



COCKBURN  
MULTI-ACADEMY TRUST  
TRANSFORMATION TO EXCELLENCE



# Recruitment Booklet

Cover Supervisor

# Cover Supervisor

We are a thriving Trust in South Leeds with 5 current schools, 3,193 children and 456 staff. We are preparing for further growth and are seeking a Cover Supervisor to join our team at this exciting time.

**Post:** Cover Supervisor  
**Required:** ASAP  
**Pay scale and salary:** C1 SCP 12 to 17 £22,571 - £24,920 (FTE)  
TTO only + 3 days  
**Contract Type:** Permanent  
**Hours of work:** 37 hours per week

We are looking to recruit a dynamic and inspirational Cover Supervisor, to join and contribute to the continued development of Cockburn Multi-academy Trust who:

- is excited by their role and by the prospect of working with young people, even those who are less well motivated
- loves the processes of learning and is keen to continually develop their own skills
- recognises that working in a school can be a demanding job but get on with it rather than complaining
- will subscribe to the ethos of the school and go the extra mile in terms of time and commitment to get the very best from their students
- is quick to praise and slow to criticise
- is always prepared to go over and above what is expected

If you feel you have these qualities, we are recruiting to the above position as we build on our capacity to move from being good to outstanding on our journey of 'Transformation to Excellence'.

You can apply online here: [www.cockburnschool.org/vacancies](http://www.cockburnschool.org/vacancies)

The closing date for applications is 9:00am on Tuesday 27<sup>th</sup> September 2022.

*The school is committed to safeguarding the welfare of children, and applicants will be subject to full employment checks, including an enhanced DBS disclosure.*

*This post expects the successful candidate to safeguard the welfare of CYP and uphold your professional responsibility.*

*This role is based in the UK. Employment is conditional on confirmation of the right to work in the UK-either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK, please consider carefully whether you meet the eligibility to apply.*



**COCKBURN**  
**MULTI-ACADEMY TRUST**  
TRANSFORMATION TO EXCELLENCE



# Contents

- Introduction from the Executive Headteacher
- Job Description
- Person Specification
- Flow Chart – Caution and Conviction



**COCKBURN**  
**MULTI-ACADEMY TRUST**  
TRANSFORMATION TO EXCELLENCE



## **Introduction from the Executive Headteacher**

Thank you for your interest in the post of Cover Supervisor. It is an exciting time to join Cockburn Multi-academy Trust as we continue to grow and develop. We have an excellent reputation in Leeds and beyond and are in a privileged position to be able to give considerable support to an increasing number of schools within the city of Leeds and across the region. As a National Leader of Education, I am keen to develop leaders for the future and Cockburn School's status as a National Support School ensures that there are increasing opportunities for both professional and career development for staff.

Our vision is an exciting, innovative and challenging one that will be at the heart of our schools, to create opportunities within and beyond the curriculum to enable each student to become confident, independent and successful citizens in modern Britain. In order to deliver our vision, we are looking to appoint colleagues who are dedicated and passionate about working with young people of all abilities and all backgrounds, you will be a reflective practitioner who not only shares our enthusiasm, aspirations and commitment but will make a difference, it is on these qualities that Cockburn MAT will continue to flourish.

I know that there is something unique about the schools in our MAT. Whilst they are at different stages of their journey of 'Transformation to Excellence' it is without doubt, the incredible staff teams that make the difference. We were very proud that Cockburn School was judged by Ofsted in February 2022 as Outstanding in all areas which is an excellent achievement. There are two other successful secondary schools within the Cockburn MAT, Cockburn John Charles Academy which became a Cockburn MAT school in 2017 and our free school, Cockburn Laurence Calvert Academy that opened in 2021. We also have two primary schools, Middleton primary and Cockburn Haigh Road Academy.

As Executive Headteacher, I am fortunate to work alongside such dedicated teams that are relentless in their determination to secure the very best outcomes for the young people. That is why we would rather make no appointment than appoint someone who is not committed to our journey of 'Transformation to Excellence'. For this reason, we try to articulate clearly our Vision, Values and Expectations when putting together information for applicants and we always give a lot of attention to appointing the right person.

### **We aim to recruit staff who:**

- are excited by their role and by the prospect of working with young people, even those who are less well motivated
- love the processes of learning and teaching and are keen to continually develop their own skills
- recognise that working in education can be a demanding job but get on with it rather than complaining
- will subscribe to the ethos of the Trust and go the extra mile in terms of time and commitment to get the very best from their students
- see break duty as an opportunity to talk to students
- are quick to praise and slow to criticise.

