



The Rowans AP Academy

Recruitment Pack
Cover Supervisor & Learning
Mentor



Welcome to THAT

Thank you for your interest in joining The Howard Academy Trust. We are a family of 9 academies—4 primary, 4 secondary, and 1 alternative provision—working across Medway, Kent, and Bexley. As a Trust, we are committed to delivering the highest standards of education for all children and young people, regardless of their background.

Our vision, *"Working together to create a community of successful learners"* underpins everything we do. We firmly believe that every child deserves access to at least a good education, and we are proud that every academy within our Trust has maintained or improved its Ofsted rating. Notably, Temple Mill Primary School and Waterfront UTC made the remarkable journey from Special Measures to Good at their first inspection since joining us—a testament to the dedication and expertise of our staff.



At The Howard Academy Trust, we recognise that our people are central to our success. We are committed to supporting and developing our staff so that they, in turn, can provide an outstanding education for our students. Each of our academies serves its own unique community, and our role as a Trust is to provide the support, guidance, and collaboration needed to drive continuous improvement.

We are always looking for talented and passionate individuals to join our team. If you share our belief in the power of education and want to be part of an organisation that truly makes a difference, we would love to hear from you.



Owen McColgan
Chief Executive
The Howard Academy Trust



THAT Benefits

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do.

 <p>Platinum Workplace Wellbeing Award</p>	 <p>Subsidised Private Healthcare</p>	 <p>Free flu jabs every autumn</p>	 <p>Employee Assistance Programme with Free Counselling</p>	 <p>Mental Health First Aiders in all schools</p>
 <p>Early finish for teaching staff on Fridays for CPD/PPA</p>	 <p>Multiple routes into teaching</p>	 <p>Opportunities for collaborative CPD</p>	 <p>Trust-wide training and networking events</p>	 <p>Career Progression and upskilling opportunities</p>
 <p>Bespoke in-house Into Leadership Courses</p>	 <p>LGPS/TPS Pension Scheme & Generous Contributions</p>	 <p>Competitive salary with annual pay progression</p>	 <p>Early salary withdrawal with Access EarlyPay</p>	 <p>Minimum 25 days annual leave for full time staff, plus bank holidays</p>
 <p>Discounted hire of school facilities</p>	 <p>Cycle to work scheme</p>	 <p>Free car parking at each Trust site</p>	 <p>EV Charging across sites</p>	 <p>On site catering with a full lunch menu</p>
 <p>Discounted gym membership</p>	 <p>A diverse and inclusive workplace</p>	 <p>Staff referral scheme</p>	 <p>Flexibility for life events</p>	 <p>Annual Trust Awards</p>

We are happy to talk about flexible working.



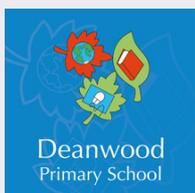
Our Family of Schools



The Howard School
1,500 Pupils on Roll
Located in Rainham, Kent



Temple Mill Primary School
240 Pupils on Roll
Located in Strood, Kent



Deanwood Primary School
230 Pupils on Roll
Located in Rainham, Kent



Thames View Primary School
450 Pupils on Roll
Located in Rainham, Kent



Waterfront UTC
370 Pupils on Roll Rated
Located in Gillingham, Kent



Miers Court Primary School
410 Pupils on Roll
Located in Rainham, Kent



The Abbey School
1,100 Pupils on Roll
Located in Faversham, Kent



Hurstmere School
960 Pupils on Roll
Located in Sidcup, London



The Rowans AP Academy
93 Pupils on Roll
Located in Chatham, Kent

Welcome to The Rowans AP Academy



The Rowans AP Academy is a provision which enables young people to change the direction of their lives. Through a trauma informed approach, positive relationships and a strong focus on our core values of kindness, commitment and resilience, all pupils have the opportunity to re-engage with education, taking ownership of their lives and their choices.

The Rowans AP Academy supports pupils who struggle with conventional education or, due to particular changing and often traumatic events in their lives, need a period of time in an alternative provision.

We offer alternative provision with a firm focus on supporting, engaging and raising the aspirations of every pupil. Through a bespoke combination of a challenging, engaging and progressive curriculum, a tailored interventions programme and cultural capital activities, we can ensure that every pupil has the opportunity to experience success and make progress.

Mrs May, Principal

Why choose The Rowans?

- Opportunity to work with small classes, with a focus on raising aspirations of every pupil.
- An Ofsted 'Outstanding' Rated school, with positive pupil/teacher relationships.
- A rewarding work environment, where you will help change the direction of our young people's lives.



