



# Lord Grey Academy

## Lord Grey Can



## COVER SUPERVISOR

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“Lord Grey Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”





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### Welcome from the Associate Principal

Thank you for your interest in working at Lord Grey Academy.

Lord Grey Academy is a diverse and vibrant learning community where students develop skills in, and beyond, the classroom to ensure they flourish.

We ensure that every student has access to an outstanding education and is given the best life opportunities. We create a positive atmosphere, an "I can achieve anything" attitude through our core values and motto, Lord Grey Can!

Lord Grey Academy focuses on knowing each of our pupils and their individual needs, and by developing purposeful and personal relationships, guide them to achieve their potential. It is our belief that engagement with parents and external agencies are invaluable. The success at Lord Grey stems from pastoral care. Our dedicated non-teaching pastoral team ensures all pupils are valued and included. Pupils at Lord Grey build close relationships with fellow peers and staff and enjoy being part of a close community.

The behaviour and attitudes of our students is very positive and we are proud of our students and the kind and caring attitudes to each other that they display. This ensures an environment in which learning is good and better for everyone.

We are relentless in our pursuit of excellence with a focus on academic rigour with compassion. We insist on outstanding behaviour within a harmonious and respectful culture, where students feel happy and safe. We encourage our students to become confident and ambitious young adults, balanced by compassion and respect for others.

Our motto, Lord Grey Can reminds all members of our community that there is no limit to our ambition and that imagination can become reality.

Lord Grey became an Academy in April 2018 and joined the Tove Learning Trust. We are on a rapid journey of school improvement as we seek to provide even better outcomes for our students. The support and challenge provided by the Trust is key to this. Lord Grey Academy has quickly become the school of choice in the local area and parents' trust and belief in what we do is high; we are oversubscribed in all year groups.

We think that working at Lord Grey Academy is a great choice. There are opportunities for growth and development and our CPD programme is appreciated by staff and recognised externally as being high quality. The staff team support one another well and there is a strong sense of community within the Academy. We are also very focussed on reducing unnecessary work burdens for our staff and in promoting a healthy work life balance.

We hope that by reading this application pack and browsing through our website, you will be encouraged to apply to work here at Lord Grey. We encourage pre-application visits or telephone conversations to discuss any aspect of the job or anything else about the Academy that you would like to know.

We look forward to meeting you.

Samantha Satyanadhan  
Associate Principal

Jim Parker  
Executive Principal





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## Advertisement

### COVER SUPERVISOR Permanent

Hours of Work 8.20am – 3.20pm  
32.5 hours per week

39 weeks per year – Term time plus training days  
Tove Learning Trust Band G £20,493 - £22,627

**Actual annual starting salary: £15,395 per annum**

The Cover Supervisor role includes the supervision of students in lessons when the teacher is absent and supporting teaching staff on intervention in the classroom.

Candidates should indicate, in their letter of application, if there are any subjects of the curriculum in which they are particularly interested in supporting (e.g. English, Maths, Science, Wellbeing, Enterprise, Languages, Performing Arts, Creative Technologies and Humanities). This would be a perfect starting point or stepping stone for someone who is considering teaching in the future. There is also an enhanced payment for colleagues who take on short or medium term instruction of a class.

A candidate information booklet and application form are available on the vacancies section of Lord Grey Academy's website:

<http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form is available on the right hand side of the above link.

Completed application form and covering letter should be submitted to Human Resources at Lord Grey or emailed to [hr@lordgrey.org.uk](mailto:hr@lordgrey.org.uk) by 9am on Monday 4<sup>th</sup> October 2021.

Only successfully short listed candidates will be contacted.

### **Join an Academy on a rapid journey of improvement as part of a highly supportive and growing MAT.**

Lord Grey joined Tove Learning Trust in April 2018 and is situated in Bletchley on the outskirts of the growing city of Milton Keynes. The right candidate will join us on our exciting journey to providing a great education for our amazing students as we prepare them for adult life. There is a great team to work with who are already on the path to making changes that will shape the future of the Academy.

### **Tove Learning Trust**

The trust is committed to ensuring that all students achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes. We aim to have academies that are excellent communities of learning where students thrive on success. There are seven secondary schools and one primary school in this growing Trust.

*The school is committed to safeguarding children. The successful applicant will require an enhanced DBS check.*





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### JOB DESCRIPTION

**POST TITLE:** Cover Supervisor  
**RESPONSIBLE TO:** Cover Supervisor Team Leader

#### JOB PURPOSE

To work under the guidance of teaching/senior staff and within an agreed system of supervision. Staff supervise whole classes during the short-term absence of teachers. The primary focus will be to maintain good order and to keep students on task. Cover Supervisors, during cover supervision, will need to respond to questions and generally assist students to undertake set activities. A Cover supervisor when not covering lessons will be required to support teachers in lessons as directed by the team leader.

This job profile is a guide to the work that you will initially be required to undertake. It may be altered from time to time to meet changing circumstances. It does not form part of your contract of employment.

