



The
3-18
Education
Trust

Applicant Information Pack

Cover Supervisor



Respect - Resilience - Success



Information about our School

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 a 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 the 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.

Please visit our website <https://thomasadams.net/> for further information.

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

Our Vision

***Outstanding education and care that will allow
every young person to reach their potential,
regardless of their starting point: life opportunities***

Information about the Trust

Thank you for expressing an interest in working within our Trust. Our Multi-Academy Trust (MAT) was established in 2016 with two schools, The Priory School (which acts as the lead school in our sponsoring MAT) and St Martins, a 3-16 school in North Shropshire. In July 2017, we were joined by Coleham Primary School, a 4-11 school in Shrewsbury. In March 2020, Thomas Adams, an 11-18 co-educational community school, sixth form and boarding house in the centre of Wem joined the Trust.

The MAT provides a most interesting and exciting opportunity for schools to share ideas, resources and expertise, for the added benefit of the students in the Trust.

“The value of the individual, the benefit of the team”

This statement heads our Strategy document and establishes the values by which we want our schools to work collaboratively. We are an evolving Trust in terms of our size and operation, in that as new schools seek to join us we look in turn to adapt the way we work together. In short, the leaders within the MAT are keen to receive expertise and share best practice. We want schools to retain their identity, character and ethos, all within the shared values of developing students who are selfless, self-assured and successful. The aspiration of the Trust is that every school gives and receives support and every child is in a great school.

Please take a look at our Trust website <https://www.3-18education.co.uk/> for more details.

Benefits of working at Thomas Adams School, part of the 3-18 Education Trust

- Attractive, open air site
- Development and career opportunities available across the Trust
- Employee Assistance Programme (access to free financial, legal, health, counselling advice)
- Member of the Valued Worker Scheme (accredited to the Trust by NASUWT, Unison and GMB)
- Disability Confident Employer
- Cycle to Work Scheme
- Canteen with freshly cooked menus each day

Teaching School Hub

The Trust has Teaching School Status, with The Priory School, Shrewsbury being selected to provide high-quality professional development to teachers and leaders and has recently become a Teaching School Hub; this provides development opportunities for any future applicant.



Michael Barratt, Chief Executive Officer, 3-18 Education Trust

Job Description

| | |
|-----------------------|-------------------------------------------------------|
| Title of Post | Cover Supervisor |
| Grade and SCP | Grade 7 (SCP 12-17) |
| Post Status | Permanent, subject to a six month probationary period |
| Accountable to | Assistant Headteacher |



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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 the Headteacher feels 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 by the Headteacher, 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.

Signed _____ Date _____

Headteacher

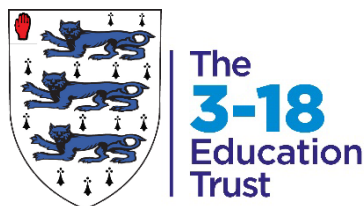
Signed _____ Date _____

Name _____

Postholder

Person Specification

| Criteria | Essential | Desirable |
|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualifications | <ul style="list-style-type: none"> • 5 GCSEs at grades 9 to 4 (A* to C) including English and maths | <ul style="list-style-type: none"> • First Aid qualification • Any additional teaching/educational qualifications |
| Work or relevant experience | <ul style="list-style-type: none"> • Experience of working in a school environment • Ability to plan and organise effectively • Ability to work with small groups or an individual student | <ul style="list-style-type: none"> • At least 4 - 5 years relevant experience working in an educational setting • Experience of classroom administration support |
| Knowledge and Understanding | | <ul style="list-style-type: none"> • A knowledge of school based education including child development |
| Skills and Abilities (relevant to post) | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • Specialist skills, training or experience e.g. Art, Music, ICT, display etc. • Experience of SIMs, |
| Personal Qualities | <ul style="list-style-type: none"> • Ability to bring to the role, initiative, enthusiasm and commitment • Flexibility and reliability • Willingness to develop skills with further training | |
| Special Conditions | <ul style="list-style-type: none"> • Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check. | |



The Thomas Adams School

Low Hill, Wem, Shropshire, SY4 5UB. Tel: 01939 237000

Email: enquiries@thomasadams.net

Cover Supervisor

Grade 7, £15,335 to £16,934 per annum

30 hours per week, term-time only

Permanent, subject to a six month probationary period

Required as soon as possible

We are looking for an enthusiastic, highly organised person who is capable of using their own initiative. The person appointed will provide cover for absent teaching staff, working in classrooms with students. In addition they may be required to act as a Teaching Assistant or provide cover for general Administrative tasks. Applicants should have excellent communication skills and the ability to build effective working relationships with students and adults.

An Applicant Pack and Application Form can be found on our website <https://thomasadams.net/vacancies> or contact Mrs Belinda Howells at bjh@thomasadams.net

The Thomas Adams School is part of The 3-18 Education Trust, a Multi-Academy Trust which works collaboratively to provide a most interesting and exciting opportunity for schools to share ideas, resources and expertise, for the added benefit of the students in the Trust.

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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.