



BLACKDOWN
EDUCATION
PARTNERSHIP



BELIEF IN EVERY CHILD



WELCOME TO BLACKDOWN EDUCATION PARTNERSHIP

Thank you for your interest in this post. Please take some time to have a look at this pack and gain a sense of who we are and what we stand for. All Multi-Academy Trusts are different and we are keen to explain why we believe that our values and ethos make us a great employer.

The Blackdown Education Partnership was created by the merger of two founding trusts which shared some important similar values. Put simply, we believe that collaboration, partnership working and sharing our best ideas will enable us to deliver on our mission.

- To nurture and develop the ambition, talents and interests of every child
- To break down the barriers that inhibit the opportunities and achievements of disadvantaged pupils so that they can go on to lead lives of choice and opportunity
- To create a family of schools that are deeply and purposefully connected to their communities.

All our schools share this purpose and we work closely together to understand and deliver it.

We do not believe in creating schools which are replicas of each other. Our philosophy of aligned autonomy enables Headteachers to make effective decisions within the context of each individual school. We do not have a common curriculum but we do have a view on excellence and seek to harness the expertise of our subject leads to ensure that each school delivers schemes of learning that are rigorous, inspiring and rich in knowledge. Curriculum and other leaders across our schools meet regularly to network, share and moderate and the Trust operates a well-developed programme of peer-review to ensure that leaders are challenged, supported and have access to excellent professional development.

Our schools are all characterised by a strong ethos, ambitious culture and compassionate environment which together 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. A large number of colleagues are currently undertaking leadership development and we run regular networks and collaborative groups to allow colleagues to share best practice across the Trust.. We also offer some more bespoke leadership programmes run through our outstanding network of partners.

We take staff wellbeing seriously and take active steps to reduce workload. We have a wellbeing offer which ranges from gym membership and support with personal fitness to talking therapies and subscribe to Carefirst. We also allow employees personal days to enable everyone to enjoy some flexibility over attendance and participation in events that they might not otherwise be able to.

We are always willing to consider flexible working requests and job-shares and pride ourselves on a family friendly approach across our schools. The best resource we can provide for pupils is highly skilled, happy and fulfilled staff.

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.

LORRAINE HEATH, OBE
CHIEF EXECUTIVE OFFICER





HEADTEACHER: MR. J.W. LOTEN

Dear Applicant,

Thank you for your interest in becoming a part of the team at Cullompton Community College and, by extension, the Blackdown Education Partnership.

We are a truly inclusive school which strives to harness and enhance the gifts and talents of all students. Our ethos of "Believe, Achieve, Succeed" encapsulates that. No child is left behind at CCC. Our learning community is small enough to be able to recognise and cater for differences but also large enough to be able to offer a broad and balanced education for all. Our work with all stakeholders is built upon unconditional positive regard.

If you would like an informal conversation with me or to visit CCC please email your contact details to headteacher@cullompton.bep.ac.

If you share our values and are ambitious for the young people in our community, we would be delighted to hear from you.

Yours faithfully,

A handwritten signature in black ink that reads "James W. Loten".

Mr. J. W. Loten
Headteacher

The Opportunity



Job Title: Cover Supervisor

Required: As soon as possible

Hours: 32.5 (8.15am - 3.15pm, Monday to Friday, 30-minute break)

Weeks: Term time plus all inset days (39 weeks)

Grade: NJC Grade D Point 7 – 12 (FTE £24,294 - £26,421) Pay award pending

Salary: Actual starting salary £18,273 NJC Point 7

We are seeking to employ an enthusiastic Cover Supervisor to work with our students. The post involves supervision of whole classes during the short-term absence of teachers and the ability to respond to questions and generally assist students in undertaking set activities when fulfilling this supervisory role. When not required to cover lessons, the successful applicant will assist in lessons alongside students who have additional needs / support in other areas of the school. The successful applicant will work under the guidance of staff and within an agreed system of supervision. The role would appeal to those wishing to take the post full or part time and hours will be agreed at the interview.

Cullompton Community College is a caring, welcoming and high achieving community school of approximately 765 students aged 11-16. We aim to build up the self-belief and confidence of all students in order to fulfil their potential. No student is left behind at Cullompton Community College - we are a truly comprehensive school which reflects the community it serves.

We are committed to safeguarding and promoting the welfare of young people and expect all staff and volunteers to share this commitment. A DBS disclosure is required for this post as is the ability to fulfil all spoken aspects of the role with confidence and fluency in English. Please refer to our website for our Child Protection and Safeguarding Policy.

As part of our due diligence process when shortlisting, we may carry out an online search of publicly available material to identify any incidents or issues which we might want to explore with the applicant at interview. We also reserve the right to interview prospective candidates at any point and to close the advert early.

See the Job Description for a full breakdown of the role and responsibilities.

