

COVER SUPERVISOR RECRUITMENT PACK



Thank you for your interest in a career with The Futures Trust. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

The Futures Trust is a growing Trust with four primary schools and five secondary schools located in Coventry, Warwickshire and Leicestershire. We have 8,000 pupils in our schools and over 1,000 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

1. Students first

Teachers and leaders totally focused upon the educational benefit of our students.

2. It's about learning

Students, teachers and leaders focused upon developing and improving their learning.

3. No barriers

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.





President Kennedy School is an outstanding school that is committed to Building Brighter Futures for all of its students.

A crucial part of Building Brighter Futures is providing a high-quality educational experience delivered through an academic curriculum and an exceptional programme of enriching experiences. We are looking to expand our team of dedicated professionals who excel in their field.

Sam Rooke, Headteacher

JOB TITLE:	COVER SUPERVISOR
OPPORTUNITY:	<p>This is an exciting time to join The Futures Trust.</p> <p>We are seeking to appoint an excellent Cover Supervisor to work with departmental teams and supervise students in the absence of teachers.</p> <p>You will be flexible and responsive and be a positive role model to pupils.</p>
REPORTING TO:	Deputy Headteacher
LOCATION:	Based at President Kennedy School with a requirement to travel to work at or for schools in the Trust
SALARY/HOURS:	<p>Grade 4 - £20,947 - £23,969 per annum pro-rata salary</p> <p>37 hours per week, 39 weeks per annum</p> <p>Mon – Thu: 8.00 am – 4.00 pm, Fri: 8.00 am – 3.30 pm</p>
BENEFITS:	<ul style="list-style-type: none"> • Competitive rates of pay • Extensive professional development opportunities across the Trust • Career pathways across the Trust • Teacher/Local Authority Pension Schemes • Online retail discount • Employee Assistance Programme • Family Friendly policies to support family & carer commitments • Flexible Working Arrangements

The Futures Trust is committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

JOB DESCRIPTION



Job Purpose

To work with departmental teams and supervise students in the absence of teachers.

Duties and responsibilities

- To supervise classes and to undertake work/activities that have been set by teachers including taking the register, introducing and closing the class.
- To be responsible for interpreting, presenting and delivery of quality lessons to students in a way that complements the school ethos on teaching and learning.
- To maintain good order and discipline amongst the students in line with the school's Behaviour Policy to ensure a positive learning environment.
- To encourage the young people to interact and work co-operatively with each other and engage all students in activities.
- To respond to any questions from pupils about processes and procedures
- To deal with any immediate problems or emergencies in accordance with school policy.
- To establish communication links with the appropriate teacher to ensure continuity is maintained for the pupils.
- To collect completed work after the lesson and return it to the appropriate teacher.
- To report back to the appropriate person on any issues arising.
- To supervise examinations as directed.
- Supervise students in the Learning Support area, or in class, as and when time allows and when not on cover duty.
- To take part in all appropriate INSET (in-service training) activities.
- To undertake professional training, related to the post, as directed by the School.
- To carry out his/her duties in accordance with the equal opportunity and anti-discriminatory practices of the school.
- To provide general resource support to curriculum departments and pastoral directors as required and when not on cover duty.
- To operate as a teaching assistant as required.

Line management

- The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Cover Supervisor are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	<ul style="list-style-type: none"> GCSE Maths and English at Grade C or above or equivalent. 	<ul style="list-style-type: none"> Relevant higher level qualifications 	Application Form Certificates
Skills and Abilities	<ul style="list-style-type: none"> Able to communicate effectively both verbally and in writing. Able to interpret and deliver work that has been set for students and to organise and coordinate classroom activities. Able to understand curriculum content and make it accessible to students. Highly organised; can prioritise and work well under pressure. Able to motivate and encourage students to work cooperatively Able to work as an effective team member and work on own initiative. Able to establish and maintain good professional relationships with adults and young people Able to liaise effectively with others IT literate including Microsoft word, excel and outlook. Ability to deal with situations calmly and efficiently. 		Application Form Interview Written Test

Experience	<ul style="list-style-type: none"> • A minimum of 2 years classroom experience, or relevant work with young people in one of a range of fields such as education, youth work, health and social work. • Resolving problems and managing challenging situations • Managing behaviour effectively 		Application Form Interview
Knowledge and understanding	<ul style="list-style-type: none"> • Needs and characteristics of children aged 11-18 • Knowledge of the different ways students learn. • Supervision and behaviour management • Strategies including literacy, numeracy and ICT • Independent learning and special educational needs to ensure effective learning • Equal opportunities and an awareness of how this is applied in the classroom. 		Application Form Interview Written Test
Other requirements	<ul style="list-style-type: none"> • A professional role model who is committed to their own professional development and to developing others. • Committed to and able to promote the aims of the school and the values of the Trust: Students First, It's about Learning, No Barriers. • Able to work calmly under pressure and withstand stress. • Able to work flexibly, and to attend meetings and INSET days as required. 		Application Form Interview

HOW TO APPLY

CLOSING DATE:	Monday 21 October 2024
INTERVIEWS:	w/c Monday 21 October 2024

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team on tel: 02477 102134.

To apply for this post, please download an application form from [HERE](#) and return to recruitmentadmin@thefuturestrust.org.uk

On application please read the following policies found [HERE](#)

- President Kennedy Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.