



FUTURE
ACADEMIES
LIBERTAS PER CULTUM

Cover Supervisor Recruitment Pack



TRINITY
ACADEMY
LIBERTAS PER CULTUM



Dear Applicant,

Thank you for your interest in the position of **Cover Supervisor** for Trinity Academy. We are delighted that you are considering applying for a position at our trust.

This is a superb and exciting opportunity for an ambitious, enthusiastic and resilient individual to join the Trinity Academy. You will be responsible for creating a positive learning environment and supporting student with completing their assigned task in the absence of a teacher.

Trinity Academy is a proud member of Future Academies: A flourishing multi-academy trust, founded with the aim of improving the life chances and raising the aspirations of young people. We offer a rich and stimulating education comprised of a knowledge-rich curriculum, diverse cultural and extracurricular opportunities, and a strong pastoral support system. All children and young people are welcomed in our inclusive community, and all are challenged to be the best they can be.

This ethos is embodied in our Trust values - *Knowledge, Aspiration, and Respect* - and in our motto, *libertas per cultum* ("freedom through education").

Future Academies currently comprises ten schools across London and Hertfordshire. Further information is available on our website [Future Academies - Academies](#).

Trinity Academy is a mixed, non-selective secondary school and sixth form based in Brixton, London, admitting students from the ages of 11 to 18.

Trinity Academy is passionate about diversity and inclusivity and welcome applications from applicants with skills and experiences to fulfil the requirements of the job description and whose values and qualities reflect those in the person specification. We encourage applications from applicants regardless of any protected characteristic.

If you think you have the skills, experience and attributes we are looking for, we encourage you to apply and very much look forward to meeting you.

If you would like to discuss the role in more detail, please do not hesitate to contact us via email at i.abeyratne@trinity.futureacademies.org.

Trinity Academy

JOB DESCRIPTION

JOB TITLE:	Cover Supervisor
RESPONSIBLE TO:	Vice Principal
RESPONSIBLE FOR:	The provision of a full and rich learning experience and support for pupils
HOURS:	Full time, Term time only
SALARY:	SCP 12 – 19 £33,291 - £35,814 Dependent on experience
PLACE OF WORK:	Trinity Academy, 56 Brixton Hill, London, SW2 1QS.
RIGHT TO WORK:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance
STAFF BENEFITS:	<p>Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:</p> <ul style="list-style-type: none">• A supportive ethos and concern for the well-being of all colleagues.• Excellent CPD opportunities and career progression.• Employer Contributions to Local Government or Teachers Pension Scheme.• Cycle to work scheme.• Employee Assistance Programme.• Eye Care Voucher scheme.• Car Benefit Scheme
PROBATION PERIOD:	The post holder will be required to complete a 4-month probation period

PURPOSE OF THE ROLE

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and subject to any amendments due to government legislation

The Cover Supervisor will provide supervision of classes across the curriculum in the event of the absence (planned or unplanned) of the class teacher, ensuring that pupils are engaged in pre-set work, managing pupil behaviour and ensuring a safe environment.

As a member of the Teaching Team, you will contribute to the establishment and implementation of Trinity Academy's curriculum to ensure that Trinity Academy becomes one of the best schools in South London and that all pupils achieve to their full potential.

KEY RESPONSIBILITIES

- In the absence of the class teacher, to be solely responsible for a class of students, ensuring they are engaged in the learning activity that has been set by the class teacher, in accordance with the academy policy.
- To undertake pupil registration of a class, as required.

- To hand out the work and resources set by the class teacher at the beginning of the lesson and to collect work and resources at the end of the lesson.
- To effectively manage instances of poor behaviour and any other immediate issues or emergencies that arise in accordance with academy policy.
- To support students to engage with the work provided, including providing support where necessary with literacy, numeracy and organisational skills.
- To liaise with teachers / other relevant staff with regard to work set for a class, and ensure they are suitably equipped and informed to be able to effectively supervise the assigned lesson.
- To feedback to the class teacher on pupil engagement in the set work and also on any issues that may have arisen during the covered lesson(s).
- To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
- To estimate the amount of work left by the teacher and liaise with the respective department in case the students complete the pre-set work more quickly than expected, in order to ensure that pupils are engaged in constructive activity.
- To give feedback to the class teacher on the lessons covered (amount of work, behaviour, etc) contribute to the development and review of relevant policies (e.g. Cover, Behaviour Management, etc).
- To assist in the evaluation of the impact of covered lessons on pupils and throughout the school.
- To promote positive behaviour and relationships, using effective strategies in a timely manner in accordance with school policy.
- To undertake other tasks/duties as directed by the Principal that are commensurate with the responsibilities of a Cover Supervisor (e.g. to undertake administrative duties relevant to the role, to invigilate internal and external tests and examinations under formal conditions, etc).