#### Support for Pupils

- Undertake cover supervision work as needed
- Be a co-tutor within the Academy's tutoring system
- Use specialist (curricular/learning) skills/training/experience to support students
- Establish productive working relationships with students, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all students within the classroom
- Support students consistently whilst recognising and responding to their individual needs
- Encourage students to interact and work co-operatively with others and engage all students in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to students in relation to progress and achievement

#### Support for the Teacher (when not covering lessons)

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- To support the teaching staff on intervention in classrooms working with the class teacher and assist with students with challenging behaviour.
- Provide objective and accurate feedback and reports as required, to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of students' work and accurately record achievement/ progress
- Promote positive values/attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Administer and assess routine tests and invigilate exam/tests

#### Support for the Curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs
- Implement literacy and numeracy programmes and make effective use of opportunities provided by other learning activities to support the development of literacy and numeracy skills
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Help students to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources





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### Support for the Academy

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the Academy
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- Attend and participate in regular meetings
- Participate in training and other learning activities (including first aid certificate) as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Assist in the supervision, training and development of staff
- To ensure the effective implementation of the Academy's Equalities and Safeguarding and Child Protection Policy

### Other duties or responsibilities

- To comply with any other reasonable requests from the Principal when there are exceptional circumstances
- To undertake such duties as may from time to time be reasonably assigned by the Principal





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### PERSON SPECIFICATION

Experience & Skills	Essential	Desirable	How evidenced
Skill of being able to effectively undertake cover supervision	✓		A I
Experience of working with children of relevant age, for a minimum of 2 years		✓	A I R
Knowledge	Essential	Desirable	How evidenced
Ability to self-evaluate learning needs and actively seek learning opportunities	✓		A I
Ability to relate well to children and adults	✓		A I
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓		A I
Ability to communicate effectively, both verbally and in writing	✓		A I
Can use ICT effectively to support learning	✓		A I
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation		✓	A I
Working knowledge of national/foundation stage curriculum and other relevant legislation/learning programmes/strategies		✓	A I
Understanding of principles of child development and learning processes		✓	A I
Education, Training and Qualifications	Essential	Desirable	How evidenced
Very good numeracy/literacy skills	✓		A I
NVQ 3 for Teaching Assistants or equivalent qualification or experience		✓	A I
Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, Maths, English, CACHE etc		✓	A
First Aid at Work qualification		✓	A I R
	Essential	Desirable	How evidenced
Participate in development and training opportunities	✓		A
Commitment to uphold the Academy's Equalities, Safeguarding and Child Protection Policies	✓		A I
Willingness to be flexible with working hours to respond to the Academy's needs	✓		A I
Willingness and ability to be a Co-Tutor	✓		A I

A – Application form I – Interview R – Reference







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### Why work at Lord Grey?

At Lord Grey we have a strong sense of team. Our staff support each other well and we have good systems and processes to make working as effective and efficient as possible. We have a strong commitment to supporting staff so that they can manage the very important work that we do. We don't under estimate the responsibility and sometimes stress that comes with working in a busy Academy environment.

### How we support staff at Lord Grey

- No pressure to "put on a show" in lessons. A culture of typicality is reinforced by no lesson grading.
- Visible Leadership Team who are on hand to listen and support.
- Everyone has the highest expectations of behaviour, with all staff reinforcing those expectations.
- A clear system of sanctions which is applied consistently so staff don't have battles with students.
- Excellent pastoral support offered through our year teams.
- Specialised personalised CPD for all staff.
- Time for staff to put new things into action and a very careful approach to avoid initiative overload.
- Regular Staff, Faculty and Pastoral briefings to support good communication.
- Headlines – a weekly whole staff email containing all the important information which reduces the number of emails in your inbox. No expectation to deal with emails outside of work hours.
- Comprehensive support for ECTs with dedicated mentors and regular meetings.
- Performance Management is tailored to faculty and individual needs. Data targets are not used punitively but aspirationally.
- We are constantly streamlining all systems and processes so they take less time.
- Open door Associate Principal - no concern is ever too small.
- Countless opportunities to get involved with the wider life of the Academy - Duke of Edinburgh, school performances, sports teams, music etc.
- Contributions of staff recognised through our colleague to colleague recognition awards and student thank you cards.
- There are regular staff wellbeing events organised for staff.

Lord Grey Academy is also in a great location. The Academy is situated on a large site in West Bletchley on the southern side of Milton Keynes. Bletchley itself is the home of 'Bletchley Park', where the WW2 'Enigma' code was broken – this site of historical importance and tourist attraction is just a few minutes' walk from the Academy.

Bletchley is a lively town on the outskirts of Milton Keynes, and offers plenty of accommodation, good shopping and good rail links to London and Birmingham. Milton Keynes is centrally placed with excellent transport links, by both road and rail, to the rest of England. Milton Keynes is one of the fastest growing cities in Europe and has superb shopping, many bars and restaurants and a very good theatre. With excellent cinemas, Xscape and the Snow Dome, MK Dons FC and a range of other leisure options, there is plenty to do in Bletchley and Milton Keynes. For those who prefer the countryside, there are many beautiful Buckinghamshire and Northamptonshire villages on the periphery of Bletchley.





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### How to apply

Please read through the information in the pack carefully and please do not hesitate to contact the Academy if you would like to arrange a pre application visit – we strongly welcome this! If you cannot make a visit, then please feel to phone us to talk about the post.

The application form can be found on the vacancies section of Lord Grey Academy's website:  
<http://www.lordgrey.org.uk/general-information/vacancies/> Please note the application form is available on the right hand side of the above link.

You should ensure that you complete all sections of the application form. There is a space on the form titled **Support of Application** and in here you should explain how your experience will help you to carry out the job that you have applied for and how you think you meet the criteria in the person specification. This section should be no more than 1 side of A4.

