A logo of a school

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**Cover Supervisor**

Application Pack

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**Principal – Mr S Royle BA (Hons) PGCE NPQH**

Mounts Bay Academy

Boscathnoe Lane

Heamoor

Penzance

TR18 3JT

[www.mountsbay.org](http://www.mountsbay.org)

Salary scale: G

Contract Type: 37 hrs per week Term Time Only

Contract Term: Permanent

**Cover Supervisor**

We are looking for a Cover Supervisor to join our thriving Academy by supervising classes in the case of staff absence or availability.

Ideally the post would suit an experienced individual, but we would also welcome applications from someone willing to learn and develop in the role. Applicants should be flexible, organised and able to work on their own initiative. Attention to detail and accurate record keeping are essential along with competent IT skills and ability to relate well to young people and their learning. Applications must be able to work in a team environment. This is a term time only position so the successful post holder will benefit from the school holidays.

The successful candidate will also work proactively alongside a highly motivated team of professionals, to ensure that the classes are covered appropriately.

Mounts Bay Academy is a caring and dynamic Academy where students are placed at the centre of everything we do. We provide a broad and balanced curriculum to all our students, who are set challenging academic and personal targets and given the inspiration to succeed.

The successful candidate will also contribute to the strategic goals of the Academy and be able to support a vision within which students are well prepared for the modern world.

Application forms and an information pack are available via our school website or on request by telephoning the Academy.

Informal visits prior to application are encouraged and can be arranged by contacting Mrs Malvina Jenkin HR Manager [mjenkin@mountsbayacademy.org](mailto:mjenkin@mountsbayacademy.org)

For further information, please contact Malvina Jenkin HR Manager at Mounts Bay Academy 01736 352399 or email: [mjenkin@mountsbayacademy.org](mailto:mjenkin@mountsbayacademy.org)

**Closing date for applications**: 02/06/2025

**Interviews**: TBC

**Start date: Asap**

Please send your completed application form to Malvina Jenkin [mjenkin@mountsbayacademy.org](mailto:mjenkin@mountsbayacademy.org)

The successful candidate will be subject to reference checks with previous employers and an enhanced DBS disclosure check.

**Welcome**

Dear Applicant

Thank you for expressing an interest in the post of Cover Supervisor at Mounts Bay Academy, a member of the Multi Academy Trust called Leading Edge Academies Partnership (Leading Edge). I hope you find this information pack helpful and that in due course we shall receive an application from you.

Mounts Bay Academy is in Penzance, West Cornwall with 950 students aged 11-16 years. Mounts Bay school converted to Academy status in 2011 and a year later was awarded an Outstanding grade in a full Ofsted Inspection. In November 2017 the Academy was inspected by Ofsted to review its safeguarding arrangements and the HMI visitors noted that the Academy had a fully inclusive culture and provided excellent support for vulnerable students. Since then, we were awarded a good grade in 2021 under the new Ofsted Framework introduced in 2019.

I have been the proud Principal of Mounts Bay since March 2024 and I am passionate about the Academy and the path that we need to follow. Whilst enjoying an enviable reputation in the local area, there is work to do in terms of outcomes, attendance and the quality of teaching and learning. Our priorities are explicit and my style is very open and honest – there are no hidden agendas here! We have recently introduced a new behaviour policy which is having very positive effects and our teaching and learning policy has been stripped back to provide very clear expectations of staff and students. All strategies are supported by a comprehensive evidence based programme of CPD, both internal, and through external bodies such the PTI, the Cornwall Research School, which we are delighted to lead, or the Challenge Partner network, where we are delighted to be the lead school in the Cornwall hub.

The Academy enjoys a range of impressive physical resources including a purpose built science area, subject specific teaching areas in the Creative Arts as well as a lively and bouncing Music block. Sports facilities are strong, including a large sports hall, a 3g pitch and extensive outside field areas, all of which have significant community use. Plans are currently being made with Cornwall Council for an on site ARB to provide further support to learners.

Mounts Bay Academy is an Apple Distinguished school and each student and staff member is provided with a digital device to support their learning and work. We believe that students should be prepared for the world in which they will live when they leave the Academy and strive daily to ensure that we update our knowledge accordingly.

We are a learning community that aspires to success for all without exception, convinced that everyone can learn at the highest level, we just need to present them learning experiences that are as engaging as they are adventurous. We believe that all young people can achieve; it is our job to nurture the very best in each person by identifying their strengths and talents and removing any barriers to learning.

Mounts Bay Academy is a caring and dynamic community where students are placed at the centre of everything that we do. We provide a broad and balanced curriculum which is delivered by a team of skilled and dedicated staff, with the MBA way visible throughout the school, putting ‘Relationships, Respect and Responsibility’ at the centre of everything.

Talent is celebrated, curiosity is nurtured, and every individual is given the chance to shine. We help to develop young people with a positive attitude to learning and life, ready to take on the challenges of our fast-changing world and to make a creative contribution to their community.

