



Royal Greenwich
Trust School



Candidate Information Pack

Cover Supervisor

Learning Today, Leading Tomorrow
Responsibility | Grit | Teamwork | Success



“ Providing transformational educational opportunities for all children...”



Cover Supervisor

Royal Greenwich Trust School

University Schools Trust

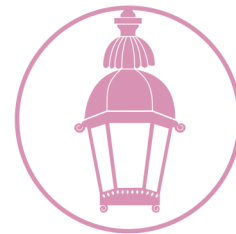
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Welcome



Thank you for your interest in the advertised post at the Royal Greenwich Trust School. We are proud to be a part of the University Schools Trust, a cross-borough multi-academy trust which includes St Paul's Way Trust School and St. Paul's Way Trust Foundation School in the London Borough of Tower Hamlets.

As part of the University Schools Trust, we have strong partnerships with 6 world-leading universities and other key organisations. Together we are working collaboratively to deliver the best outcomes and life chances for our students.

Our staff are our greatest asset and we are working with the UST to develop an exciting people strategy, focused on purposeful practice, bespoke professional development and meaningful staff wellbeing.

The UST provides staff in all its schools with a wide range of accredited courses, training opportunities and networking events to support collaborative practice.

Our website will give you a broader picture of our school including key information and a sense of what our community stands for:

www.rgtrustschool.net

If you are interested in applying for the post and would like to arrange an informal discussion, please contact the HR Team on 020 8312 5480 ext. 515

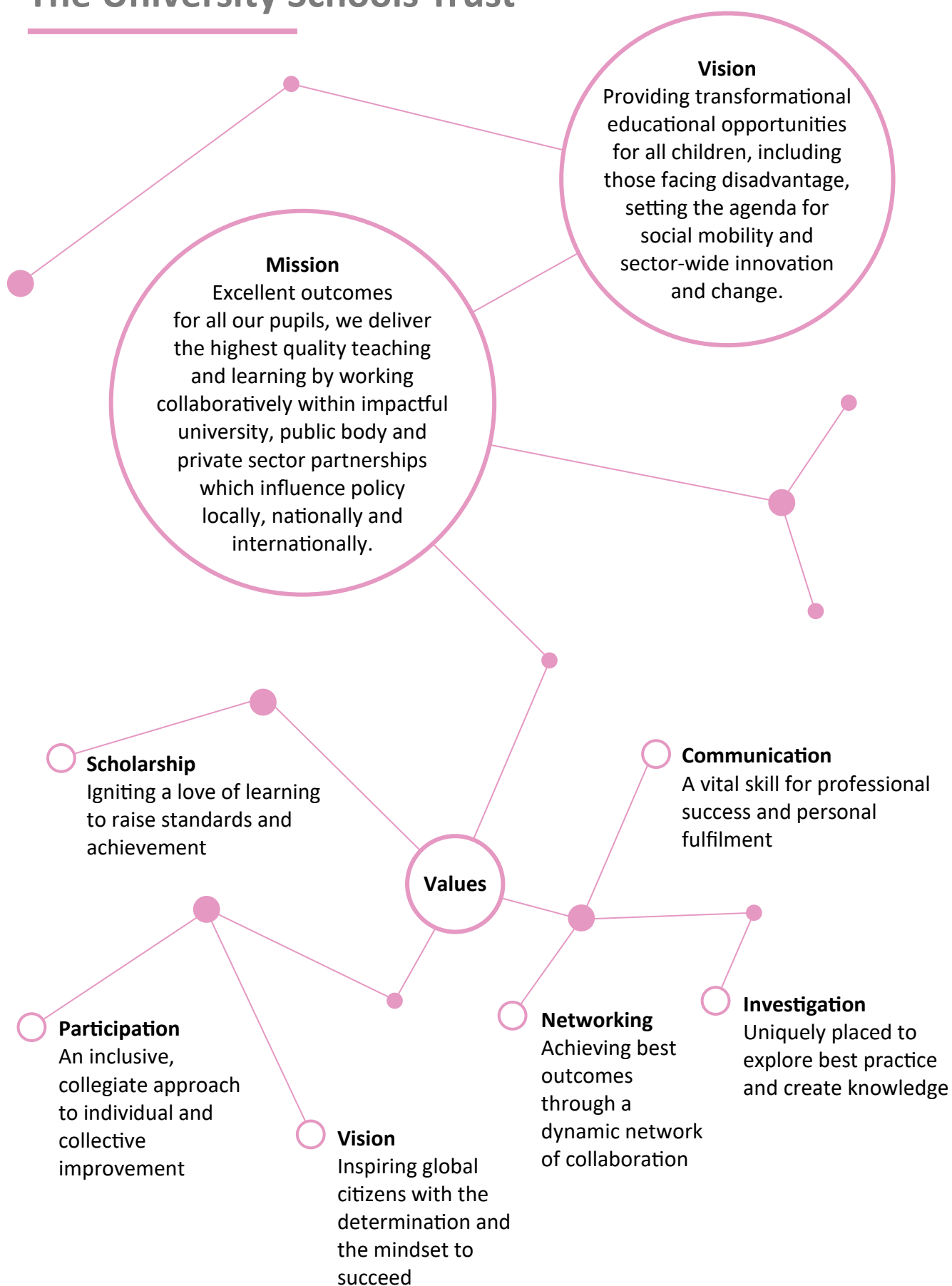
or email Recruitment@rgtrustschool.net.

