



# COVER SUPERVISOR AND BEHAVIOUR OFFICER



**Sawston**  
Village College

## Candidate Information Pack



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## Welcome from the Chief Executive Officer

Thank you for your interest in the position of Cover Supervisor and Behaviour Officer at Sawston Village College, part of Anglian Learning.

We are an ambitious, outward looking school trust consisting of six secondary schools and nine primary schools, the latest to join our community being the new Marleigh Primary Academy which opened in September 2022. While each of our academies retains very clearly their own identity and ethos, we are collectively passionate in our belief that all young people deserve to have access to an outstanding education, and which crucially enables them to thrive in the local, national, and global communities in which they live.

Anglian Learning has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to new ideas and alternative perspectives. We also firmly believe that our most important resource is our people, and if you apply and are successful in your application, we promise to develop and support you in your career, as well as providing a caring, friendly environment in which to work.

For an informal discussion regarding this role, please contact Louise Milne, HR Manager, on [jobs@sawstonvc.org](mailto:jobs@sawstonvc.org).

I hope that you find the following information useful. If you wish to visit our school or make an application for this vacancy, please see contact information within.

We look forward to hearing from you.

Yours sincerely



Jonathan Culpin  
Chief Executive Officer



## Anglian Learning

Our mission is to build an innovative partnership of academies that excites, inspires, and empowers our people – pupils, staff, and the community in which we work - to be the very best they can be, to have the confidence to think creatively, and embrace new challenges. Through this we will seek to support and inspire our young people to be dynamic learners who will live, grow, and thrive in the local, national, and global community in which they live and will work.

Currently, the Trust educates more than 8000 pupils and employs over 1000 members of staff in 15 schools across three counties, with a 16<sup>th</sup> school due to open in September 2024. Several of our schools provide adult education opportunities, reflecting our commitment to lifelong learning and we also operate our own sport centres, under the banner of Anglian Leisure. We are recent winners of the NGA Outstanding Governance Award; have a unique partnership with Arts Council England, reflecting our commitment to arts education; and are one of the eight National Creativity Collaborative pilot hubs. We are strategic partners in the local teaching school hub, working closely to provide with other trusts to provide professional qualifications in addition to own very extensive professional learning programmes.

We provide school improvement support to our schools, alongside finance, human resources, ICT, and estates support. Many of our leaders, teachers, and professional services staff are involved in networks across the Trust to share best practice and build skills and knowledge, with some taking on cross-trust leadership positions.

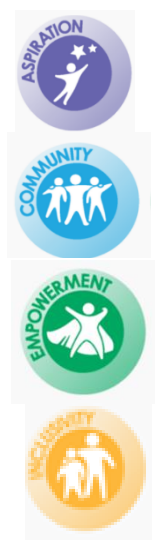
Our most recent staff survey indicated that a high proportion of staff:

- ✓ Feel as though they belong within Anglian Learning
- ✓ Agree that they are provided with relevant opportunities for professional development
- ✓ Feel that there is a positive culture of psychological safety within their school
- ✓ Have high levels of job satisfaction and happiness at work
- ✓ Would recommend our organisation as a great place to work
- ✓ Almost all staff who responded to the survey feel part a team within their school and can rely on colleagues for support when needed.

**The core Vision of Anglian Learning is to enable:**

Dynamic, empowered learners who thrive and lead in their communities: locally, nationally, and globally.

**Our four core values and principles guide our work to achieve our vision:**



### Aspiration

We are ambitious for ourselves and all those in our community to be the best we can be

### Community

We underpin our relationships with a culture of support, respect and trust, recognising we are stronger together

