

# Cover Supervisor

Caister Academy



**CAISTER  
ACADEMY**  
*Creative  
Education  
Trust*

# Dear Colleague

This is an exciting opportunity for a dynamic and inspiring colleague to join Caister Academy. The successful candidate will join a team of committed professionals, working across the Academy to support departments where needed. They will be working within a Trust where staff development is prioritised. As such, this role would be particularly suited to someone with future aspirations to become a teacher or looking to further their experience in a support role.

Caister Academy is one of Norfolk's leading co-educational secondary schools, situated in the coastal village of Caister-on-sea, just 20 miles from the vibrant and historical city of Norwich. Caister Academy's 2024 Ofsted report praises the school 'Good' in all categories, notably capturing that "Pupils know how to behave, and they do so well". The report also states that the "Classrooms are quiet spaces which are highly conducive to learning".

Caister Academy is well regarded for excellence in performing arts and English, with aspirations to lead nationally in all areas. As part of Creative Education Trust, we work in collaboration with other local Academies, and receive development opportunities and support from Creative Education at a national level.

We are looking for a colleague who:

- Has a **passion** for education and a special gift of communicating that passion.
- Is innovative, self-motivating and able to **inspire** others.
- Has the ability to **support** colleagues in order to ensure young peoples' success.
- Has the **highest expectation** for the attainment of all young people.
- Enjoys working as part of a team to ensure the **success** of our community.
- Is driven to relentlessly **remove barriers** to students' success.

In return Caister Academy will offer you:

- A **thriving**, innovative learning community, committed to excellence.
- A **supportive**, welcoming community of professionals.
- Extensive **development** and **collaboration opportunities**, through the Creative Education network.

For further details, or an informal discussion about the role, please contact the Assistant Principal for Curriculum and Assessment (line manager) Lewis Sewter, [lewis.sewter@caisteracademy.org.uk](mailto:lewis.sewter@caisteracademy.org.uk) or the HR Team at [norfolkhr@creativeeducation.org.uk](mailto:norfolkhr@creativeeducation.org.uk). (NO AGENCIES PLEASE)

To apply and for more information including the applicants pack with job description and person specification, please visit:

For more information on Creative Education Trust visit [www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk).

For more information on Caister Academy visit [www.caisteracademy.org.uk](http://www.caisteracademy.org.uk)

I look forward to receiving your application.

Yours faithfully

Helen Seath  
Headteacher

*Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people. Shortlisted candidates will be required to undertake relevant safeguarding checks which will include checks of social media accounts.*

You can find out more at:

2 [www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# ABOUT CREATIVE EDUCATION TRUST



**Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.**

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



## Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities

## Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

## Our Values

### Ambition

We are ambitious in everything because only the best will do

### Excellence

We do not stop at 'good enough'

### Creativity

We connect our knowledge in innovative ways

### Resilience

When the going gets hard, we up our game and reach our goal

### Inclusion

Every child and every colleague matters – we will work for and with them all

### Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)



# ABOUT CAISTER ACADEMY



Caister Academy is an 11-16 co-educational day school, specialising in Literature and the performing arts. We offer a rigorous, traditional curriculum; supplemented by a broad choice from the arts, technology, and sport; all personalised to the strengths of individual students.

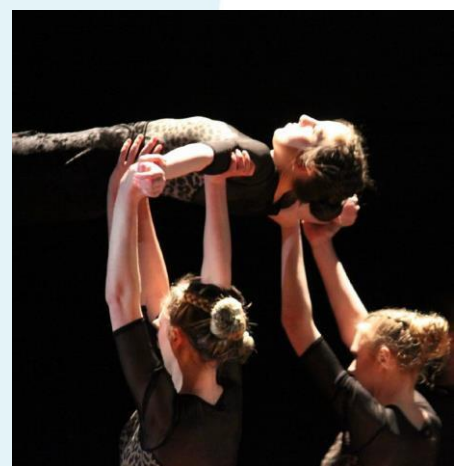
Located half an hour from Norwich, on the beautiful Norfolk coast in the picturesque village of Caister-on-Sea, we have excellent access to the famous Norfolk Broads, local seaside towns, and picture postcard views of the sea. We are proud to serve at the heart of our community, and through our core values of ambition, opportunity, character, and community, seek to do so in all that we do.

