



**#BETTER TOGETHER**





## **WELCOME TO UFFCULME ACADEMY TRUST**

I hope that this recruitment pack will give you an idea of Uffculme Academy Trust, what we stand for and what it might be like to work with us.

We have a simple and compelling vision for education. We believe that our schools should sit at the heart of our communities; that there are no limits to what our children and young people can achieve; and that they should be great places to work and learn.

We are incredibly proud of our Trust and the schools within it. Strong partnerships, collaboration and generosity are the bonds which underpin our collective mission to provide great education for all children no matter what their starting point or their background.

I have been associated with Uffculme Academy Trust for more than 10 years, and I have no doubt that it is a very special organisation. Having moved from Headteacher to Executive Head to CEO, I know first-hand how a strong ethos, ambitious culture and compassionate environment drive success. We are lucky enough to employ brilliant people who share our vision, many of whom have started careers with us and stayed to progress these careers. We want people to join us who believe that whatever their role, they can make a difference to the life chances of students. We are totally committed therefore to helping all our staff thrive and fulfil their professional ambitions.

We are looking for an individual who shares the same vision and values - if you believe that you have the skills, drive and vision to help us achieve our aims we would be delighted to receive your application.



We look forward to receiving your application.

**LORRAINE HEATH, OBE**  
**CHIEF EXECUTIVE OFFICER**



## Welcome To Axe Valley Academy

Dear Applicant,

Thank you for your interest in this exciting post. The Cover Supervisor post is one that is pivotal in the journey of continued improvement of Axe Valley Academy and to the future success of our school. It is a role designed carefully to support both the teaching staff and support staff team at Axe Valley Academy.

Axe Valley is an ambitious school where a staff body of dedicated and motivated professionals continue to work hard to support its community. It is a school that we are immensely proud of because it is a real community. We are a completely comprehensive school offering high quality educational opportunities to students of all abilities and aptitudes.

I am looking for an enthusiastic Cover Supervisor who shares our commitment to ensuring that the young people we serve receive the best possible standard of education because the progress of each individual student matters to us regardless of their starting points and despite their barriers.

You will join a supportive, positive and committed team who shares a vision of driving Axe Valley to be exceptional. We are a school that staff and students are proud to be a part of and who enjoy working together. We aim to develop well rounded young people equipped to deliver positive social change in their school and wider communities. We believe that students need a broad education, one that nurtures specific positive character traits and virtues. We also pride ourselves on our pastoral care. Being a smaller school has some significant advantages and one of those is being able to know every student as an individual; to recognise and nurture their strengths; to teach kindness explicitly and to be as kind as we can. Our beliefs as a school community are straightforward teachers are here to teach and students are here to learn. There is no escaping that a huge part of the purpose of education is to equip children with the examination results that they need to give them as many options as possible. We must be in the business of opening doors for the young people in our care. We demand the highest standards and expect students to engage with their learning no matter what and we don't apologise for this.

If this vision matches your own, we would be delighted to hear from you.



A handwritten signature in black ink that reads 'L Jenkins'.

Laura Jenkins - Headteacher



## **Job Title: Cover Supervisor**

This job description sets out the main duties of the post at the date when it was drawn up; it does not provide an exhaustive list of duties. Duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot justify a reconsideration of the grading of the post.

### **JOB DESCRIPTION**

Post	Cover Supervisor
Grade	NJC SCP Grade D 7-12 - £10.60-£11.70 per hour depending on experience
Hours	Permanent 31 hours per week - Term time only plus 1 week Monday to Friday 8.35am to 3.35 pm
Responsible to	Line Manager
Purpose of job	To supervise the completion of cover work set to whole classes during the short term absence of the assigned teacher
Summary of specific responsibilities	<p>Under the guidance and direction of the Line Manager, curriculum team leader and subject teacher:-</p> <ul style="list-style-type: none"><li>• Take responsibility for the supervision of class groups as they undertake work set during the absence of the class teacher</li><li>• Support learning activities with students across the range of abilities to ensure access to the learning identified</li><li>• Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment</li><li>• To promote and reinforce the routines, policies and practices relating to good behavior and learning using the Academy discipline sanctions and rewards as appropriate</li><li>• Maintain a safe and appropriate learning environment</li><li>• Provide care and supervision of classes</li><li>• Support students in the completion of work set</li><li>• Collect completed work after the lesson and pass to the appropriate teacher</li><li>• Direct Teaching Assistants working within the classes being covered, as appropriate</li><li>• Undertake other non-teaching duties, including taking responsibility for students about the school, and other duties as directed by the Line Manager</li></ul>



