**Cover Supervisor**

**NJC 15 - FTE £25,878 – Actual salary £22,160.20 per annum**

**Term time only – 39 weeks - 37 hours per week**

**Required for as soon as possible**

We are transforming lives – do you want to join us?

The Queen Elizabeth Academy are seeking to appoint a Cover Supervisor to join our well established, cover supervisor and administration team, taking a full and active part in the varied daily life of our forward thinking, modern academy.

We are looking, first and foremost, for a flexible Cover Supervisor who will form positive relationships with students and will deliver lessons to a high standard. The successful candidate will liaise and organise appropriate cover throughout the day using our list of agencies, induct safeguarding to supply staff when they arrive, collate booking confirmations and carry out ID and DBS checks in the absence of the HRA. They will also collate all work for supply teachers for the day.

Furthermore, the cover supervisor at TQEA may also be asked to work with departments maintaining and supporting the educational environment by creating academy and classroom display under the guidance of the Senior Leadership team or middle leaders. The successful applicant may also be expected to offer support to the administrative team. They will be an effective communicator, able to work well within a team but also to use their own initiative when required.

The Queen Elizabeth Academy is an 11-16 mixed academy based in Atherstone with approximately 715 pupils on roll. Following our Ofsted inspection in June 2022, we retained our “Good” rating, a real testament to the hard work and dedication of our staff and students. Ofsted commented the pupils were “respectful of each other’s views and are exceptionally supportive. Pupils behave well. They are proud of their school and the improvements that have been made in recent years. Pupils enjoy school and know that leaders and staff have the highest expectations for them.” The Ofsted report is a fair reflection of the academy and we continue to develop as we push from Good to Great.

In November 2016, as part of the Priority School Building Programme, we moved into brand new premises that have given us access to fantastic new facilities, which really set us apart in the locality.

As a proud Academy Transformation Trust academy we are devoted to professional development and support which is second to none. Our trust is registered as Disability Confident and we welcome all applications. Our ATT Institute offers hundreds of training events and leadership accreditation qualifications to develop your talent to its full potential. As an academy we believe it is our role to develop your expertise to the full through supportive coaching in order to transform the lives of our students.

Do you want to make a real difference to the lives of our students?

Do you have what it takes to work with a determined leadership team and staff, which promote excellence, and consistently challenge you to improve?

If so you may well have the “Golden Thread” we are looking for, a shared vision which links all of our staff.

**For further information please contact Alison Emery on alison.emery@attrust.org.uk**

**T: 01827 712477 ext. 229**

**Closing date: 1pm Friday 27th January 2023.\***

*Safeguarding Statement:*

*The Queen Elizabeth Academy is part of the Academy Transformation Trust family, whose mission is to transform learning, aspirations and opportunities for their pupils and the communities in which they live. This commitment also extends to staff who are key to their success.*

*The Queen Elizabeth Academy is committed to safeguarding and promoting the welfare of children and the successful applicant must undertake an enhanced criminal record check via the DBS with Barred List Check (child) and online searches will be carried out in line with KCSIE update 2022.*

*We are passionate about Diversity and Inclusion and welcome all applications. We are a Disability Confident Employer. We are open to Flexible Working.*

 *\* Please note we reserve the right to close this vacancy sooner if necessary.*