Caroline Longhurst

Headteacher

Learning Today, Leading Tomorrow

The University Schools Trust





The University Schools Trust (UST) and our schools provide excellent education, derived from exceptional teaching and learning, for thousands of pupils each year.

UST is a unique partnership of six world-leading universities and five sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are academically challenged and we use our resources efficiently. The inspirational staff at UST are our greatest resource, and they are encouraged to innovate, share and continually raise our standards.

The UST School of Education, our innovative centre of excellence for school improvement, supports all our teaching and learning. Our university links enable us to co-commission and participate in research to stretch our knowledge of what works and why, and our culture of open collaborative partnership encourages staff to share and learn with other education professionals.

By developing a culture of growth and excellence, the School of Education adds value to our greatest resource – our staff.

For more information about our School of Education please see:

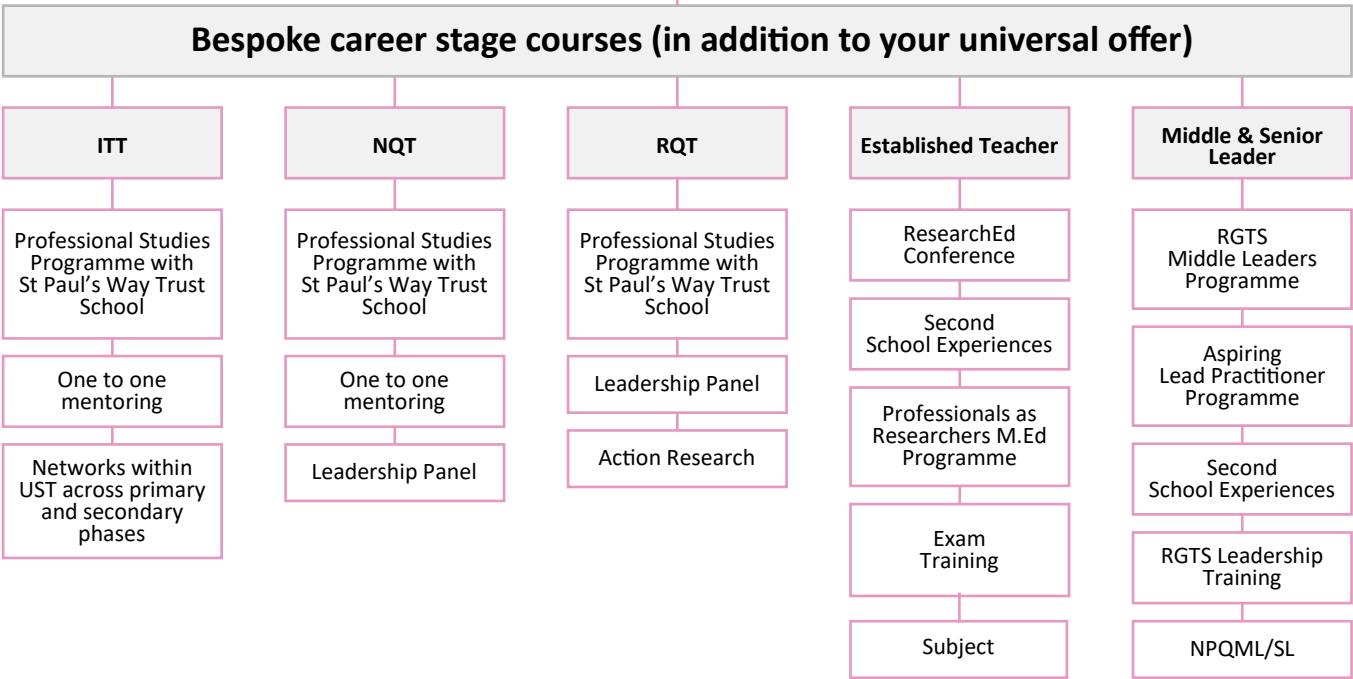
www.ust.london/444/school-of-education

Continual Professional Learning

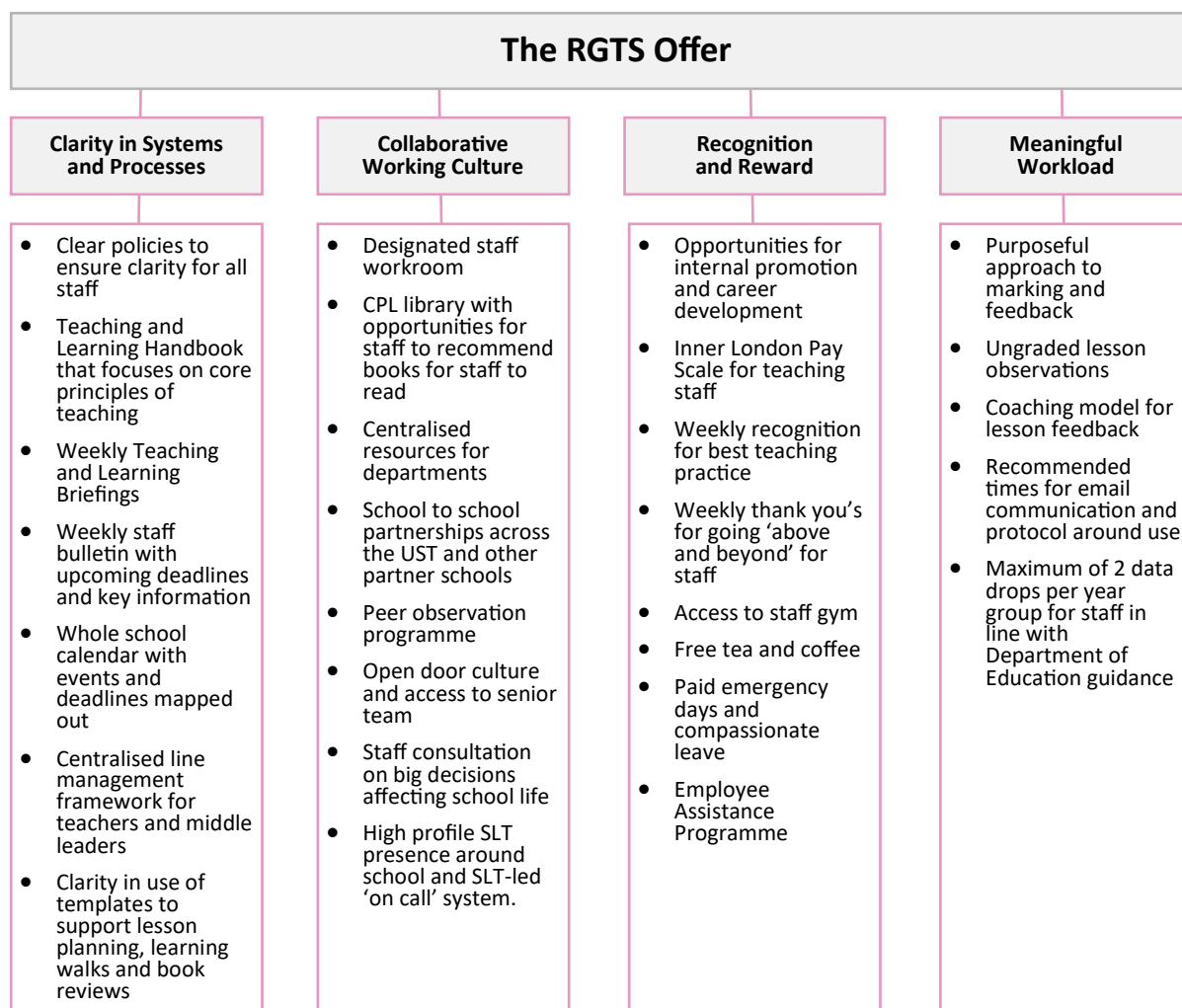
At RGTS we are committed to ensuring that all staff across the school are given opportunities to develop their practice in order to excel as professionals. This is achieved through a programme of internal and external training with an extensive network of training providers across London, our staff have access to the highest quality of training available.