Duties – Supporting the curriculum	<ul style="list-style-type: none"> <li>• Supporting pupils to understand instructions</li> <li>• Supporting pupils in respect of local and national learning strategies eg literacy, numeracy, KS3, early years etc. as directed by the teacher</li> <li>• Supporting pupils using ICT as directed</li> <li>• Preparing and maintaining equipment/resources as directed by the teacher and assisting pupils in their use</li> </ul>
Duties – Supporting the Academy	<ul style="list-style-type: none"> <li>• Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person</li> <li>• Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop</li> <li>• Contributing to the overall ethos/work/aims of the school</li> <li>• Appreciating and supporting the role of other professionals</li> <li>• Attending relevant meetings as required</li> <li>• Participating in training and other learning activities and performance development as required</li> <li>• Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes if required</li> <li>• Accompanying teaching staff and pupils on visits, trips and out of school activities if required</li> </ul>

## PERSON SPECIFICATION

	Essential / Desirable (D)
Education/Training	<ul style="list-style-type: none"> <li>• Numeracy and literacy skills equivalent to NVQ Level 2 or GCSE Grade C in Maths and English</li> <li>• Competence in the use of ICT to support teaching and learning</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of working with children of the relevant age</li> <li>• Understanding of the curricular requirements of the school, these to include statutory requirements</li> </ul>
Skills/Abilities	<ul style="list-style-type: none"> <li>• Ability to work with a minimum of supervision and within a team</li> <li>• Ability to manage pupils in a classroom setting</li> <li>• Understand the concept of data protection and the requirement for confidentiality</li> </ul>



**The closing date is 8am Wednesday 29<sup>th</sup> June 2022 with interviews to be held on Friday 8<sup>th</sup> July**

**Start date 1<sup>st</sup> September 2022**

If you are interested in visiting please contact the Headteacher's PA, Sarah Brett  
[SBrett@axevalley.uat.ac](mailto:SBrett@axevalley.uat.ac)

For an informal conversation about the role, please email  
[LJenkins@axevalley.uat.ac](mailto:LJenkins@axevalley.uat.ac) with your contact details.

The post-holder will support the achievement of the Trust's objectives by working proactively with colleagues on projects or activities outside their direct area of responsibility, as required.

The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and Policies and Procedures including Health and Safety and Data Protection requirements and to be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Trust's safeguarding policies.

As this post meets the requirement in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

*This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary*



*from time to time without changing the general character of the duties or the level of responsibility entailed.*

*The Trust seeks to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.*



## About Us

Uffculme Academy Trust is a unique partnership of schools working as a multi academy trust (MAT) across Devon and Somerset. Our mission is to deliver excellent education from the ages of 2-18 so that children and young people fulfil their potential, lead safe happy lives and make a positive contribution to society.

The Trust is creating and supporting a network of exceptional schools where:

- each school within the Trust sits at the heart of its community,
- aspirations and expectations are high, and achievable, for everyone,
- the culture is joyful and children and staff enjoy coming to work and learn.

We are supportive of learning and development, encouraging our staff to broaden their skills and knowledge through CPD.

If you are looking to work in a fast paced environment, share our values and can help us develop our support staff team to make Uffculme Academy Trust an even greater place to work and learn, then we would love to hear from you

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**AXE VALLEY ACADEMY** is an 11-16 school, with 590 students, based in Axminster, Devon – a beautiful market town based in East Devon. With its quaint villages and unspoilt countryside, and just a few miles inland from the Jurassic Coast World Heritage Site, Axminster is the perfect place to live and work, with the best of Devon and Dorset on its doorstep.



**HOLYROOD ACADEMY** is an 11-18 Academy in Somerset with approximately 1330 students on roll including around 150 in the sixth form. It is situated in the centre of the market town of Chard and it is the only secondary school in the town. We are therefore fully comprehensive and committed to providing an excellent education in the service of our whole community.



**NEROCHE PRIMARY SCHOOL** is truly an exceptional place of learning – it is a single form of entry school with one class for each year group. We have over 210 pupils from Reception to Year 6 as well as over 40 children on role in our preschool setting.