In March 2015, we joined the Creative Education Trust. This provides us with immediate access to a national network of support, whilst retaining the autonomy to make the decisions that are best for our students. We work closely with other local Creative Education Trust schools, and as a family, have the resources and support to find and develop the potential of every individual.

We are fortunate to have excellent facilities in many areas, but through the Creative Education Trust, we are currently engaged with Walters & Cohen Architects to develop and deliver a five-year site development and refurbishment plan which will completely modernise all areas of our provision.

Our on-site facilities include:

- Sports fields and multi-purpose sports hall;
- Multi-Use Games Area marked up for netball and football;
- A Drama studio;
- Lecture Theatre with sound system and projector;
- Dance studio complete with sound system and mirrored wall;
- Interactive whiteboards in every classroom;



‘Through consistently hard work, sharply identified training and effective support for staff, leaders have ensured that pupils are well prepared for the next stage in their education.’

OFSTED - 2018

# SUPPORT FOR OUR STAFF

**We are committed to providing our academy leaders with the highest quality support and challenge to ensure that their schools excel and give our students the education they deserve.**

Our Principals and Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and our Director of Standards and Primary Education.

Each of the Creative Education Trust's schools, benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

Each of our Headteacher is a member of the Headteachers' Forum that meets regularly to help Creative Education Trust develop its ethos and strategy, and to share their professional expertise. As the network of Creative Education Trust schools grows, this forum has increasing value as a means of professional development and problem solving.

There are also several cross-group, phase leader and year-specific forums.



You can find out more at:  
[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)



# Cover Supervisor

## Job Description and Person Specification

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### LOCATION

Caister Academy

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### SALARY

Scale F, Point 12 – 17

34.50hrs per week, Term time + 1 week (39 weeks)

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### CORE PURPOSE

To ensure consistency of high-quality educational provision for students when cover is required, predominantly in the classroom, but occasionally in other areas of the school.

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### ORGANISATIONAL RESPONSIBILITIES

Report to the Cover Manager

Work alongside class teachers to deliver high quality teaching & learning.

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### KEY RESPONSIBILITIES & DUTIES

- Seek to develop your own practice and that of others, through all appropriate mechanisms, including working with other colleagues and attending appropriate career professional development opportunities.
- Recognise personal strengths and areas of expertise, using these to advise and support others where appropriate.
- Seek to represent the Academy and the Trust in the best possible manner at all times.
- Demonstrate consistently high standards of personal and professional conduct:
  - Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school, by;
    - treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the professional position,
    - having regard for the need to safeguard students' wellbeing, in accordance with statutory provisions,
    - showing tolerance of and respect for the rights of others
    - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual

respect, and tolerance of those with different faiths and beliefs,

- ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
  - Have proper and professional regard for the ethos, policies and practices of the Academy, following the Academy's policies at all times.
  - Maintain high standards of personal attendance, presentation and punctuality.
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### Responsibilities:

- Cover lessons, as directed by the member of staff organising cover, ensuring the materials provided are delivered in line with the school's standardised lesson structure and the work set is completed to a high standard by all students.
- Support the class teacher in creating and maintaining a purposeful, orderly and supportive learning environment, promoting inclusion whilst encouraging independence and constructive relationships within the classroom.
- Prepare, maintain, and use equipment/resources required to meet the relevant learning activity and assist students in their use, including supporting the use of IT in learning activities and developing students' competence and independence in its use.
- Apply the same reward and sanction systems as a classroom teacher would, in line with school policy.
- Liaise with teaching colleagues over the quality of work provided by staff and completed by students.
- Assist with the supervision of students out of lesson times as per the Academy duty rota.
- Cover other colleagues in performing reasonable duties, such as administration, when there is a need to do so, or as directed by the member of staff organising cover.
- Apply initiative to complete other reasonable duties within the school day, to support the strategic aims and operational running of the school.
- Utilise time at the end of the day to better perform the core role, offer enrichment opportunities for students and attend relevant meetings and available training.
- Meet with students and parents to establish and improve communication with vulnerable groups when required.
- Model welcoming, sensitive and constructive communication, with all stakeholders at all times.
- Represent the Academy at after school events and evenings relevant to the role, as per the