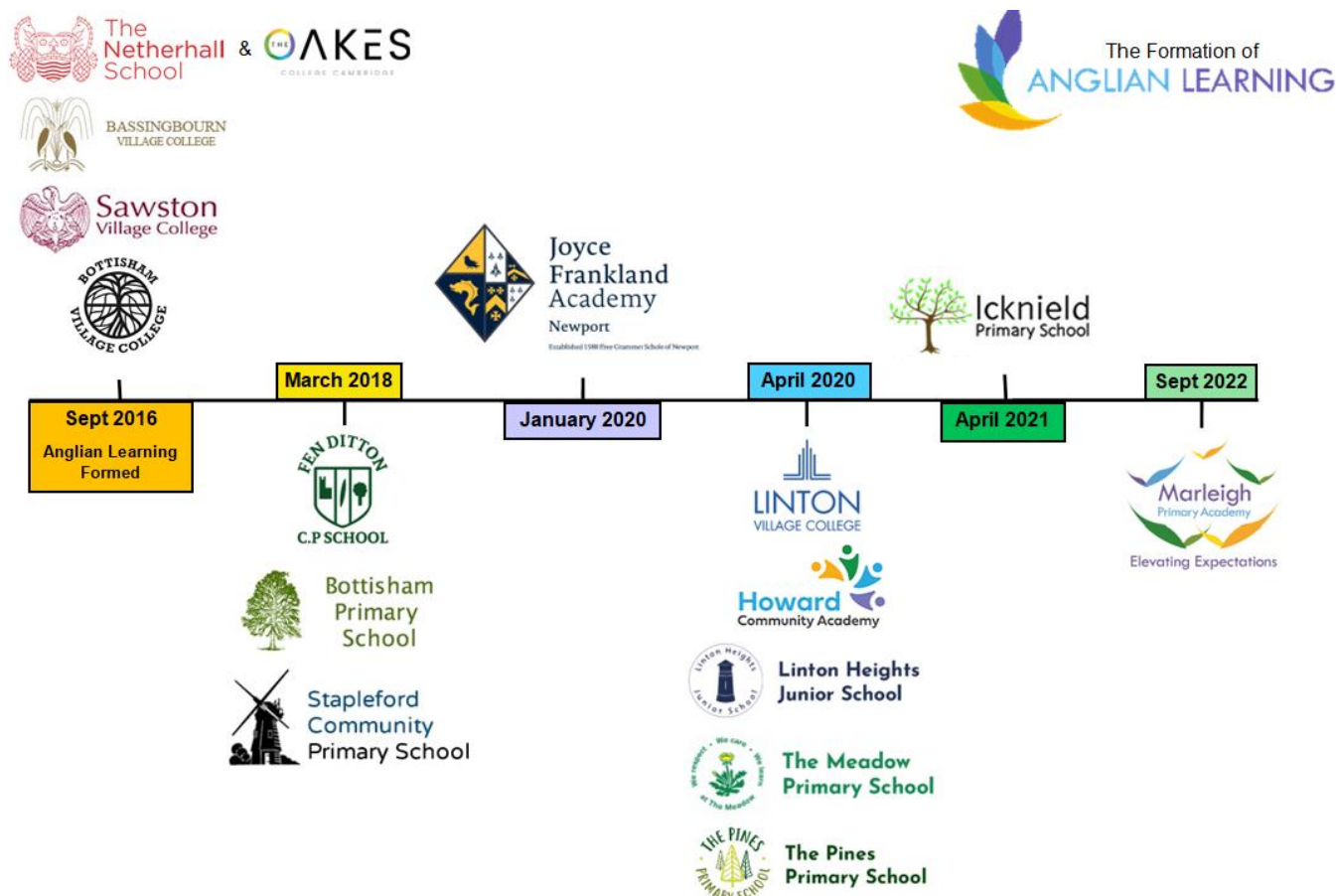
### Empowerment

We enable our academies, staff and learners to embrace new ideas and think creatively

### Inclusivity

We believe in equality of opportunity, celebrating everyone's differences and supporting learners of all abilities from all backgrounds

**This is our Anglian Learning community. It is an exciting time to join our growing Trust.**



We are committed to providing outstanding academies which are a source of pride for the communities that they serve.

We aim to achieve this by raising the educational attainment of all our young people and using the collective energy and cross-school educational fertilisation within the Trust to improve life chances by:

- Developing a dynamic and inspirational culture for teaching and learning excellence.
- Providing pupils with stimulating and valuable enrichment opportunities across the curriculum.
- Building a curriculum and assessment structure that will enable teachers, pupils, and parents to celebrate success and respond swiftly to challenge.
- Encouraging innovation and risk-taking through a focus on research and best practice locally, nationally, and internationally.
- Promoting, enabling, and supporting leadership at all levels to flourish in individual schools and across the Trust.
- Providing high quality professional learning opportunities for staff at all levels in the Trust





## Sawston Village College

Thank you very much for your interest in a position at Sawston Village College. We sincerely hope that the information below and enclosed within this pack will encourage you to apply to our friendly and vibrant school.