For more information and to apply please use the following link, [Work With Us — Blackdown Education Partnership \(bep.ac\)](https://www.bep.ac.uk)

The closing date for this post is midday on Wednesday 16 October 2024

Job Description



Job title:	Cover Supervisor
Status:	Permanent (subject to satisfactory probationary period)
Reporting to:	Data Manager
GRADE:	D

Safeguarding Statement:

The Governing Body of CCC are committed to Safeguarding and Inclusion. We have a duty to safeguard and promote the welfare of the children who are our students. This means we have a Child Protection policy and procedures in place. All staff must ensure that they are aware of our procedures and comply with our strict selection criteria which aim to ensure the suitability of any adult working in our college.

PURPOSE OF COVER SUPERVISION ROLE

To work under the guidance of teachers/senior staff and within an agreed system of supervision. To supervise whole classes during the short-term absence of teachers, respond to questions and generally assist students in undertaking set activities when fulfilling this supervisory role.

SUPERVISION ARRANGEMENTS

The post holder will work under the overall supervision of the Headteacher and will work under the supervision of teachers for the cover supervision of lessons.

DUTIES

Support the assigned teacher of the class by:

- Supervising whole classes during pre-planned learning activities, which have been set in accordance with the school policy i.e. will be relevant to the age group and point reached in the curriculum to assist with continuity
- Collecting work which has been set and finished work as necessary and returning it to the appropriate teacher
- Promoting positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging students to take responsibility for their own behaviour
- Reporting, as appropriate, using the school's agreed referral procedures on the behaviour of students during the class, and any issues arising

Supporting students by:

- Responding to students and providing general guidance or advice about work set, process and procedures
- Establishing productive working relationships with students, acting as a role model and setting high expectations for behaviour
- Promoting the inclusion and acceptance of all students within the classroom
- Working consistently whilst recognising and responding to individual student needs
- Encouraging students to interact and work cooperatively with others
- Promoting independence and employing strategies to recognise and reward achievement of self-reliance

Support the curriculum by:

- Helping students to access pre-planned learning activities
- Ensuring that any pre-determined equipment and resources are available to students

Support the school by:

- Being aware of and complying with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensuring all students have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school

Other responsibilities

- To undertake additional duties as required, commensurate with the level of the job.
- Maintain positive, professional relationships with stakeholders and colleagues.
- To participate in induction training, staff review processes and professional development opportunities.
- To commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy and smoking is prohibited in any of our buildings, on premises and vehicles.
- To be familiar with and adhere to all relevant Trust Policies and Procedures.
- Comply with the Trust's Health and Safety requirements specifically for the school they are working at.
- The duties of the post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Special Factors

- This role may involve some traveling between schools within the Trust (and new ones that may join in the future). The reimbursement of travel costs to schools, other than the location of the central Trust office, will be as per the Trust's travel policy.
- 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.
- 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 requirements 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.

This is not an exhaustive job description and may include other requirements reasonably expected by the Headteacher.

Person Specification



Qualifications & Experience	Essential	Desirable
GCSE or equivalent in English or Maths at grade 4 or above	✓	
Relevant Level 3 qualification		✓
Relevant specialist qualification and membership		✓
Working in the Education sector		✓
Skills and Knowledge	Essential	Desirable
Excellent communication skills both verbal and written	✓	
Excellent people skills	✓	
Demonstrate tact and persuasiveness.	✓	
Understanding of the requirements of the Data Protection Act in relation to maintaining/securing data.	✓	
Ability to follow written and verbal instructions.	✓	
Organisational skills including time management, planning, meeting deadlines, prioritising work	✓	
ICT skills including use of Microsoft, including excel, word and outlook	✓	
Demonstrate high level of accuracy in all areas of work	✓	
Demonstrate an understanding of confidentiality	✓	
Behaviours		
Understanding of and commitment to equality and diversity.		
Empathy with other Trust teams and Schools		

Understanding of and commitment to Trust Values
Capacity to work as part of a team as well as individually without supervision and under pressure
Demonstrate a positive and pro-active approach to work and focussed on outcomes
Demonstrate creativity, flexibility and responsiveness to change
Commitment to continuous professional development of self and others to maximise skills/experience.
Other
Willing and able to work flexibly across the local area as directed by the Line Manager and to meet the needs of the Trust.
Willing to undergo training and staff development to maximise skills and experience relevant to the post.



We believe in the potential of every child

OUR MISSION

- To nurture and develop the ambition, talents and interests of every child
- To break down the barriers that inhibit the opportunities and achievements of disadvantaged pupils so that they can go on to lead lives of choice and opportunity
- To create a family of schools that are deeply and purposefully connected to their communities.

Our Schools





LOCATIONS

All our schools are situated in the beautiful countryside of Devon and 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.



