

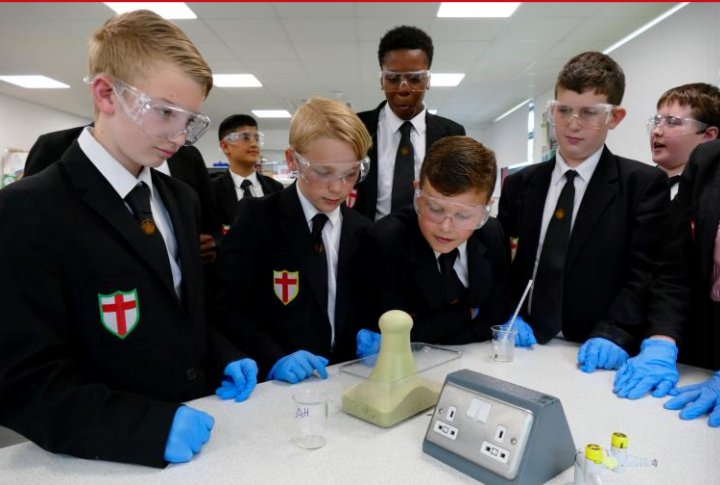


# Vacancy Pack

Cover Supervisor



# Saint George's Church of England School





Our Vision  
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# AAAT vision

Aletheia schools are motivated by Christian values to serve our communities by improving the life chances of local children. Our schools seek to embody the Christian experience of community, where gifts are shared, where the emphasis is on what can be contributed and where each is given according to need. Aletheia schools welcome those of all faiths and none and are proud of the inclusive nature and diversity of each cohort. At the heart of the Aletheia vision are the belief in educational excellence and the belief that Aletheia is called to serve pupils, staff, parents and the local community by providing places where children and young people develop and thrive intellectually, socially, culturally and spiritually.

Aletheia is committed to sustaining and further improving high-quality schools and supporting schools in need of specific improvement. We seek to provide a range of support to schools that draws upon the wealth of practice from across our Trust, broaden the expertise available to schools through flexible working arrangements and retain the capacity to respond rapidly and effectively to the needs of individual schools. Pedagogical excellence is at the heart of all we do, with a sustained focus on collaborative and mastery learning. Our Teacher Training 'Hub' status aids our mission to recruit, train and retain staff of the highest quality within our local community.

The Trust provides a coherent and logical geographical context for all constituent schools. Belonging to a local Trust offers greater opportunities for influence than single schools can achieve; through collaboration the Trust aims to be greater than the sum of its individual member schools. We believe that the success of Aletheia is fostered by the opportunities for schools, leaders and governors to step forward as co-shapers of a school-led and self-improving system. Designated as an approved academy sponsor, we offer our distinctive ethos, school improvement strategy and strength of leadership to ensure all schools are supporting students to achieve of their very best.

## AAAT will deliver its vision by:

- Developing a Trust for all ages /phases of education, with member schools working in partnership and learning from each other.
- Promoting a Church of England ethos based on a belief in the value and potential of every student to achieve excellence academically; in religious education and their wider studies and become fully the person God intends.
- Pursuing educational excellence, so that outcomes for all learners are as good as they can be.
- Creating strong leadership at all levels that impacts effectively on academy performance.

All schools joining the Trust will have already established their support for and belief in these core principles.

## OUR VISION

At the heart of our vision is the belief in inclusive, educational excellence; the belief that we are called to serve all pupils, staff, parents and the local community by providing places where all develop and thrive intellectually, socially, culturally and spiritually in order to live life in all its fullness.