We are a very welcoming and highly successful school, one in which all staff are valued and all contribute to our strong caring ethos. The College is listed in the top ten state secondary schools without a sixth form in the UK (The Sunday Times, 2023). Pupils are at the centre of all that we do but we can only succeed when all professionals work together, collaboratively and supportively, to ensure a positive, safe and calm learning environment in which all pupils can thrive. We ensure our staff have the resources, development and opportunities to fulfil their roles and responsibilities. Staff wellbeing is vital to our success and we consider workload and the working environment very carefully.

Sawston Village College is an inclusive, comprehensive 11-16 academy, set on a picturesque open campus, a few miles south of the culturally iconic and aspirational city of Cambridge. It was the first purpose-built Village College in England and we are proud of the fact that it is still heralded as a model for community education and remains true to Henry Morris' founding principles. Many members of the local community visit each week to participate in learning, sporting or leisure activities. We are also proud to be a founding member of the Anglian Learning Trust, a family of like-minded schools serving over 5500 pupils from ages 3-19 in this region. The Trust affords us opportunities to learn from each other, prosper from outstanding leadership development and build strong professional networks to achieve ambitious objectives.

Our focus is the achievement and wellbeing of our 1172 pupils within a school culture based on community, ambition, respect and endeavour. In 2022, the College achieved above national averages at all levels including 63% gaining grade 5+ in English and Maths, 44% at grade 7 or above across all subjects and a progress score of +0.4. In 2019, we were in the highest quintile for all measures. Pupils secure their preferred post-16 pathway having achieved grades significantly well above average. Academic success, of course, is only one measure and, as an Artsmark Platinum accredited school, we are equally proud of our extensive extra-curricular offer as well as our aim to help all pupils leave with confidence, enriched experiences and hope for the future. Our code of conduct demands that our pupils also understand and appreciate the need for kindness, humility, politeness and good grace.

This success is based upon the following key principles. Firstly, a firm commitment to the belief that all pupils, regardless of ability or background, are able to achieve their potential and have the best opportunities to succeed in education, employment and life. Secondly, a determination to recruit, develop and retain the very best staff, by providing varied and exciting personalised opportunities for professional development, and a caring, supportive environment with an emphasis on teamwork, collaboration and staff well-being. Thirdly, a firm conviction that teaching and learning can only flourish where pupils are well behaved and respectful. Therefore, we have very high expectations and set exacting standards enabling staff and pupil to feel safe and happy. We provide outstanding pastoral care of our young people. Each pupil is a member of a vertical tutor group and a House. Non-teaching pastoral leads work very closely with our inclusion team, safeguarding team and SLT, to ensure that all pupils are known, valued, cared for and encouraged to do and be the best they can. We pride ourselves on the professionalism of our staff and our commitment to ethical leadership; as role models for the young, how we behave as leaders is as important as what we do.

Sawston Village College is a highly professional and exceptionally friendly, caring and enjoyable place in which to work and teach. During these turbulent times, we are keen to recruit people with resilience, adaptability and optimism for a better future. Above all, we are looking for staff who take pride in their work, enjoy the company of children and can harness the power of education to transform lives and inspire our future generation.

Thank you, in anticipation, for the time you will give to your application.

A handwritten signature in black ink, appearing to read 'J Russell', written in a cursive style.

Mr J Russell  
Principal



## **Cover Supervisor and Behaviour Officer**

**Hours: 32.5 hours per week, term time only**

**Working Pattern: Monday to Friday**

**Salary: TA Level 3 £22,369-£24,054 FTE (actual salary from £18,755)**

**Contract Type: Permanent**

**Location: Sawston Village College**

Anglian Learning is a high-performing multi-academy trust responsible for 15 schools in West Suffolk, Cambridgeshire, and Essex, educating over 8,000 pupils and employing more than 1000 staff.

