



Cover Supervisor (Term Time Only) Application Pack

The Queen Elizabeth Academy,
Atherstone, Warwickshire

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Atherstone, Warwickshire



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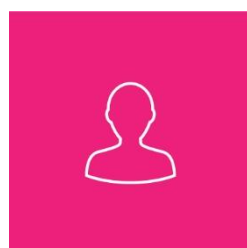
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Improving Education **Together.**



01. About Academy Transformation Trust

We're on a mission

Our mission is to provide the very best education for all pupils and the highest level of support for our staff to ensure every pupil leaves our academies with everything they need to reach their full potential.

These are the things we hold dear

Transparency

As a charity founded on strong ethical practices, Academy Transformation Trust takes pride in being open, honest and crystal clear in everything we do.

Innovation

We are constantly striving to do all we can to make education the best it possibly can be. We are brave in our actions and do everything we can to have a positive impact on whole child development.

Collaboration

We believe the future of education relies upon effective collaboration between academies, and better collaboration between academies and their local communities.

Ambition

We are determined to improve education nationwide by encouraging collaboration and giving academies everything they need to realise their full potential.

We believe every child matters and deserves a first class education.

Our team knows first-hand how to make education better for schools, pupils and their teachers.

For us, the future of UK education relies upon schools working closely together to share best practices, giving every child the best chance in life. We set up ATT to make this vision a reality.

As a not for profit trust, we work with our growing family of primary and secondary academies, and further education providers in the Midlands, East of England and South East.



02. The Queen Elizabeth Academy Information

The Queen Elizabeth Academy is part of the Academy Transformation Trust family of academies.

The Queen Elizabeth Academy is a 11-16 mixed comprehensive academy with a vibrant learning atmosphere, a dedicated and supportive network of staff and exciting plans for the future. We are lucky to have occupied a brand new purpose built school building since November 2016.

The academy's vision is for all students to realise their full potential, equipping them with the skills and qualities required for success in the competitive 21st century. We are committed to raising standards and providing students with exceptional opportunities to support learning.

We look for a number of outstanding qualities in our staff: an innovative and creative approach to their work; enthusiasm, positivity and an unfaltering commitment to our students' success, and an open-minded, proactive attitude to working within a team. We want individuals who want to go the extra mile for our community.

Teamwork is at the heart of everything we do and by working together we aim to secure a successful future for all. We encourage those interested in joining our school to spend some time with us to gain a real understanding of our ethos and what we have to offer.

The dedication of the staff and the enthusiasm of the students, coupled with the support of our parents and carers, makes this a special place.

To find out more, please visit www.tqea.org.uk



The Queen Elizabeth Academy

03. Job Description

Cover Supervisor, Secondary Academy

Hours:

37 hours per week, term time only. Working days are Monday to Friday.

Job Purpose:

To liaise and organise appropriate cover throughout the day, induct safeguarding to supply staff when they arrive, collate booking confirmations and carry out ID and DBS checks in the absence of the HRA. Collate all work for supply teachers for the day.

To provide outstanding supervision for students when their teacher is not present. The continual improvement of cover supervision. Supporting and maintain curriculum cover at all Key Stages to students and staff.

Key responsibilities are:

- > Supervise and support students and teachers during lesson times ensuring they undertake work set by the teacher or department
- > Support students in completing work set
- > Promoting a positive learning environment and an achievement culture
- > Being an exemplary role model for students and colleagues
- > Promoting caring and productive relationships
- > Provide cover in all subject areas in the absence of teaching staff
- > First line of responsibility for the management of student behaviour
- > Maintain high standards of behaviour and completion of behaviour referral to relevant staff and supporting in 'pay-back sessions' if required.
- > Report and record student's attendance.
- > To work with the Senior Leadership team and Curriculum leaders in maintaining and creating academy and classroom displays.
- > Exam invigilation/ acting as reader/scribe to students as necessary.
- > Clerical and administration tasks when required.
- > Engage in on-going professional development and training
- > Health and safety – maintaining and safeguarding students, staff and equipment.
- > Undertake the role of co-tutor as designated
- > Engage in enhancement and enrichment programme of activity
- > When cover is not required, work alongside teachers and Learning Support Assistants in a supporting role including but not limited to, listening to students read, renewing or replacing displays and developing learning resources
- > Additional duties during social time in line with other members of teaching staff

03. Job Description

- > Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.
- > To represent the academy in any civil and court proceedings and give evidence if necessary.
- > To play a full part in the life of the academy community and to support its goals.
- > To adhere to and promote the academy's corporate policies.
- > To be responsible for own health and safety and that of students and staff, in accordance with the Health and Safety policies to ensure wellbeing of all people on site.
- > To take an active role in supporting Academy systems and policies for inclusion and behaviour as appropriate.

Job Context

- > To deliver cover lessons under the direction and deployment of the Cover Supervisor.
- > To support leaders in maintaining and creating exciting academy and classroom displays.

Additional Information

- > To work towards the Academy Improvement Targets to ensure progress of attendance within the designated areas of responsibility.
- > To be an advocate and advisor in supporting parents/students within the academy by assisting their decision-making process for informal meetings and legal hearings.



04. Person Specification

Cover Supervisor, Secondary Academy

	Essential	Desirable
Education & Training	<ul style="list-style-type: none">• Educated to GCSE standard.• Strong numeracy and literacy skills (level 2)	<ul style="list-style-type: none">• Evidence of recent and relevant continuing professional development
Experience	<ul style="list-style-type: none">• Experience of working as part of a team and liaising with colleagues• Experience in improving attendance and strategies to support students• Knowledge and experience of Safeguarding policies and practice	<ul style="list-style-type: none">• Experience of working in a secondary school or working with young people• Evidence of working with young people who have barriers to learning• Experience of working with the police, parents and other external agencies.
Knowledge & Skills	<ul style="list-style-type: none">• Competent and confident in the use of ICT and Microsoft office• Excellent communication skills, written and verbal• Excellent interpersonal and organisational skills• Ability to work independently	<ul style="list-style-type: none">• Understanding of school attendance data and ability to analyse attendance data.• Knowledge and understanding of support available through external agencies.• Knowledge of Local Authority procedures to support attendance



05. How to apply

The Queen Elizabeth Academy,
Witherley Road, Atherstone, Warwickshire

Salary:

FTE: £25,878 – £29,439 per annum

Actual salary: £22,257 - £25,320 per annum

Start Date:

As soon as possible

Advert Closing Date:

12pm 3rd October 2023

Interviews:

4th October 2023 onwards

Visits to the school:

For further information about the role and the academy, or if applicants wish to visit prior to completing their application, please call the academy on 01827 712477.

Applying

Please email alison.emery@attrust.org.uk for details of our application process and an application form.

Forward as one. Improving Education Together.

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