



# Recruitment Pack

Cover Supervisor

QE School, Crediton

**Ted**  
**Wragg** TRUST

# Ted Wragg Trust



An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



**Welcome from the Ted Wragg Trust  
CEO, Moira Marder**



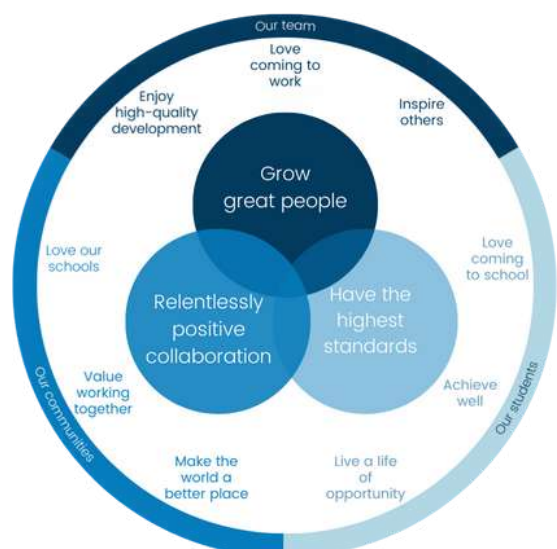
On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working with us. The Ted Wragg Trust (TWT) is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest expectations for every child, every day, with social justice at our core.

This is a hugely exciting time for us as a growing Trust who work closely with other local schools and Trusts across Devon.

We demonstrate our love through our values



How we will succeed



# Queen Elizabeth's School

## Letter from the Headteacher

Dear Applicant

Thank you for your interest in this post at Queen Elizabeth's School. The school currently has 1250 students on roll of whom 130 are in the Sixth Form. The majority of our students are drawn from our partner primary schools across mid Devon and the greater Exeter area.

Founded in the 16th century, the school is set in the market town of Crediton, just 7 miles from Exeter. We are an ambitious school dedicated to providing an excellent education that develops knowledge, character, contribution and wisdom. Our Year 7 and 8 students are taught on our Barnfield campus and Years 9-13 at Western Road.

At Queen Elizabeth's our coaching programme supports all colleagues to continuously improve their classroom and leadership practice. We were delighted to be judged as Good in the most recent Ofsted report in May 2022, which recognised our high-quality curriculum and continued improvement in achieving positive outcomes for all students. Through high quality teaching and a broad range of extra-curricular activities we aim to instil our students with the values of respect, reflection and resilience.

The enclosed recruitment pack outlines the key duties and accountabilities of the post. The successful applicant will:

- have a clear, well communicated understanding of the most effective teaching and learning techniques that lead to strong student progress
- possess the skills and determination to make a positive difference to the lives of our students
- be relentless in encouraging all students to build their knowledge and actively contribute to school life within our community so that they develop a sense of pride and belonging

If you have any questions, please contact Anna Field on 01363 773822 or [anna.field@qe.devon.sch.uk](mailto:anna.field@qe.devon.sch.uk)

Yours sincerely

**Paula Smith - Headteacher**



# Key Details

**Job Title:** Cover Supervisor, 2.5 days or 5 days per week

**Location:** Queen Elizabeth's, Crediton

**Salary:** £24,702 (FTE), £18,662 (5 days) £9,474 (2.5 days)

**Closing Date:** 5 November 2024

**Interviews:** asap

**Required From:** asap

If you share our mission to have the best outcomes in the country by 2027, we would love to hear from you.



## How to apply

If you would like an informal conversation about this role please contact Anna Field, [anna.field@qe.devon.sch.uk](mailto:anna.field@qe.devon.sch.uk)

Please use the application form available on the Trust website and email it to: [anna.field@qe.devon.sch.uk](mailto:anna.field@qe.devon.sch.uk)



# Queen Elizabeth's School

## Key Purpose of Job

To supervise whole classes during short-term absence of teachers and to respond to questions and generally assist pupils in undertaking set activities.

Students, regardless of their social or cultural background, are motivated to succeed and are supported to maximise their learning and progress at School.

