Word, Excel, Powerpoint and SIMS

#### Desirable

- Experience of teaching or training others

### Skills and Knowledge

#### Essential

- Ability to communicate clearly and effectively both verbally and in writing in the English
- Interpersonal skills and the ability to relate to others, and communicate with a wide range of audiences
- Resilience and ability to manage day to day challenges of a busy school environment
- Ability to establish positive relationships with students and empathise with their needs
- Ability to monitor student progress and where appropriate, modify or adapt activities as agreed with the teacher to achieve the intended learning outcomes.
- Flexibility and ability to work as part of a team

### Personal Qualities

#### Essential

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- Honesty and Integrity and a highly ethical approach to all aspects of the role
- Confidence in dealing with adults and students
- Ability to relate to students
- Excellent communication skills
- Ability to remain calm and organized under pressure and respond appropriately to challenging situations
- Passion for learning and providing every pupil with successful outcomes
- Commitment to safeguarding and promoting the welfare of pupils
- Willingness to participate in further training and development opportunities offered by the school to further enhance knowledge
- Strong personal commitment to the Ethos of the School and the Dioceses of Bristol Academies Trust

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