



# Application Pack

## Cover Supervisor

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**UNITY SCHOOLS TRUST**

*Excellence through collaboration*



# Welcome from the CEO

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Our vision is to be a community where, by working in partnership together, we are able to deliver the best possible opportunities and outcomes for all of our students. Our motto- Excellence through collaboration— encapsulates our belief that cooperation and teamwork enable us all to grow and develop into the best version of ourselves.

Excellence is realised in many ways, not least through the achievements of the students in our schools. However, it is also seen through the relentless focus of our staff on delivering the highest standards of teaching, learning and student support which enable those successes to be accomplished. As a learning community we believe that every day presents a new opportunity to gain



fresh insight and understanding and to implement newly acquired knowledge and experience for the benefit of all.

Our curriculum model has been designed to encourage the development of confident, independent, learners with the skills and comprehension necessary to succeed in an increasingly competitive world. In conjunction with the extensive enrichment

opportunities provided by the schools within the Trust our students are able to grow in maturity and understanding.

We are an outward facing Trust with strong links in our communities where we engage in partnership work with many of our feeder primary schools. We have a particular specialism in the promotion of science and scientific discovery and regularly support the production and delivery of the primary curriculum in this area.

I hope that you will find the information in this document helpful and informative but please do get in touch for further information. I look forward to the opportunity to speak with you directly about working with us.

**Michael del R o**  
**Chief Executive Officer**

# About Unity Schools Trust

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Unity Schools Trust is a Multi-Academy Trust formed in September 2015 by the partnership of The Magna Carta School and Bishop David Brown School. The Trust is currently responsible for the education of over 1800 children supported by more than 230 staff. Our schools are located in Staines-upon-Thames and Woking.

## **Ethos and Values**

The stated objective of Unity Schools Trust is to achieve Excellence through collaboration. The Greek philosopher, Aristotle, believed that excellence came in both intellectual and moral forms. The Trust aims to instil a love of learning by the full engagement of all of its community- students and staff- in the process of acquiring and applying knowledge. Furthermore, the Trust seeks to promote the development of positive ‘habits’ through a wide range of character-building opportunities. When combined, we believe that these two elements support the development of the whole person enabling us to be the best version of ourselves. Our vision is *to be an outstanding learning community where together we learn to know, to do, to be and to live together.*

## **Our Objective**

The Academy Trust’s primary objective, as stated in its articles of association, is ‘to advance for the public benefit education in the United Kingdom’. Unity Schools Trust is listed as a charitable company limited by guarantee at Companies House.

## **Partnerships**

A significant part of the Trust’s work is in the forging and development of partnerships with neighbouring schools. This includes primary liaison work and support for the provision of specialist subjects. The Trust’s work in fulfilment of its objective through collaboration involves sharing people, sharing resources, sharing ideas and sharing progress.

## **Services**

The Trust provides core support in a number of areas to all of its constituent academies including school improvement activities, finance, ICT and operations.

# Why work for UST?

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## Employee Benefits

- ▶ Learning and Development opportunities
- ▶ Free use of school gym at specified times
- ▶ Reduced gym membership at Eastwood Sports Centre
- ▶ Access to Employee Assistance Programme (EAP)
- ▶ Free on-site staff parking
- ▶ Free tea and coffee available in the staff room
- ▶ Scheduled Wellbeing weeks
- ▶ Allowance for running after-school enrichment activities
- ▶ Enrolment into the Teachers' Pension Scheme or Local Government Pension Scheme (Support staff)





# The Magna Carta School

## *Learning Shapes Lives*



The Magna Carta School is an 11-16 academy based in Staines-Upon-Thames, with approximately 1100 students on role. The school is a founder member of Unity Schools Trust and the 1215 Learning Partnership, determined to enhance lives for young people across this area of Surrey.

The school has a long and proud tradition of educating students from our local community. To facilitate high aspirations, progress and achievement, we have high expectations of behaviour, rooted in respect for one another. We are particularly proud of our students; they are aspirational and enthusiastic about their learning and as a result make good progress and achieve impressive GCSE results. They consistently and successfully progress on to further education and apprenticeships.

Our Academy Council provides a strong voice for students to present their ideas and concerns and to develop the skills necessary to become advocates for positive change. We believe listening to, and reflecting upon, the experience of our whole school community is an important part of our continuous development journey.

We strive to provide a welcoming, challenging, secure and inclusive learning environment where all students and staff feel that they belong. We are committed to realising our vision that *Learning Shapes Lives* by creating a culture in which everyone aspires to achieve in a reflective educational environment and a school community where together we learn to know, to do, to be and to live together.