The successful candidate will be a brave, creative and visionary person, to join our courageous staff to enable all to thrive in this ever-changing world. We are looking for a professional with a spirit of adventure who understands that high personal and academic standards and exciting learning can combine to change young people’s lives. Mounts Bay Academy is committed to safeguarding and promoting the welfare of young people and we expect the candidate to share this commitment.

Since I joined the Academy, I have felt safe, I have been happy, I have felt challenged, and I have been genuinely welcomed into the Mounts Bay community. Is this not what all of us want from a school?

I look forwards to meeting you.

Yours sincerely

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Simeon Royle

PRINCIPAL

**Job Description**

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| **Post Title:** | Cover Supervisor |
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| **Purpose** | The Cover Supervisor is responsible for the organisation and smooth running of classes in the case of unavailable staff or absence. The Cover Supervisor acts as the primary liaison between teachers and students. They will be familiar with the requirements and cover expectations needed to deliver efficient lessons in the teacher’s absence.  To ensure that the tasks which have been pre-prepared by the absent teacher are carried out by the students during the lesson and that the school’s Behaviour Policy is followed allowing disruption free learning. |
| **Main Duties and Responsibilities:** | Cover Supervisor  •To act on behalf of the teacher in ensuring the health and safety of students in the classroom.  • To collect completed work and return it to the appropriate class teacher or Head of Faculty as requested.  • To report back to the class teacher or Head of Faculty on issues arising from the lesson, passing on any positive student performance or concerns.  • To cover for morning or afternoon registration.  • To escort and supervise pupils on educational visits and out-of-school activities as required.  • To the ensure presence of suitable cover work prior to the lesson for known absences and report any issues to the Cover Administrator.  • To feedback issues with cover work set for unknown absences to the Cover Administrator.  • To supervise classes or groups of students for whom work has been set, establishing and maintaining positive and productive working relationships with students.  • To assist students in understanding the work set in order to minimise the effect of the teacher’s absence upon their learning and progress.  • To liaise with Teaching Assistants and support their deployment in line with the teaching staff member’s guidance;  • To promote high standards of behaviour and follow Behaviour and disruption free learning policies.  • To maintain the classroom learning environment such that it is conducive to student learning and left neat and tidy for use by subsequent classes using the room.  • To register students for all lessons and to log praise, incidents, lateness as requested.  • To provide additional assistance in the classroom if not required for cover at any time, which may include supporting students with SEND or undertaking other administrative duties as appropriate as directed by the Senior Leadership Team.   * Undertake training as appropriate for the role.   • To engage actively in the Performance Management Review process. |

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| **Other Specific Duties** |
| * To take action to enablke all students to have the best outcomes, both socially and academically. * To remain and adhere to the Trust’s Safeguarding Policy and child protection procedures. * To take action to enable all students to have the best outcomes, both socially and academically. * To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. * To actively promote the Trust’s and Academy’s corporate policies. * Be responsible for your own continuing self-development, undertaking training as appropriate. * To be aware and adhere to applicable rules, regulations, legislation and procedures e.g. the Trust Equality and Diversity Policy, Staff Code of Conduct, national legislation and GDPR Data Protection Regulations. * To comply with the Academy’s Health and Safety Policy and undertake Risk Assessments as appropriate.   **As a restorative organisation we:**   * Apply the principles of mutual respect and responsibility in all our internal and external relationships. * Actively work to prevent, address and repair harm. * Engage in continuous learning to further develop our communication and problem-solving skills. |

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| **Reporting to:** | Vice Principal: Academic Development |
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| **Responsible for:** | Ensuring that lessons are covered appropriately and learning is completed. |
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| **Liaising with:** | Senior Leaders, staff, students. |
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| **Working time:** | 37 hrs per week, term time only. |
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| **Salary/Grade:** | G |
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| **Disclosure level:** | Enhanced DBS |
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Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal. This job description may be amended in consultation with the postholder.

**Person Specification**

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| **Requirements** |  | **Demonstrated By** |
| **Essential** | * Good educational background with GCSE or equivalent in English Language and Maths Grade 5 or above. * High standards of achievement and professionalism * Ability to communicate effectively, orally and in writing * Good organisational and planning skills including prioritising tasks * Ability to initiate within own role * Thinking creatively to anticipate and solve problems * High expectations of students * Successful experience of working within teams. * Staying calm and cheerful when working under pressure. * Confident in offering support and guidance to staff and students. * Commitment to the personal development of all students, staff and self. * Being prepared to take advice, recognising own need for development and being keen to learn new skills. * Support the ethos of Mounts Bay Academy * A commitment to safeguarding children and young people and an awareness of current national legislation relating to safeguarding and child protection. * Polite and effective interpersonal skills * Competent with common IT systems, e.g. Microsoft Office, applications, Apple ios and Arbor. * Effectively analyse data * Ability to follow policies and procedures set by the school and external agencies | Application Form / Interview |
| **Desirable** | * Successful experience in an educational setting * Educated to Degree level or hold a teaching qualification |  |