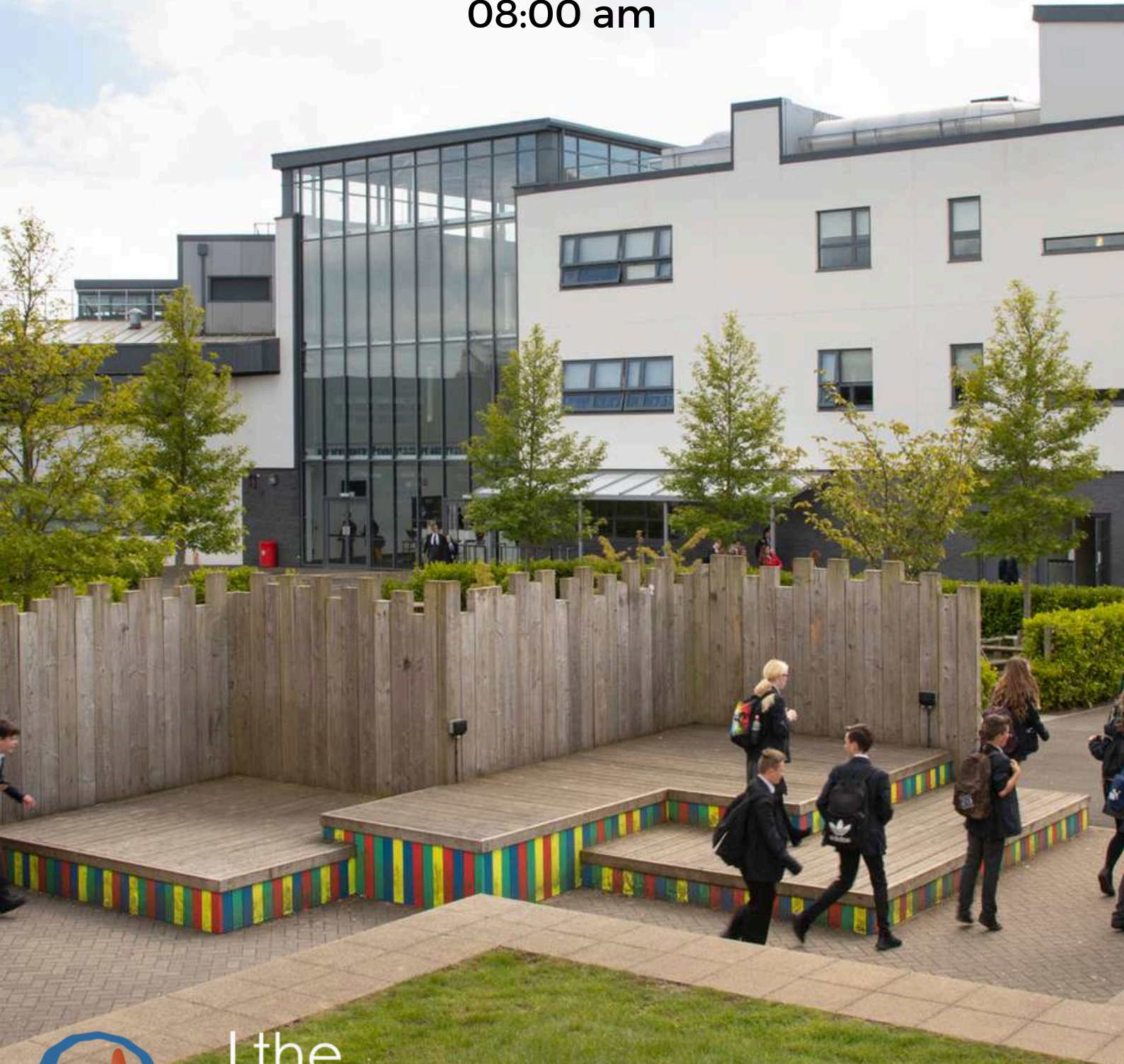


Recruitment Pack

Cover Supervisor

Closing Date: 24th February 2025 at
08:00 am



MARINE ACADEMY
PLYMOUTH

the
university
school

LEADERSHIP | RESILIENCE | ASPIRATION

Ted
Wragg
TRUST

Ted Wragg Trust



An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



**Welcome from the Ted Wragg Trust
CEO, Moira Marder**



On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working with us. The Ted Wragg Trust (TWT) is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest expectations for every child, every day, with social justice at our core.

This is a hugely exciting time for us as a growing Trust who work closely with other local schools and Trusts across Devon.

Our Values



Selflessness

- put **children** at the heart of all we do
- prioritise others and build **healthy teams**
- **be brave**

Ambition

- **work hard**
- **strive** to be even better
- be the **best** we can

Collaboration

- build **trust**
- build strong **relationships**
- be **stronger together**

How will we succeed?





Marine Academy Plymouth

Aim High. Be Kind. Don't Give Up.

Welcome from the Principal

Thank you for your interest in joining our community at this exciting time in the journey of our school. Driven by our passion for social justice, we are incredibly proud to have recently been rated 'Good' by Ofsted, and are now striving to become a beacon of national excellence, eager to redefine what is possible in education. Our mission is ambitious yet clear: to provide every student with the opportunity to get to and through university. By achieving this, we empower our students to excel in top careers and live the best possible lives.