If you think you can make a positive and confident contribution to our team, we would be delighted to hear from you.



***“Pupils are engaged in their lessons. Teachers have strong subject and pedagogical knowledge.”***

**The Magna Carta School, Ofsted June 2022**

# Job Advert

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## Cover Supervisor

**Job Type:** Permanent, Full Time

*Part-time hours could be considered for the right candidate*

**Start date:** April or May 2024

**Salary:** £21,933 to £33,464 per annum (Unqualified Teachers Pay Scale)

**Closing date:** 19<sup>th</sup> of April at 12 noon

**Interviews will take place:** TBC

At the Magna Carta School, we are guided by our vision that *Learning Shapes Lives* and are relentless in our work to ensure that our students achieve the highest possible outcomes

### **Join our collaborative school community as a Cover Supervisor!**

In this role, you will supervise cover lessons when teachers are absent, assist with administration, on-call, supervision and inclusion rooms, exam invigilation and display and classroom tasks and manage the students' behaviour in line with School policies, thus ensuring learning continues to take place.

#### **We're looking for someone with:**

- 🌈 Exceptional interpersonal and communication skills
- 🌈 A professional, flexible and adaptable approach to work, thriving in a fast-paced environment
- 🌈 The ability to take initiative, lead, motivate, inspire, and support students to achieve excellence
- 🌈 A positive attitude, strong initiative, and a commitment to teamwork

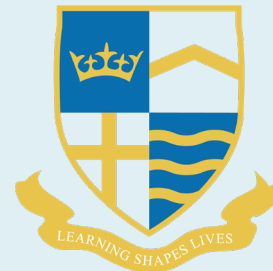
**If you're an enthusiastic individual who enjoys working in a dynamic environment and making a positive impact, we encourage you to apply!**

At the heart of our ethos lies a profound commitment to fostering professional growth, nurturing collaboration, and facilitating career advancement. We strive to empower our team members to excel in their current roles while also paving the way for their future career progression. For a comprehensive overview of the benefits we offer to our employees, we invite you to visit our Benefits page.

# Job Advert

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To arrange a visit or request a conversation about this post, please email [recruitment@unityschoolstrust.co.uk](mailto:recruitment@unityschoolstrust.co.uk) or telephone 0193 290 1351.



# Job Description

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<b>Job Title:</b>	Cover Supervisor
<b>Accountable To:</b>	CEO and Board of Trustees
<b>Responsible To:</b>	Cover Manager

Make a real difference. Your work in this role will directly impact the Trust's achievements and progress, driving us towards excellence.

Shape our culture. Help us build a centre of excellence characterised by mutual respect, tolerance, care, and support.

Foster a sense of pride in everything we do.

## Responsibilities:

- To supervise cover lessons when Teachers are absent.
- To assist with administration, on-call, supervision and inclusion room, exam invigilation and display and classroom tasks when not covering lessons.
- To assist with teacher photocopying as necessary.
- To contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the Every Child Matters agenda and Area Child Protection Procedures.
- Cover for short term planned or unplanned absence of a Teacher by taking registration and supervising lessons. In all cases work will have been set, either by the 'absent' member of staff or the appropriate Team Leader.
- Manage the students' behaviour in line with School policies, thus ensuring learning continues to take place.
- Report, as appropriate and in line with School policies and procedures, any problems such as incidents of disruptive or unacceptable behaviour during the lesson.
- Report any problems with the set work to the Team Leader – especially if it is inappropriate or below an agreed standard.
- Help students during a lesson to complete tasks set either through supporting self-directed study, or assisting students by responding to their questions.
- Collect all work done during the lesson retaining it until it can be passed on to the class Teacher, via the agreed route, upon their return.
- Work with Teachers and Team Leaders to plan cover work for an absence known in advance, and prepare a bank of materials available for unexpected absence.



- Work with Teachers in the development of educational initiatives by supporting those initiatives in the classroom.

### **Duties**

- Assist in the supervision of examinations, both public and internal.
- Provide administration support for Teachers, assist with classroom displays and other management tasks as directed.
- During periods when cover is not needed, support the work of the Administration Team as directed, or work as a Teaching Assistant under the direction of the SENCO.
- Set a good example in terms of personal presentation, attendance and punctuality.

