



Applicant Information Pack

Cover Supervisor



Respect – Resilience – Success



Headteacher Letter to Applicants

Thank you for the interest you have shown in our school. I am proud to be the Headteacher of The Thomas Adams School, a successful co-educational community school, sixth form and boarding house in the centre of Wem. Established in 1976 and with a strong history dating back to 1650, we provide quality teaching and learning for our 1200 students, aged 11 – 18 years old. Thomas Adams is now a member of the 3-18 Education Trust, a collaboration of successful schools in Shropshire, all with the same goal of excellence in education.

We have two main sites on our 30 acre campus in Wem, a small rural market town. Although many of our students live in Wem, our extensive transport links allow students from across North Shropshire to access our excellent provision. Our Lowe Hill buildings cater for years 7 – 11, providing excellent facilities for all curricular areas. At our Noble Street site, we have our Sixth Form, housed in the attractive grammar school building. We also have our thriving boarding provision, Adams House, which accommodates students from throughout the UK and overseas.

Large enough to offer choice and opportunity, we pride ourselves on seeing all students as individuals, providing quality pastoral care throughout a student's academic journey with us.

The school is renowned for its Music, Drama and Sport. We have specialist centres for all of these subjects, with full performance facilities. We also have a multi-use sports centre and extensive playing fields, along with additional facilities including; tennis courts, basketball courts, hard surface play areas and many pitches for team games. We encourage all students to engage and get involved in our extra-curricular programme, be that a member of a sports team, working towards their Duke of Edinburgh award or taking part in the many educational or leisure trips on offer.

We are committed to continuous professional development for all our staff and foster open, professional and respectful relationships. Our staff well-being and happiness is paramount as we see them as our greatest asset.

For further information about The Thomas Adams School, please visit our website <https://thomasadams.net/>.

You can also find out the latest news via our social media pages:



<https://www.facebook.com/ThomasAdamsWem>



<https://www.instagram.com/thomasadamswem/>



Mark Cooper, Headteacher

About our Trust



The 3-18 Education Trust is currently made up of five schools and derives its name from the age range of the pupils and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

Our Vision:

To ensure every individual is in a great school.

Our Mission:

To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

Our Values:

- Accomplished: to provide high quality education and training for all
- Resilient: to be solution focused and able to intelligently manage challenges
- Compassionate: to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our Trust website <https://www.3-18education.co.uk/> for more details. For further information about our schools, please click on the links to their websites below:



<https://bowbrookprimary.co.uk/>



<https://www.3-18education.co.uk/schools/coleham-school/>



<https://www.3-18education.co.uk/schools/the-priory-school/>



<https://www.3-18education.co.uk/schools/st-martins-school/>



<https://www.3-18education.co.uk/schools/thomas-adams-school/>



<https://www.3-18education.co.uk/schools/william-brookes-school/>

Job Description



Title of Post	Cover Supervisor
Post Status	Permanent, 30 hrs per week, 43.69 wks per year
Salary/TLR/ Allowance	Grade 7, Point 12-17
Reporting to	Assistant Headteacher

Main Purpose

- To supervise whole classes during staff absence, either planned days or unplanned sickness and deliver pre-prepared activities as and when required by the Cover Coordinator
- To provide admin support for the school as directed
- To assist teachers in creating and maintaining a purposeful, orderly and supportive learning environment and promote the inclusion of all students, ensuring they have equal opportunities to learn and develop
- To cover support staff e.g. Library/teaching assistant if required

Duties and responsibilities

Support for students

- To support working relationships with students, acting as a role model and setting high expectations.
- To support students learning in the most effective way
- To meet the personal needs of students whilst encouraging their independence
- To support students with special educational needs through the delivery of specific learning programmes pre-planned by the teacher and under instruction of the teacher
- To encourage students to interact and work co-operatively, ensuring all students are engaged in activities

Support for the teacher

- In the short-term unplanned absence of teachers, to cover all pre prepared activities to provide continuity for the students
- Deliver materials/work through appropriate classroom management
- Manage and record behaviour according to the school's behaviour policy
- Provide feedback to the relevant member of teaching staff
- Complete registers in line with school policy, every lesson
- Ensure teacher seating plans are applied in all lessons
- Cover break and lunchtime duties as required

Professional development

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Other Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the School and Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, training and learning activities as required

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Person Specification

Criteria	Essential	Desirable
Qualifications	5 GCSEs at grades 9 to 4 (A* to C) including English and maths	- First Aid qualification - Any additional teaching/educational qualifications
Work or relevant experience	- Experience of working in a school environment - Ability to plan and organise effectively - Ability to work with small groups or an individual student	- At least 4 - 5 years relevant experience working in an educational setting - Experience of classroom administration support
Knowledge and Understanding		A knowledge of school based education including child development
Skills and Abilities (relevant to post)	- Ability to supervise whole classes - Good communication skills and ability to relate well to children, staff and parents - Evidence of working well as part of a team - Competent in the use of ICT including Microsoft Word, Excel, PowerPoint and Teams. - Willingness to update skills and undertake further training - Ability to observe, monitor and provide constructive feedback on students' progress - Sufficiently fluent in spoken English to ensure effective performance in the role	Specialist skills, training or experience e.g. Art, Music, ICT, display etc.
Personal Qualities	- Ability to bring to the role, initiative, enthusiasm and commitment - Flexibility and reliability - Willingness to develop skills with further training	
Special Conditions	Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.	

What We Offer

In addition to exclusive access to a reward and discount scheme, comprehensive induction, commitment to your ongoing training and career progression, paid for enhanced DBS, we also offer:

- A competitive salary
- Access to the Trust's Employee Assistance Programme, which includes 24 hour access for you and your family members to legal, financial, health, parenting and life advice
- 1:1 Counselling Service
- Cycle to Work Scheme
- Childcare Voucher Scheme or Tax-Free Childcare Scheme
- Access to freshly made hot meals or deli-style food on site
- Teachers Pensions (23.68% employer contributions)
- Local Government Pension Scheme (17.9% employer contribution)
- Generous Sickness Payment Scheme
- Eye Testing Scheme
- Flexible Working Policy
- Special Leave Policy
- Member of the Valued Worker Scheme (accredited by our recognised unions)
- A Disability Confident Committed Employer
- Continuous Professional Development (CPD)
- Collaborative working culture and professional development opportunities across our Trust schools

Application & Appointment Process

An application form is available to download from the school website:

<https://www.thomasadams.net/vacancies/>

Please send completed applications to bjh@thomasadams.net

Interviews will be offered to those applicants who best demonstrate how their skills, abilities and experience match the person specification, taking into consideration the job description.

Closing date for applications: 12.00 noon, Thursday, 28th September 2023

Interviews will take place shortly after the closing date

Please note:

- It is essential that all elements of the application form are completed in full.
- We do not accept CV's in support of an application.
- Appointments will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK and criminal disclosure.
- This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.
- Online Searches may be done as part of due diligence and safer recruitment.

If invited for interview, **you are required to bring evidence of your qualifications and appropriate documents to initiate the DBS application process** should you be the successful candidate.

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the school website <https://www.thomasadams.net/key-information/>