

# Cover Supervisor

**Lynn Grove Academy**  
Recruitment Pack



**LYNN GROVE  
ACADEMY**  
*Creative  
Education  
Trust*



## Dear Colleague

### Thank you for your interest in Lynn Grove Academy.

The pupils at Lynn Grove make our community special.

In our school, you will find warm and positive young people with open minds who are ready to make the best of opportunities that come

their way. They were instrumental in developing our school ethos and live by the values we talk about every day. They put learning at the heart, are kind, challenge themselves and persevere.

We are a large and friendly staff team who understand the importance of collaboration to support all our pupils to achieve their full potential. We invest heavily in professional development and the CPD offer at Lynn Grove is forward thinking and highly bespoke.

Our ambition is that every young person should leave us with the attributes of a successful young adult ready for the next stage of their education or training. Through our lessons and our extracurricular offer we aim to foster a love of learning and interests that will be enriching and sustaining well into adult life.

We are committed to offering a broad and balanced curriculum that allows all pupils to follow their interests and supports them to achieve highly. We never underestimate the importance of pastoral support and have recently introduced a college system which allows our pupils opportunities to flourish individually and as part of a wider team. We are so proud of the impact this is having.

We are proud to be members of the Creative Education Trust family of schools. As a CET school we have access to outstanding support from the very best experts in school improvement and professional development. Our pupils benefit from an exciting offer of cross trust enrichment activities and an innovative approach to cross-curricular development through the 'Knowledge Connected' programme.

We are fortunate to enjoy great support from Lynn Grove parents who show a real interest in the progress of their sons and daughters and contribute to the sense that our school is at the very heart of our community.

Lynn Grove is situated between Bradwell and Gorleston, which form part of Great Yarmouth. The school is situated in a quiet residential area surrounded by extensive playing fields. We are well positioned for very easy access from Norwich or North Suffolk and we have ample parking for all our staff. Our school is very popular and is expanding but remains oversubscribed; currently 1160 pupils attend.

Amy Brookes  
Principal

**“We support every pupil in our community to put learning at the heart”**

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# ABOUT CREATIVE EDUCATION TRUST



**Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.**

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



## Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities

## Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

## Our Values

### Ambition

We are ambitious in everything because only the best will do

### Excellence

We do not stop at 'good enough'

### Creativity

We connect our knowledge in innovative ways

### Resilience

When the going gets hard, we up our game and reach our goal

### Inclusion

Every child and every colleague matters – we will work for and with them all

### Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# ABOUT LYNN GROVE ACADEMY



## Our on-site facilities include:

- Library open daily from 0800 to 1630
- Suites of subject areas
- Excellent ICT provision
- Extensive playing fields
- 3G all-weather pitch
- Extensive indoor and outdoor social space for our learners



## Summary of Lynn Grove Academy's Progress Scores in 2022:

- Progress 8 score: +0.13
- Attainment 8 score: 49.7
- Staying in Education or entering employment: 99%

To see full details of the school performance data please visit:  
<https://www.compare-school-performance.service.gov.uk/school/137541/lynn-grove-academy>

# SUPPORT FOR OUR STAFF

For our pupils to achieve to their full potential we know that it is essential that our staff thrive professionally. We value teamwork highly and provide ample opportunities for all our teachers to work collaboratively with their colleagues. As teachers, we believe that we never stop learning and we support each other to develop professionally. We share ideas and good practice regularly and encourage everyone to contribute to the professional development programme.

With careful planning, we have arranged our school day to give everyone two hours a week in their teams to devote to professional development. The time spent with colleagues focussing on department and school improvement is much appreciated.

We understand the importance of working with other schools in our trust and beyond. Our senior and middle leaders have benefited from their participation in highly regarded professional development including Future Leaders and Ambition School Leadership Teaching Leaders Programme; several have successfully completed NPQ qualifications.

We value subject specific CPD highly and are active members of the Prince's Teaching Institute which provides access for our teachers to high quality subject specific professional development. CET provides many opportunities for professional development of staff at all levels. Initial Teacher Training is a high profile area of expertise at Lynn Grove.

We welcome trainee teachers from a range of different training pathways. We work in partnership with the University of East Anglia, Teach First, Norfolk Teacher Training Centre and Suffolk and Norfolk ITT. All trainee teachers receive an in-house professional development program that includes training sessions delivered by middle and senior leaders. The Maths department also participates in a prestigious undergraduate internship programme

Early Career teachers at Lynn Grove benefit from high quality mentoring and access to a customised induction course designed to develop their teaching practice. Subject mentors are trained to use a coaching approach to support ECTs and regular one to one meetings are timetabled from the start of the year. Working together, ECTs reflect on their practice and receive training on the latest pedagogical research.



You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# JOB DESCRIPTION AND PERSON SPECIFICATION

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## PURPOSE AND SCOPE

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- Working hours will be 37 hours per week term time plus two weeks for training days and summer camp. Hours will be 8.00am to 4.00pm Monday to Thursday and 8.00am to 3.30pm on Friday
- To be responsible for achieving the best possible standards in work and conduct for all pupils in the class and to promote and safeguard the welfare of all pupils within the school
- You will cover classes whose teacher is unavailable and help to ensure that pupils' progress is not impeded by their absence.
- You will support pupils to complete tasks set by their teacher

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## ORGANISATIONAL RELATIONSHIP

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- The post holder is responsible to the Principal but to the Cover Manager in the first instance.

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## PRINCIPAL DUTIES AND RESPONSIBILITIES

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- Collecting the work left by the absent teacher
- Organising any photocopying or resources required for the lesson.
- Taking responsibility for managing behaviour of pupils under your supervision.
- Explaining tasks to pupils.
- Giving pupils practical non-specialist support to compete their tasks.
- Using the school behaviour management structures to support high standards of conduct.
- Completing routine non specialist marking generated in lesson under class teachers' supervision.
- Arranging cover in absence of Cover Manager.
- When there is no cover required you will be under the supervision of the Cover Manager, Vice Principal assisting in administrative tasks.

You can find out more at:

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# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>GCSE English and Maths at grade C and above or equivalent</li> <li>A levels or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Degree in relevant subject</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Working in a team</li> <li>Working with a clear vision and set of values</li> <li>Maintaining confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>Working in a Secondary school</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>Secure IT skills including word, PowerPoint, and excel</li> <li>Some Knowledge of current educational trends and initiatives</li> </ul>	
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>Good organisational skills</li> <li>Good communication skills</li> <li>Proven ability to establish productive professional relationships with children, colleagues and parents</li> </ul>	
<b>EQUAL OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity</li> </ul>	
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>A thorough understanding of up-to-date safeguarding requirements and best practice</li> </ul>	
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.</li> </ul>	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.