### **Additional Responsibilities**

- Execute any other tasks that may be reasonably requested by the Head of School/CEO.
- Stay informed about and comply with all Trust and school policies and procedures.
- Uphold confidentiality at all times.
- Advocate for and protect the welfare of children and young people within the school.

### **Health and Safety**

- Participate in Basic First Aid training and attend refresher courses as necessary.
- Understand and uphold personal responsibilities for Health, Safety, and Welfare, considering the impact of your actions or lack thereof on others.
- Collaborate with the employer on all matters pertaining to Health, Safety, and Welfare.

### **Continuing Professional Development**

- Engage in an introductory programme that incorporates safeguarding training.
- In collaboration with your line manager, assume responsibility for your professional growth, staying informed about any changes relevant to your role.
- Undertake suitable training to support the execution of 'specified work', fostering skills pertinent to your position.
- Sustain a professional portfolio of evidence to back the Performance Management process, focusing on evaluating and enhancing your own practice.

This job description is a guide, not a limit. We encourage your initiative and innovative ideas to shape your role and help us achieve our mission meaning the post holder may be required to do other duties appropriate to the level of the role.

## Person Specification

	<i>Essential</i>	<i>Desirable</i>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE or equivalent in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>A level qualification or equivalent</li> </ul>
<b>Experience and Knowledge</b>		<ul style="list-style-type: none"> <li>Prior experience of working within a similar role</li> <li>Knowledge of changes to SEND</li> </ul>
<b>Skills and Aptitude</b>	<ul style="list-style-type: none"> <li>Excellent organisational, planning and interpersonal skills</li> <li>Ability to take initiative, lead, motivate, inspire and support students to achieve excellence</li> <li>Ability to ensure that technologies are used effectively to improve learning</li> <li>Able to use a range of strategies for creating a positive climate for learning</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and understanding of current curriculum developments</li> <li>Willingness to be involved in extended curriculum opportunities across the school</li> </ul>

<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Ability to work collaboratively and effectively within a team environment</li><li>• Able to liaise appropriately and sensitively with colleagues, students, parents and carers</li><li>• A commitment to diversity and equality</li><li>• A professional approach in all areas of work</li><li>• A commitment to inclusive education</li><li>• A commitment to the safeguarding of children and young people</li></ul>	
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# Application Process

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To apply please complete our application form that can be found by visiting the vacancies section of our website <https://unityschoolstrust.co.uk/current-vacancies/>.

For further information or to arrange a school visit please contact:

**The Magna Carta School, Thorpe Road, Staines, TW18 3HJ**

**Email: [recruitment@unityschoolstrust.co.uk](mailto:recruitment@unityschoolstrust.co.uk)**

**Website: [www.magnacarta.surrey.sch.uk](http://www.magnacarta.surrey.sch.uk)**

**Telephone: 01784 454 320**

The Magna Carta School reserves the right to interview suitably qualified candidates ahead of the application deadline where appropriate.

Please note that a CV will not be accepted in place of our application form as they do not meet our assessment criteria and commitment to equal opportunities.

## **Applicants with disabilities**

Applicants with a disability may request and return the application on tape, large print or as a word document. If you have a disability (as defined by the Equality Act 2010, as amended from time to time) you will be invited for interview if you meet the essential criteria for the position. If you are invited for interview we will try to meet any special requirements that you may have, but it is essential that you let us know as soon as possible to enable us to make the necessary arrangements to accommodate your needs.

## **Disclosure & Barring Service Check (DBS)**

An Enhanced DBS Clearance is required for all positions. Candidates are advised that a criminal record will not necessarily be a bar to obtaining a position in the school and each case will be considered on its merits. It is illegal for anyone barred from working with children or young people by the DBS, to work or apply to work with children or young people. Further information is available on the UST website (vacancies) regarding disclosing criminal record information on your application form.

## **Recruitment monitoring**

Monitoring of equality information in the recruitment and selection process is vital to our policy development and ensuring equal opportunity in our processes and throughout our workforce. All applicants are required to complete the recruitment monitoring page.

*The Unity Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to an Enhanced DBS check and other pre-employment check. Candidates selected for short-listing should be aware that online searches may be done as part of the UST due diligence checks.*





**Chief Executive Officer:** Mr M del Rio MTH, BScEcon (Jt Hons), PGCE, NPQH  
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Unity Schools Trust is a charitable company limited by guarantee and registered in England and Wales with company no. 07692130  
The registered office is at Unity Schools Trust, Thorpe Road, Staines-upon-Thames, Surrey TW18 3HJ