**Saint George's**  
Church of England School



**All Different,  
All Equal,  
All Flourishing.**

**IN...**

Creativity  
Honesty  
Resilience  
Inclusion  
Stewardship  
Thankfulness

#weareallone

#lifeinallitsfullness



# Leadership Structure

*Executive Headteacher/CEO*

*Head of School*

*Deputy Headteacher  
(Raising Standards)*

*Deputy Headteacher  
(Teaching, Learning and Assessment)*

*Assistant  
Headteacher  
(Behaviour and  
Inclusion)*

*Assistant  
Headteacher  
(Primary Phase)*

*Assistant  
Headteacher  
(Community &  
Stakeholders)*

Support Leads:

Site Manager

ICT Lead

Finance Lead

PA to SLT

## Job Description

Grade:	Kent Range 6
Responsible to:	Cover Manager

### **Purpose of the Job:**

To supervise whole classes undertaking pre-prepared activities provided during the short-term absence of a classroom teacher. The primary focus is to facilitate learning of KS3 and KS4 students and to keep them on task.

### **Key duties and responsibilities:**

- Supervise pre-prepared activities and self-directed learning in the short-term planned / unplanned absence of teachers to provide continuity of learning for pupils.
- Facilitate and encourage good learning in the classroom to ensure all students can reach their potential.
- To manage student behaviour in line with school policy to ensure there is a good climate for learning whilst students complete their work.
- To support individual or groups of students who may need further intervention to complete tasks set.
- Collect any completed work after the lesson and return it to the appropriate teacher.
- Report back as appropriate using agreed referral procedures on the behaviour of pupils during the class, and any issues arising.

### **Individuals in this role may also undertake some or all of the following:**

- Undertake other non-teaching duties as required, to include the provision of administrative support.
- Undertake exam invigilation.

## Person Specification: Cover Supervisor

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"><li>• Level 2 Diploma (or equivalent).</li></ul>
EXPERIENCE	<ul style="list-style-type: none"><li>• Successful recent experience of working with children of relevant age.</li></ul>
SKILLS AND ABILITIES	<ul style="list-style-type: none"><li>• Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.</li><li>• Must have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations.</li><li>• Must have a good record of attendance and punctuality.</li></ul>
KNOWLEDGE	<ul style="list-style-type: none"><li>• Knowledge of procedures for supervising pre-prepared learning activities, providing feedback.</li><li>• Specialist knowledge of behaviour management.</li><li>• Knowledge and compliance with policies and procedures relevant to child protection and health and safety.</li><li>• Knowledge of SIMS would be an advantage (training given).</li></ul>

## Cover Supervisor

Kent Range 6 - £20,585–£22,483 per annum (pro rata £9,184–£10,031)

19.5 hours per week (3 days – Monday, Wednesday, Thursday)

Term-time plus 5 development days (39 weeks per year)

Required to start as soon as possible.

An exciting opportunity has arisen for a candidate to join our Cover Supervisor team in this over-subscribed and successful school.

The school has an existing reputation for high quality education with a relentless focus upon high expectations and aspirations. We are placed among leading schools nationally in adding value to our students' progress and achievement through their schooling.

We are a friendly, dynamic and innovative school and pride ourselves on our commitment to ensuring student progress through high quality teaching and learning provision for all. The successful applicant will share these values and play an active part in delivering on this commitment.

This role would be suitable for those who have excellent communication skills to develop a good relationship with students and staff and be confident to lead classes of up to 30 students. It may also appeal to individuals considering a career in Education. Experience of working within a secondary school environment is not essential, but would be an advantage as you will be supervising classes for absent teachers using the resources and cover plan they provide. You may also be asked to invigilate examinations and attend to other administrative tasks as required.

We would love to hear from you if you:

- want to work in a supportive and caring environment
  - are committed to enabling every student to achieve the very best they can
- Applications are also welcomed from graduates seeking experience towards a career in teaching.

**Please download an application pack below and return your application by email to Elise Batcheldor, HR & Administration Officer at [batcheldore@sgsce.co.uk](mailto:batcheldore@sgsce.co.uk)**

**Closing Date: Monday 15<sup>th</sup> March 2021 (12 noon).**

Saint George's Church of England School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The appointment is subject to satisfactory references, medical clearance and an enhanced DBS check.

