



**WE ARE** ASTREA

**COVER SUPERVISOR**

**COTTENHAM VILLAGE COLLEGE**  
PART OF ASTREA ACADEMY TRUST

**APPLICANT BRIEF**





# A LETTER FROM OUR PRINCIPAL

Dear Candidate,

I am delighted that you are interested in applying for the post at Cottenham Village College, a highly-successful 11-16 mixed academy situated close to the beautiful city of Cambridge; here you will find hard-working, well-behaved pupils and friendly, dedicated staff who are committed to a fully inclusive, comprehensive education. Our school, which has close to 900 pupils on roll, is part of the Astrea Academy Trust, a thriving family of 27 academies across South Yorkshire and Cambridgeshire.

The college was established in 1963, one of several village colleges in the region that were the inspiration of educational pioneer Henry Morris, who believed that the school should be at the heart of its community and that education should be a lifelong process. This vision of a school that serves and involves its whole community, that fosters high aspirations and inspires a love of learning is as central to our ethos today as it was when it opened.

Through a highly-ambitious curriculum at CVC, we aim to foster pupils' curiosity, unlock their potential and raise their aspirations, as well as ensure that pupils achieve high levels of attainment that will open doors for their future. A stimulating and broad curriculum also places pupils in a strong position to question and debate the world around them, making them intellectually resilient and prepares them for citizenship in a democratic society. We believe this is a right of all pupils and one which is liberating and empowering.

We are equally proud of the wider curricular provision at CVC, both in formal lessons and outside the classroom. Our extensive range of extra-curricular activities, including sports, music, the Duke of Edinburgh's Award programme and residential trips, help to give all pupils a fully-rounded education and creates opportunity for their personal, as well as their academic, growth.

Cottenham Village College is a friendly, positive and exciting place to work and to learn and we take great pride in the high standards our pupils consistently achieve. Pupils leave as happy, well-qualified and well-motivated individuals who go on to excel in local sixth forms, colleges, universities and the wider world. Pupils' performance in their GCSEs is consistently strong, placing the school in the top 20% of schools nationally for pupil progress.

As a truly comprehensive school, we are also proud of our close association with The Centre School, a SEMH special school that shares our site and caters for over 100 pupils with EHCPs from across Cambridgeshire. At Cottenham Village College, we also have an excellent provision for pupils with special educational needs, including specialist teaching assistants who support pupils with hearing impairment.

The school is well-known for its excellent professional development and learning programmes for staff. We ensure that all our colleagues access high-quality CPD and we take our responsibility to teacher development seriously so they can be highly-effective practitioners. We place great value in, and commitment towards, subject-specific CPD and as a member of staff you will have the support you need to make progress in your career, both from the school and from Astrea Academy Trust.

Prospective candidates are warmly encouraged to visit prior to application. Please contact Sharon O'Mullane (email: [headspa@astreacottenham.org](mailto:headspa@astreacottenham.org)) to arrange a suitable time.

Very best wishes,

**Geraint Brown**  
Principal at Cottenham Village College



# JOB DESCRIPTION

|                        |  |
|------------------------|--|
| <b>SALARY</b>          | £20,092 - £21,748 (Grade 4, Points 7-11) |
| <b>CONTRACT TYPE</b>   | Permanent                                |
| <b>WORKING PATTERN</b> | Full time throughout term-time           |
| <b>HOURS PER WEEK</b>  | 32.5                                     |

## Purpose

The person appointed will be deployed to supervise lessons for teachers across the curriculum in following a programme of study during short-term absence of the class teacher. Where an absence is known beforehand the cover supervisor will be expected to liaise with the member of staff concerned and familiarise themselves with the work set. When cover is through illness and therefore may not be known beforehand the supervisor will be expected to work through the work set either by the absentee or the Faculty Head.

## Key Responsibilities

- Like working with young people.
- Attend morning staff briefings.
- Take class registers, as and when appropriate.
- Have the confidence to stand up in front of a classroom of teenage students.
- Be prepared to be flexible in all ways; there will be times when cover will be required in practical areas such as PE and Drama, as well as in all other National Curriculum subjects.
- Be calm and confident, but also have the ability to judge when a situation requires assistance from other members of staff.
- Inform the class teacher of any non-participation by individual students.
- Attend staff training days.
- Liaise with Teaching Assistants regarding individual students being supported in class.
- Contribute to behaviour management within the school, in accordance with the school's Behaviour Policy.
- Where necessary, contribute to reports on students' progress and development against National Curriculum descriptors.

## Health & Safety

- To have due regard for health and safety in the workplace.
- To be familiar with, and adhere to, relevant parts of the school's Health and Safety Policy.
- Co-operate with health and safety requirements.
- Report all known defects.
- Use, but do not misuse anything provided for your health, safety and welfare.
- Do not undertake unsafe acts.
- Inform the head of establishment of any 'near-misses'.
- Be familiar with the emergency action plans for fire, first aid and security issues.
- Undertake specific designated duties regarding emergency evacuation.
- Raise health and safety and environmental issues with students.



### **Standards & Quality Assurance**

Support and contribute to the aims and ethos of the school as identified in the staff handbook.

- Promote and model good relationships with pupils, colleagues, parents and visitors.
- To maintain an effective working relationship with all members of staff.
- Set a good example in terms of dress, punctuality and attendance.
- Participate in any necessary training and attend staff meetings where relevant.
- Participate in the College's staff appraisal process and take a lead in own professional development.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection.
- Any other responsibilities not listed above as reasonably requested by the Principal.

### **Child Protection**

Cottenham Village College is committed to safeguarding and promoting the health, safety and welfare of children, young people and vulnerable adults. Staff and volunteers are expected to share this commitment for whom they are responsible or with whom they come into contact in the course of their duties. All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks.



# PERSON SPECIFICATION

## QUALIFICATIONS & EXPERIENCE

- Good level of education
- GCSE English and Maths (or equivalent)
- Worked with young people (11-16)
- Experience of working in a classroom/unit setting
- Appropriate IT skills to support learning
- Good understanding of child development and learning process
- Ability to self-evaluate learning needs and actively seek learning opportunities to improve own practice and knowledge

## SKILLS & KNOWLEDGE

- Good knowledge and general interest in all subject areas at secondary level
- Commitment to inclusive and high achieving comprehensive education
- Effective management of equipment and resources
- At ease working in a classroom environment

## OTHER

- Able to prioritise tasks and act on own initiative
- Able to identify and work towards specific goals with young people, motivate and encourage them to develop to their full potential
- Effective communication and interpersonal skills with adults and young people
- Able to work in a calm, efficient and safe manner
- Able to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgment
- Ability to work as part of a team
- Commitment to promoting and safeguarding the welfare of students
- A good attendance and punctuality record

## This is not exhaustive.

*Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy or requested by emailing [recruitment@astreaacademytrust.org](mailto:recruitment@astreaacademytrust.org)*