OTHER

- Participate in curriculum, pastoral, administration and organisation meetings.
- Contribute to the work of curriculum and pastoral teams.
- Take responsibility for own professional development and keep up to date with research and development
- Implement school policies consistently and follow the procedures outlined in the Staff Handbook.
- Carry out any other reasonable responsibilities compatible with the role and grade of this post.

SAFEGUARDING

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the trust expects all members of staff and volunteers to share in this commitment. To this end, both an 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check will be required for this role.

PERSON SPECIFICATION

	DESCRIPTION	ESSENTIAL (E) DESIRABLE (D)
QUALIFICATIONS	Qualified Teacher Status	D
	Good Literacy or numeracy – GCSE Maths English or Equivalent	E
	Evidence of on-going professional development and training relevant to the role	E
	Training/qualifications in Child Protection	E
	Experience in a similar role	E
	First Aid Qualification	D
KNOWLEDGE, SKILLS AND EXPERIENCE	Ability to support students in an education environment	E
	Ability to use schools data systems ie Bromcom, CMIS	E
	Ability to work with teaching or pastoral staff to support attainment	E
	Ability to work with data systems and on-line materials, with a good knowledge and understanding of data security	D
	Ability to work with a range of stakeholders in a service environment	E
	Ability to communicate effectively and have the confidence and skills to establish rapport with young people	E
	ICT literate with the ability to operate Word, Excel and Outlook	D
	Ability to plan and prioritise own workload, act on own initiative and manage conflicting demands	E
	Ability to present work clearly, accurately and to a high standard	E
	Able to effectively use data to support intervention and action to support learning	D
	Able to be a good role model to young people – demonstrate and promote positive values, attitudes and behaviour, and maintain a high standard of professionalism	D
	An ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post	E
	Excellent punctuality and professional conduct	E
	Able to remain calm when under pressure, maintain a good sense of humour and positive attitude	D
Awareness and adherence to relevant data protection, safeguarding and health & safety requirements and a commitment to equality of opportunity	E	
OTHER REQUIREMENTS	The ability to remain discrete when privy to confidential information	E
	Commitment to safeguarding and promoting the welfare of children and young people	E
	Willingness to undergo appropriate checks, including enhanced DBS checks	E
	Willingness to undertake further training	E
	Have a willingness to demonstrate commitment to the Future Academies values and behaviours	E
	Committed to Equality, Diversity & Inclusion	E
	Right to work in the UK	E

NOTES TO APPLICANTS

GENERAL TERMS & CONDITIONS

The employer for this post is Future Academies Trust.

The successful post holder will be based at Trinity Academy, 56 Brixton Hill, London, SW2 1QS.

The post holder will be eligible for enrolment in the Local Government Pension Scheme.

The post holder will be required to complete a four-month probation period.

APPLICATION PROCESS

1. Applying for the role

To apply for the post, please visit our ETeach website to apply on-line [Careers at Future Academies - London, United Kingdom, SW1V 3AT | schoolrecruiter \(eteach.com\)](https://www.eteach.com/schoolrecruiter)

Applicants should complete the online application form via Eteach. Applicants should also complete the 'Supporting Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than **24th February at 12pm**. Applications submitted after this date will not be considered.

2. Interview Process

The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

3. Notification & Feedback

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Unsuccessful candidates will be given the opportunity to receive professional feedback.

4. Taking up the post

The successful candidate will take up the post as soon as possible.

5. Additional information

For further information please email i.abeyratne@trinity.futureacademies.org and a member of the HR team will contact you.

6. Safeguarding

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.

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