## Key Duties and accountabilities of the post

- Supervise whole classes during pre-planned learning activities, which have been set in accordance with school policy
- Collect finished work, as necessary, and return to the appropriate teacher
- Provide 1-1 support to students and support other classroom activities when cover is not needed
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
- Report, as appropriate, using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising
- Establish productive working relationships with pupils, acting as a role model and setting high expectations for behaviour
- Promote the inclusion and acceptance of all pupils within the classroom
- Work consistently whilst recognising and responding to individual pupil needs
- Encourage pupils to interact and work co-operatively with others
- Promote independence and employ strategies to recognise and reward achievement of self-reliance

## Whole School Duties as Required

- Support invigilation for examinations.
- Assist with the supervision of pupils out of lesson times, including break and lunchtimes.
- Accompany teaching staff and students on visits, trips and out of school activities.

## Other Duties

- To undertake additional duties as required, commensurate with the level of the job.
- To contribute to the effective working of the school.
- Maintain positive, professional relationships with students, parents / carers and teachers.
- Maintain a presence around the school to ensure that the highest standards of behaviour and site-usage are upheld.
- To participate in induction training, staff review processes and professional development opportunities.
- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The School operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the school buildings, enclosed spaces within the curtilage of buildings, and school vehicles.
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- The post-holder is expected to familiarise themselves with and adhere to all relevant school policies and procedures.
- The post-holder must comply with the school's health and safety requirements specifically for the school they are working at
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.



# Person Specification

Qualifications and Experience	Essential/Desirable
<i>Minimum Level 2 qualifications (GCSE or equivalent, to include English and Maths)</i>	<i>Essential</i>
<i>Good numeracy/literacy skills.</i>	<i>Essential</i>
<i>Requirement to participate in training/development as/when identified by line manager as essential for performance of the post.</i>	<i>Essential</i>
<i>Detailed knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools.</i>	<i>Essential</i>
<i>Experience of working with young people</i>	<i>Essential</i>
<i>Effective team player.</i>	<i>Essential</i>
<i>Vision aligned with Queen Elizabeth's high aspirations/expectations of self and others.</i>	<i>Essential</i>
<i>Genuine passion and a belief in the potential of every child.</i>	<i>Essential</i>
<i>Motivation to continually improve standards and achieve excellence.</i>	<i>Essential</i>
<i>Ability to use own initiative and to work independently and also to work as part of a team.</i>	<i>Essential</i>
<i>Ability to work under pressure and remain calm in difficult situations.</i>	<i>Essential</i>
<i>Commitment to driving standards and ensuring every child is challenged to achieve their maximum potential.</i>	<i>Essential</i>
<i>Has good communication, planning and organisational skills.</i>	<i>Essential</i>
<i>Demonstrates resilience, motivation and commitment to driving up standards of achievement.</i>	<i>Essential</i>
<i>Acts as a role model to staff and children.</i>	<i>Essential</i>
<i>Excellent communicator who enjoys working as part of a team.</i>	<i>Essential</i>
<i>Commitment to regular and on-going professional development and training to establish outstanding classroom practice.</i>	<i>Essential</i>
<i>Committed to equality of opportunity and the safeguarding and welfare of all pupils</i>	<i>Essential</i>
<i>Effective use of ICT packages e.g. Word, Excel or equivalent.</i>	<i>Essential</i>
<i>Ability to fulfil all spoken aspects of the role with confidence and fluency in English.</i>	<i>Essential</i>
<i>This post is subject to an enhanced DBS disclosure</i>	<i>Essential</i>

The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.



# Growing great people

Our aim is to be the greatest place to work in the South West. We know that to succeed in our mission we must invest in and grow great people. Our comprehensive suite of development opportunities are available for everyone whether you are just starting in your career or an experienced leader, there will be a development pathway to suit you.

Tim Rutherford – Deputy CEO

We know to be the greatest place to work we must welcome great people, retain great people and develop great people.

Click on the areas below to find out about our comprehensive benefits and development opportunities.



In our Trust, we are committed to nurturing a workplace where our employees feel that they belong. We believe that the culture of our trust thrives when individual differences are embraced so that everyone feels comfortable and confident in being who they are. This is supported through ensuring inclusivity in culture and equity in opportunities. We are committed to high quality and reflective employment practice so that we attract, retain and grow employees from diverse backgrounds and communities.

# Our Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



## Our Partnerships:

Our ongoing partnerships with the following organisations creates opportunities for a Headteacher joining our Trust to access leadership development, study tours and wider networks with some of the best schools, trusts and leaders across the country.