Our vision is for dynamic, empowered learners who thrive and lead in their communities: locally, nationally, and globally. Our schools are at the heart of their communities and as well as providing a broad, rich, and vibrant curriculum to pupils they also provide sporting, community education and other facilities and opportunities to their local community.

We're committed to making Anglian Learning a place where everyone feels valued and has equal access to the opportunities our Trust offers. We are always open to discussing flexible working opportunities or making adjustments to ensure you thrive in your role with us.

### **The Vacancy**

We are seeking to appoint a confident individual to fill the role of Cover Supervisor and Behaviour Officer. As Cover Supervisor, the successful candidate will supervise KS3 and KS4 classes, across the curriculum, during the short-term absence of their class teacher. As Behaviour Officer, they will oversee pupils who are in isolation, or have been removed from lessons, administer behaviour records and encourage positive behaviour.

This is an excellent opportunity for an assertive individual who has a good rapport with young people and is able to ensure that learning takes place in a calm, orderly and respectful environment. The College is an extremely positive and friendly place to work. Relationships between teaching and support staff are excellent, and senior staff offer strong support to their colleagues in the maintenance of good order. The successful candidate will also undertake shared responsibility for a mentor group as a co-mentor.

### **Employee Benefits**

Anglian Learning offers the following benefits to staff.

- Career Average Revalued Earnings Pension Scheme (CARE)
- Free membership to all [Anglian Leisure](#)'s Sports Centres - *Bassingbourn, Bottisham, Sawston, Joyce Frankland, Linton and Netherhall*
- 20% Discount on Adult Education Classes run by Anglian Learning Schools
- Employee Assistance Programme via Health Assured
- Cycle To Work Salary Sacrifice Scheme
- Discounted Eye Care Vouchers
- Annual Flu Jab Vouchers



## Application

If you would like to arrange a visit to our school please contact the HR team at [jobs@sawstonvc.org](mailto:jobs@sawstonvc.org).

To apply for this vacancy please complete the application process via My New Term, outlining how your skills and experience will enable you to be successful in this role. Please note that CVs will not be accepted.

If for any reason you cannot apply via My New Term and need to apply via an alternative accessible format, please do contact us to arrange by emailing [jobs@sawstonvc.org](mailto:jobs@sawstonvc.org).

**Closing Date:** Sunday 25 June 2023 at midnight

**Interview date:** Tuesday 4 July 2023

**Start date:** September 2023

*Anglian Learning is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff to share this commitment and those in regulated activity will be subject to an Enhanced DBS Check and online checks. Certificate of Good Conduct and other applicable checks may be requested.*

*This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR, Safeguarding and Recruitment can be found on our website: [www.anglianlearning.org](http://www.anglianlearning.org).*

*We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Flexible working will be considered for all roles deemed suitable.*

*Please note the photo(s) of pupils attached to this notice were used under the legal ground of consent, for the purpose of preparing publications that promote the school.*



## Cover Supervisor and Behaviour Officer – Job Description

<b>Salary</b>	Teaching Assistant Level 3
<b>Hours</b>	32.5 hours per week, term-time only Working pattern 8.15 am to 3.15 pm Monday to Friday including a 30-minute unpaid break each day
<b>Pension</b>	Local government pension scheme
<b>Disclosure Level</b>	Enhanced DBS with children's barred list check
<b>Location</b>	The post holder will be based at Sawston Village College
<b>Responsible to</b>	Deputy Principal / Cover Manager
<b>Job Purpose</b>	To supervise classes across the curriculum (KS3 and KS4) in following a programme of study during the short-term absence of their class teacher.  To oversee pupils in the Duty Room, administering behaviour records and communications and encouraging positive behaviour.