Yours faithfully,



**Mr D Gurney**  
**Executive Headteacher**



**COCKBURN**  
**MULTI-ACADEMY TRUST**  
TRANSFORMATION TO EXCELLENCE





# Job Description

**Job Title: Cover Supervisor**

**Accountable to:** Assistant Headteacher

**Purpose of the Role:**

The main role of the Cover Supervisor is to cover for absent colleagues, either teaching or non-teaching, during normal school hours. The Cover Supervisor will be managed by the Assistant Headteacher. The remaining hours after school will be for the planning of lessons, preparation of materials/resources and assessment. When Cover Supervisors are not required for substitution for teaching staff they will be used to cover non-teaching colleagues and if this is not required they will support in departments.

Cover Supervisors will be expected to take part in the regular in-house training that is provided for teaching staff and attend directed time meetings.

**Main Duties:**

- to supervise the learning of whole classes in the absence of a teacher
- to prepare lesson content and resources under the guidance, and with the support, of the subject teacher or subject leader
- to mark the work completed during the lesson where appropriate, in line with the school's Marking Policy
- to carry out the policies of the department and the school throughout the lesson, in particular Lesson Monitor, Assessment for Learning and Positive Discipline for Learning
- to encourage and support students in their learning and to ensure that they have a positive learning experience
- to give oral or written feedback to the subject teacher or subject leader about the progress made in the lesson
- to ensure that the classroom environment is conducive to learning and that all the resources required are available
- any other duties commensurate with the post.

**When they are not required for lessons a Cover Supervisor will also be expected:**

- to undertake the roles of Teaching Assistants or Heads of Year in their absence or where there is an identified need
- to provide supervisory support for students on visits, taking part in special events in the academy and out of hours learning
- to invigilate exams
- to undertake relevant training
- to release the subject leader to carry out learning walks, lesson observations and other departmental business.



**COCKBURN**  
**MULTI-ACADEMY TRUST**  
TRANSFORMATION TO EXCELLENCE



# Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>MOA</b>
Either NVQ level 3 for Teaching Assistants or Equivalent qualification or degree or Relevant experience working in a similar role	*		A/Q
5 GCSE's A* - C/ 9-4 including English and Mathematics	*		A/Q
A-level/Degree in relevant subject		*	A/Q
<b>KNOWLEDGE/SKILLS</b>	<b>Essential</b>	<b>Desirable</b>	<b>MOA</b>
Excellent numeracy/literacy skills	*		A/Q/R/S
Ability to engage children and young people to develop a love of learning	*		A/R/S
Work constructively as part of a team	*		A/R/S
Ability to accurately identify, monitor, record and reports on student progress	*		A/R/S
Knowledge and skills to safeguard the welfare of CYP and uphold your professional responsibility	*		A/Q/R/S
Understanding of effective teaching and learning strategies including behaviour	*		A/R/S
Working knowledge of national curriculum and other relevant learning programmes/strategies	*		A/R/S
Effective use of ICT/technology to support learning	*		A/R/S
Understanding of needs of SEND and SEMH students & ability to adapt support to meet these needs	*		A/R/S
Understanding of classroom roles and responsibilities and your own position within these	*		A/R/S
Ability to self-evaluate learning needs and actively seek learning opportunities	*		A/R
<b>EXPERIENCE</b>	<b>Essential</b>	<b>Desirable</b>	<b>MOA</b>
Experience of working with children of relevant age	*		A/R/S



**COCKBURN**  
**MULTI-ACADEMY TRUST**  
TRANSFORMATION TO EXCELLENCE



Experience of leading sessions with children and young people within a classroom environment	*		A/R/S
Experience of working with individuals with Special Educational Needs & Disabilities and/or Social, Emotional, Mental Health Needs		*	A/R/S
<b>PERSONAL QUALITIES</b>	<b>Essential</b>	<b>Desirable</b>	<b>MOA</b>
A passion for education and making a difference	*		R/S
Excellent & confident communicator	*		R/S
Effective team member	*		R/S
Energy, enthusiasm, sense of humour	*		A/R/S
Ability to motivate self and others	*		A/R/S
Willingness to contribute to the wider life of the Academy and Trust	*		A/R/S
Emotional resilience - recognising that working in Education is demanding and approach the challenge positively	*		A/R/S
Subscribe to the ethos of the Trust and go the extra mile in terms of time and commitment to get the very best from students	*		A/S
The postholder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.	*		Q/R/S
<b>Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.</b>			
<b>This role is subject to a six-month probationary period and satisfactory enhanced DBS check. As one organisation Cockburn Multi-academy Trust expects all its employees to work across any academy within the trust as and when required.</b>			
METHOD OF ASSESSMENT (MOA)	A =	Application Form	
	Q =	Qualification	
	R =	References	
	S =	Selection Process	



**COCKBURN**  
**MULTI-ACADEMY TRUST**  
TRANSFORMATION TO EXCELLENCE