Job Description

Job Title:	Cover Supervisor & Learning Mentor
Contract Type:	Part time, Fixed Term, Term Time Only
Remuneration:	NJC C1 6-19 & SEN Allowance

Core Purpose and Scope

The holder of this post is expected to carry out the professional duties as described below, as circumstances may require and in accordance with the Trust's policies, under the direction of the Senior Leadership Team and Principal. The post-holder is required to fully support the vision, ethos and policies of the Trust.

THAT Vision & Values

As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity;
- Regular opportunities for collaborative CPD to ensure best practice across academies;
- A proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust;
- Each academy is a hub for its local community and families;
- Facing outwards and working in collaboration with other organisations and stakeholders;
- A centralised team that allows academies leaders to focus on their core purpose of education.

Values and Behaviour

Teaching & Support Staff play a vital role in making the education of the students their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

Personal and professional conduct

The post holder should always conduct themselves professionally, treating students and staff with mutual respect, regardless of personal beliefs, in accordance with Trust ethos, policies and practices.

Key responsibilities:

Cover Supervision and Learning Support

- Deliver engaging and effective cover supervision during staff absences, ensuring a productive and respectful learning environment is consistently maintained
- Work collaboratively with teaching staff to guarantee seamless continuity of learning, preparing students for future lessons and consolidating prior knowledge
- Thoughtfully adapt support strategies to meet the diverse academic, social, and emotional needs of individual students

Learning Mentoring and Pastoral Development

- Serve as a 'trusted adult' and dedicated mentor for targeted students, offering consistent support and guidance
- Support and effectively implement interventions as directed by the Intervention Lead, contributing to students' progress and well-being
- Provide compassionate pastoral care and actively promote students' inclusion and personal development through well-structured activities and initiatives
- Prioritise and safeguard the welfare of all students, with particular attention to those with Special Educational Needs and Disabilities (SEND) or other vulnerabilities

School Support:

- Assist with essential administrative tasks and meticulous record-keeping as directed by the Vice Principal and Principal
- Actively uphold the school's core values of kindness, commitment, and resilience in all interactions
- Provide invaluable support to students during educational visits and off-site activities, ensuring their safety and maximising their learning experiences

Collaboration and Communication:

- Build and nurture effective working relationships with staff, students, and families
- Communicate proactively and effectively with parents/carers to support student progress and overall well-being

Additional duties:

- All staff, with the support of the Academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the students and young people
- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the Academy's health and safety at work policy

This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the line manager.

An Enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

Person Specification

Please refer to these requirements when completing the application. The Person Specification is related to the requirements of the post as determined by the Job Description.

Essential	Desirable
Education and Qualifications	
<ul style="list-style-type: none"> Maths & English GCSE or equivalent Grade C and above 	<ul style="list-style-type: none"> First Aid trained Evidence of ongoing Professional Development NVQ Level 3 or 4 or equivalent
Experience	
<ul style="list-style-type: none"> Demonstrate experience working with secondary-aged students in a learning or behavioural support capacity Using management information systems to compile reports and analysing statistical data Understanding of the ways in which young people learn and how to support their learning 	<ul style="list-style-type: none"> Experience of working within the academy or education sector
Knowledge and Understanding	
<ul style="list-style-type: none"> Ability to challenge and extend students in lessons Ability to differentiate work to help students access it High degree of accuracy Ability to manage time effectively to complete tasks to a high level Ability to work both alone and within a team to achieve specified standards Be flexible to changing demands of the post To undertake any training relevant to the role 	<ul style="list-style-type: none"> Knowledge of child protection and safeguarding policies Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos, and how these impacts on morale, high expectation, and high standards
Characteristics and Competencies	
<ul style="list-style-type: none"> Excellent communication including verbal and written skills Competent with IT and other software packages such as Word, Excel and PowerPoint Good organisational skills Ability to create a happy, challenging and effective learning environment 	<ul style="list-style-type: none">

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| <ul style="list-style-type: none">• A solution-focused mindset and determined “no-excuses” approach to raising standards• A personable nature to build effective relationships• Ability and keenness to promote the Trust’s positive culture and ethos• A high level of integrity, confidentiality and discretion• A strong and unwavering commitment to promoting safeguarding best practices and fostering an inclusive environment for all students• Ability to develop good personal relationships within a team, making an effective contribution to high morale | |
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THE HOWARD
Academy Trust