To work here, you must believe in the importance of setting the highest expectations for both student behaviour and academic achievement. We believe that exceptional conduct is crucial to maintaining a safe and happy environment for all and we support our teachers in delivering an unashamedly academic curriculum, where they teach as the subject experts in a calm, purposeful environment. Equally, we believe that joy and community are just as crucial to our school culture. We encourage all staff to create warm, positive relationships and bring moments of joy to students. Our innovative rewards and celebration systems go above and beyond those of other schools, ensuring that students feel valued and recognised for their achievements. This balance of high expectations and a joyful, supportive atmosphere helps our students reach their full potential while building a strong, connected community.

At our school, we believe that the well-being of our staff is fundamental to our success. That's why we are committed to enabling a healthy work-life balance and providing ongoing professional development for all staff, at every level and in every role. We deeply value the contributions of every member of our team, knowing that a culture of collaboration is essential to ensuring our academy continues to improve and evolve. You will also benefit from being part of the Ted Wragg Trust, an ambitious and inclusive family of schools that shares our belief in the transformative power of education. Being a part of this network enables us to collaborate with some of the best leaders, teachers, and communities, further enriching our educational environment and enhancing the opportunities available to both staff and students.

If you share our vision and are passionate about making a real difference in the lives of young people, we would be delighted to welcome you to our school.

Warmest Regards,

Jen Brimming
Principal

Key Details

Job Title: Cover Supervisor
Location: Marine Academy Secondary
Salary: Grade D (Actual Salary £19,484.70 – £21,457.76)

Closing Date: Monday 24th February 2025

Interviews: ASAP

Required From: ASAP

Your paragraph text

If you share our ambition, values and commitment to social justice, we would love to hear from you.



How to apply

If you would like an informal conversation about this role, or would like to arrange a visit, please contact at SLT Admin at SLTAdmin@marineacademy.org.uk

Please use the application form available on the Trust website: https://ce0218li.webitrent.com/ce0218li_webrecruitment/wrd/run/ETREC179GF.open?WVID=002975IVaQ



Job Description

Cover Supervisor (Grade D)

Job Description

Key purpose of the role

Enable the Trust to realise its mission to 'Transform lives, strengthen communities and make the world a better place by supervising whole classes so that students are motivated to succeed and are supported to maximise their learning

Your responsibilities

- Supervise whole classes to cover the short-term absences of teachers, assisting students with their set activities and responding to any questions
- Assist with the supervision of students during study hall, break, lunchtimes and after school
- Provide 1-1 support to students or support other classroom activities when cover is not required.
- Promote the inclusion and acceptance of all students within the while recognising and responding to individual needs.
- Promote independence, encouraging students to interact and work collaboratively
- Recognise and reward student achievement and self-reliance
- Promote and enable excellent pupil behaviour dealing promptly with conflict/incidents and reporting in line with school policies
- Support the invigilation of exams
- Accompany teaching staff and students on visits, trips and out of school activities.

Grading criteria

- Provide on the job training for colleagues and oversee quality of work.
- Establish the best course of action using a range of recognised procedures
- Identify the need, assess the situation and initiate action, providing comprehensive guidance, advice and support.
- Undertake work where there is a wide range of choices, where advice is not normally available and/or decisions where policy, procedures and working standards provide only general guidelines.
- Make decisions which have a material effect on internal operations of their own or other departments.
- Work subject to deadlines involving changing problems, circumstances or demand.
- Good standard of practical knowledge/skills to be able to undertake more complex tasks



Person Specification

Key to Evidence:

A – Application Form & Letter

C - Certificates

I - Interview

R - Reference

Cover Supervisor (Grade D)

Person Specification

Qualifications	• GCSE (or equivalent) in English and Maths	Essential
	• NVQ3/ A Level (or equivalent experience) in subjects being covered	Essential
Experience	• Experience of working with young people	Essential
	• Teaching experience or experience within a school	Desirable
Key skills	• Able to act as a role model for students with a genuine passion and belief in the potential of every child	Essential
	• Commitment to driving up standards and ensuring every child is challenged to achieve their potential	Essential
	• Good numeracy and literacy skills	Essential
	• Excellent communication skills	Essential
	• Able to use own initiative and work independently and as part of the team	Essential
	• Able to work under pressure and remain calm in difficult situations	Essential
	• Good ICT skills, particularly Word, <u>Powerpoint</u> and Excel	Essential
	• Able to fulfil all aspects of the role with confidence and fluency in English	Essential

The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.



Person Specification

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Values

- **Ambitious:** works hard, has the highest standards and is positive for the future. Essential
- **Selfless:** is self-aware and emotionally intelligent to be able to support self and others to thrive. Works selflessly to support the Trust's mission and strategic priorities. Essential
- **Collaborative:** builds strong relationships and networks. Essential

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Growing great people

Our aim is to be the greatest place to work in the South West. We know that to succeed in our mission we must invest in and grow great people. Our comprehensive suite of development opportunities are available for everyone whether you are just starting in your career or an experienced leader, there will be a development pathway to suit you.

Tim Rutherford – Deputy CEO

We know to be the greatest place to work we must welcome great people, retain great people and develop great people.

Click on the areas below to find out about our comprehensive benefits and development opportunities.



In our Trust, we are committed to nurturing a workplace where our employees feel that they belong. We believe that the culture of our trust thrives when individual differences are embraced so that everyone feels comfortable and confident in being who they are. This is supported through ensuring inclusivity in culture and equity in opportunities. We are committed to high quality and reflective employment practice so that we attract, retain and grow employees from diverse backgrounds and communities.

Our Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



Our Partnerships:

Our ongoing partnerships with the following organisations creates opportunities for a Headteacher joining our Trust to access leadership development, study tours and wider networks with some of the best schools, trusts and leaders across the country.



Thank you for your interest!



Ted
Wragg
TRUST