**UFFCULME PRIMARY SCHOOL** is a single form of entry school with one class for each year group, with over 220 pupils from Reception to Year 6. We place great emphasis on knowing children as individuals and identifying their individual needs. We provide a safe and happy environment in which all children can reach their full potential.



**UFFCULME SCHOOL** was the founding school of the Uffculme Academy Trust and exemplifies our key values. A truly outstanding 11-16 school with approximately 1060 students on roll, based between Taunton and Exeter, near the rolling Blackdown Hills and close to the M5 motorway.



**WEST COUNTRY TRAINING ALLIANCE** demonstrates the value the Trust places on developing our staff and growing our own talent. WCTSA are a strategic partner of the South West Institute for Teaching (SWIFT) and provide high-quality continuous professional development, Initial Teacher Training (ITT) and



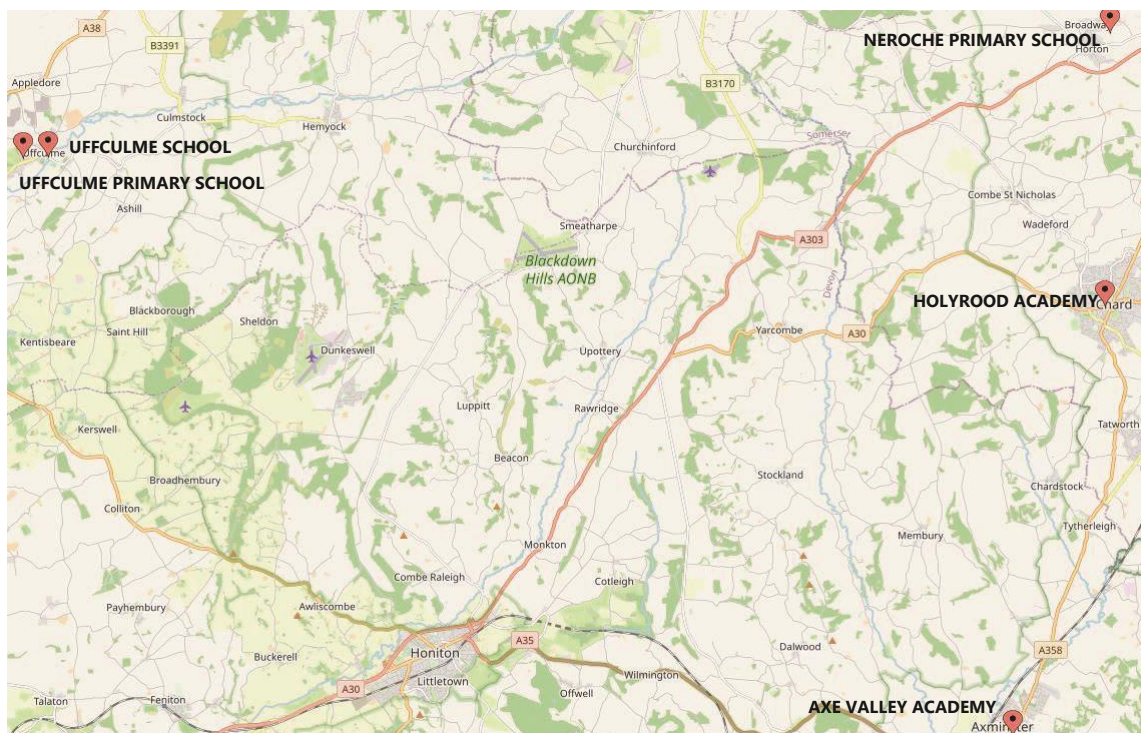
support for school improvement. WCTSA is based at Uffculme School, which acts as the lead school for our School Direct ITT programme.



## LOCATIONS

All our schools are situated in the beautiful countryside of Devon and South Somerset, within easy commuting distance of Exeter to the west and Bristol to the North, being close to some of the most beautiful coastlines of Devon and Dorset.

Our schools' varied locations allow our staff to access not only beautiful beaches, but also some of the best areas for walking, biking and other outdoor activities; yet the cities of Exeter, Bristol and Bath are close by.



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# #SMALLBUTMIGHTY



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Chapel Hill. Uffculme, Devon, EX15 3AG | 01884 842900 | [admin@uffculmetrust.org](mailto:admin@uffculmetrust.org) |  
[www.uffculmetrust.org](http://www.uffculmetrust.org)

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