Academy calendar.

- Consistently promote positive student behaviours, for example orderly movement around the site and punctuality, in line with Academy policies.
- Actively engage with students when appropriate, positively reinforcing
- responsible behaviour and challenging negative behaviour when necessary.
- Consider and support the wellbeing and safeguarding of all students, adhering to the school's Child Protection Policy and SEND Code of Practice at all times.
- Consider and care for the health and safety of themselves, colleagues and students.
- Recognise, reward, praise and promote student success wherever possible.
- Ensure equality for all students by consistency upholding all school policies relating to student conduct, for example behaviour, mobile phones, uniform etc.
- Treat information about students and staff with due sensitivity. Adhere to general data protection regulations at all times. Respect confidentiality where appropriate.
- Participate fully in Academy life through involvement in clubs and trips wherever reasonably possible.

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**Variation:**

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- Undertake other duties;
  - commensurate to the post holder's abilities, position and grade, as requested by the Principal or line manager,
  - of a similar nature to those listed above, even if not individually itemised.
- Support the needs of the academy, taking into account individual strengths and areas for development, by accepting adjustments to the exact remit following annual job description review.
- Willingness to cover/support DSL within the school.
- Understand that the duties specified above are therefore neither exclusive nor exhaustive and may change over time.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Educated to a high level of education.</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent numeracy/literacy skills/GCSE including grade C or equivalent in English and Mathematics.</li> <li>• Evidence of continuing professional development.</li> <li>• Basic First Aid at Work Certificate or willingness to be trained.</li> <li>• Relevant course to support learning e.g., L2 Teaching Assistant.</li> <li>• DSL training or willingness or complete.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Proven experience working in an educational environment.</li> <li>• Previous classroom supervision experience and working with pupils in class either 1:1 or groups/classes.</li> <li>• Proven experience in classroom management.</li> <li>• Ability to work in a team, collaboratively with other staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience delivering to a curriculum/syllabus.</li> <li>• Working knowledge and skills of ICT to support learning for example Arbor management systems. (Although full training will be given).</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• An understanding and commitment to ensuring complete confidentiality in all matters and adherence to GDPR regulations.</li> <li>• An understanding that this post holder represents the Principal and as such, the school in the wider community.</li> <li>• Ability to use initiative and apply sound decision- making skills whilst understanding that some matters need to be referred to others.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the needs of SEN students in academic surroundings.</li> </ul>
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• High expectations of self and others.</li> <li>• Resilience and motivation to manage day-to-day challenges.</li> <li>• Calm under pressure.</li> <li>• Accepts accountability and takes personal responsibility for their own actions.</li> <li>• Ability to build effective relationships with students and staff.</li> <li>• Ability to relate to different ages and abilities</li> <li>• Strong interpersonal, written and oral communication skills.</li> <li>• Flexible and adaptable to work with various classes on a short-term basis.</li> <li>• Able to reflect on practice/actions and provide Feedback.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work flexibly outside normal hours if necessary.</li> </ul>
<b>EQUAL OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>• A demonstrable commitment to supporting and promoting safeguarding, pupil welfare, equality and diversity.</li> </ul>	
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>• A knowledge of the safeguarding responsibilities of adults working within a school environment.</li> </ul>	



<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"><li>• Awareness of Health &amp; Safety procedures.</li></ul>	
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Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.