All teachers at RGTS have access to regular opportunities for training and development, both as individuals and as part of their wider faculty teams. This includes:

- Weekly teaching and learning briefings where colleagues share best practice
- Masterclasses for specific areas of pedagogical development
- Twilight sessions for extended faculty-based training
- Learning labs that allow teachers to conduct peer to peer observations
- Coaching from a team of external coaches



Staff Benefits and Wellbeing



RGTS is committed to ensuring that staff are supported and that their wellbeing is considered at school. To that end, strategies to support staff are grouped into four broad areas:

- **Clarity in Systems and Processes -** staff are given clear direction and that time can be managed effectively.
- **Collaborative Working Culture -** staff are able to access peer to peer support and work together to minimise personal workload.
- **Recognition and Reward -** staff feel valued for their contributions to the school and that staff are encouraged to go the extra mile.
- **Meaningful Workload -** decisions are mindful of staff workload and efficient working practice.

Job Title:	Cover Supervisor
Location:	Royal Greenwich Trust School
Responsible to:	Head of School Admin/Designated SLT member
Full/part time:	Term Time Only (39 weeks) - 8.30am – 4.00pm (hours subject to change)
Grade:	Scale 6* - £28,470 - £29,502 pro-rata, actual salary £24,705 - £25,600 per annum <i>*subject to evaluation</i>

INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust, we are small enough to know and care about the professional development of every single employee, and through our influential trust partners we have increased the scope of our work and the opportunities available to students and our staff.

OUR VISION

To provide transformational educational opportunities for children across London, setting the agenda for social mobility and sector-wide change.

MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

JOB PURPOSE

MAIN PURPOSE OF THIS ROLE:

- In the absence of the class teacher, to work as a Cover Supervisor under the supervisory arrangements established by the school.
- To play an important role in the school cover system.

- To play a full part in the life of the school and its community, and to support its mission of providing transformational educational opportunities for all students.
- To be a role model for staff and students.
- To be accountable for the oversight of learning and providing whole class supervision in the absence of the class teacher.
- To liaise with all staff as appropriate to ensure the efficient management of resources within the learning environment.
- To provide general administrative assistance when not required to enable learning in the classroom/ other setting.