<b>Key Responsibilities</b>	
<b>Cover Supervisor</b>  <b>approx. 20 hours per week</b>	<ul style="list-style-type: none"> <li>Under the direction of the Cover Manager, supervise pupils in class during the absence of their class teacher</li> <li>Take class registers</li> <li>Liaise with Subject Leaders and class teachers to ensure that the work set is understood</li> <li>Liaise with Teaching Assistants regarding individual pupils being supported in class</li> <li>Administer clear instructions to the class, based on the detailed work set, and actively supervise pupils as they carry out the instructions</li> <li>Inform the class teacher of any non-participation by individual pupils</li> <li>Contribute to the planning and evaluation of work set for covering lessons</li> <li>Contribute to behaviour management within the school, in accordance with the school's Behaviour Policy</li> </ul>
<b>Behaviour Officer</b>  <b>approx. 12.5 hours per week</b>	<ul style="list-style-type: none"> <li>To receive pupils sent to the Duty Room (isolation and lesson removal space) and assist them to record their perspective on why they have been sent there</li> <li>To liaise with the On-Call member of staff, informing them of a new arrival and agreeing an immediate course of action</li> <li>To facilitate pupils completing class work in the Duty Room, contacting teachers if appropriate for understanding of the issue and to provide work</li> <li>To oversee pupils isolated in the Duty Room, liaising with teachers to provide work and assisting pupils to complete a focussed period of study</li> </ul>

	<ul style="list-style-type: none"> <li>• To assist Senior Staff and Year Leads in their investigative work around behaviour incidents, hosting pupils as requested and assisting them in writing statements</li> <li>• To register pupils present in the Duty Room, and to log their presence there using our behaviour systems</li> <li>• To engage pupils actively in the Duty Room, helping them to reflect constructively on their conduct and encouraging positive behaviour in the future</li> <li>• To use the PACE approach and the language of our CARE values in all interactions</li> </ul>
<b>Support for the School</b>	<ul style="list-style-type: none"> <li>• Be aware of and comply with policies and procedures related to child protection and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person</li> <li>• Be aware of and support differences to ensure all pupils have equal access to opportunities in order to learn and develop</li> <li>• Contribute to the aims and ethos of the school</li> <li>• Undertake shared pastoral responsibility for a mentor group as a co-mentor</li> <li>• Develop and maintain effective working relationships with other staff and parents/ carers</li> <li>• Attend and actively participate in relevant meetings as required</li> <li>• Participate in training and other learning opportunities as required</li> <li>• Contribute to and participate in school events and activities</li> <li>• Contribute to the maintenance of a safe and healthy environment</li> <li>• To give reasonable support to the administrative function of the College</li> </ul>

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility. The job description will be reviewed through the appraisal process.

## **Health & Safety**

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions (Section 7 Health and Safety at Work Act 1974).

## Cover Supervisor and Behaviour Officer – Person Specification

<b>Experience</b>	Experience of working in a school or college context	Desirable
	Experience of working in a classroom	Desirable
	Experience of acting in a supervisory capacity	Desirable
	Experience of working on school behaviour	Desirable
<b>Skills, Knowledge and Aptitudes</b>	A high level of organisational ability	Essential
	Ability to pay attention to detail	Essential
	Ability to work well with other colleagues	Essential
	Ability to communicate effectively with staff and pupils	Essential
	An authoritative and confident manner	Essential
	Ability to learn quickly and adapt to changing policy	Essential
	Ability to work independently	Essential
	Ability to maintain confidentiality	Essential
	An interest in education	Essential
	Ability to use ICT	Essential
	Flexibility in relation to duties carried out	Essential
	Able to conduct a conversation and answer questions for an extended period of time where necessary in English	Essential
<b>Qualifications and Training</b>	Educated to GCSE Level with C+/4+or equivalent in English and Maths	Essential
	Educated to A Level or equivalent	Essential
	School support staff qualification	Desirable
<b>Personal Attributes</b>	A commitment to safeguarding and promoting the welfare of children	Essential
	Energy and enthusiasm	Essential
	Confidence	Essential
	Resilience	Essential
	Good sense of humour	Desirable
	Adaptable and flexible	Essential
	Show initiative	Essential
	Ability to remain calm in difficult situations	Essential

	Ability to work as part of a team	Essential
	Excellent attendance and punctuality	Essential
	A liking and respect for young people	Essential
	Appropriate professional relationships with colleagues and children	Essential




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## Anglian Learning

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Website: [www.anglianlearning.org](http://www.anglianlearning.org)