SPECIFIC RESPONSIBILITIES

- To gain experience across all Faculties and enhance personal understanding of the curriculum being covered.
- To set work (including homework) previously prepared by the class teacher or curriculum leader.
- To enable students to continue with their learning in the absence of their regular class teacher.
- To apply the School's Behaviour Policy in a consistent manner.
- To undertake registration as required and in line with school Attendance and Registration Policies.
- To follow the school classroom protocol in line with our Habits and Routines procedures.
- To praise and reward students for their engagement and effort during lessons.
- To oversee the use of books and equipment as necessary and ensure that everything is returned to the appropriate place at the end of the lesson.
- To ensure that students tidy up and leave the classroom in good order.
- To return work etc. to the class teacher/Head of Department/Faculty and inform him/her of the point reached by students.
- To liaise with Learning Support Assistants during cover lessons.
- To report any difficulties to the Head of Faculty/Department or Head of Year as appropriate and support the follow up to any issues/concerns.
- To support departments with administration tasks or act as a Learning Support Assistant when not covering lessons.
- To accompany staff on educational visits and work under the direction of the trip organiser.
- To undertake exam invigilation when required, maintaining the rules set out by the external examination boards and in line with School Policy.
- To act as a Form Tutor if required to do so, following the tutor time programme and its associated activities.
- To observe Health & Safety regulations at all times.

Leadership: Vision and Values

- Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents and wider community the vision, purpose and leadership of the Trust.
- To ensure equal opportunities for all.
- To be committed to safeguarding and to promoting the welfare of all young people.
- To assist in the development of a culture and environment in which young people thrive and to drive innovation.
- To drive up educational standards, promote life-long learning and continually improve outcomes for all.
- Lead and contribute to an ethos in the Trust where well-being and respect are at the heart of the Trust and each student is valued and nurtured to develop personally and educationally.

Leading and Managing Others and Self

- Take responsibility for the day-to-day management of designated staff.
- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets and take responsibility for own development.
- Actively engage in the performance review process.
- Work within the Trust's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues and visitors.
- Adhere to Trust policies and procedures.

Additional requirements:

- The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.
- Carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the school and the University Schools Trust.
- The Governing Body is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities policy and Use of ICT Policy.
- Complete any training required to improve performance and take part in the school performance management systems (where relevant).
- Undertake such other duties as are commensurate with the post and which may reasonably be required by the Governing Body.

JOB DESCRIPTION AGREEMENT

The postholder will be line managed and appraisal managed by: Head of School Admin in conjunction with a designated member of the Senior Leadership Team.

The above job description was agreed on (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual appraisal process.

_____ Signed by (Postholder)

_____ Signed by (Headteacher)

PERSON SPECIFICATION

	Essential
Qualifications	<ul style="list-style-type: none"> • GCSE English and Maths Grade 4 or above/A*- C (or equivalent) • First aid qualification (or willingness to undertake training) • Clean driving license
Knowledge/ Understanding	<ul style="list-style-type: none"> • Knowledge of SIMS (Schools Information Management System) • Good ICT skills, including the use of Microsoft Office platforms: Word, Excel, PowerPoint and Teams • Excellent interpersonal and organisational skills • Prior experience of working in a similar role in an educational environment • Willingness and motivation to participate in any training or development required to improve skills/performance • Knowledge of working with young people in a school, ideally secondary
Skills and abilities	<ul style="list-style-type: none"> • Able to organise one's own work, to prioritise tasks and keep deadlines • Able to work independently as well as part of the team • Able to be flexible and respond effectively to the 'unexpected' • Able to communicate and interact effectively with colleagues, students, parents/ carers, and external stakeholders • Able to be innovative in terms of strategies to support young people and maintain a professional demeanour at all times

Application and Selection Process

All applications will be acknowledged and there is a nominal closing date for this role. Candidates are encouraged to submit their applications as soon as possible as preliminary shortlisting may begin as soon as they are received.

To apply please:

- Visit <https://www.rgtrustschool.net/vacancies> and follow the link to complete your application form.
- Provide a personal statement (no more than 2 sides of A4) which demonstrates your suitability for this role based on your experiences and achievements to date and how you meet the criteria set out within the job description and person specification.
- Provide two professional references, one of whom must be your current/most recent employer.

Deadline for applications to be received is 27th June 2022.





Royal Greenwich Trust School

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W www.rgtrustschool.net/recruitment

