



Part of the

Ted  
Wragg  
TRUST

# Cranbrook

# Education Campus

## **Cover Supervisor Primary Phase, 32.5 hpw**

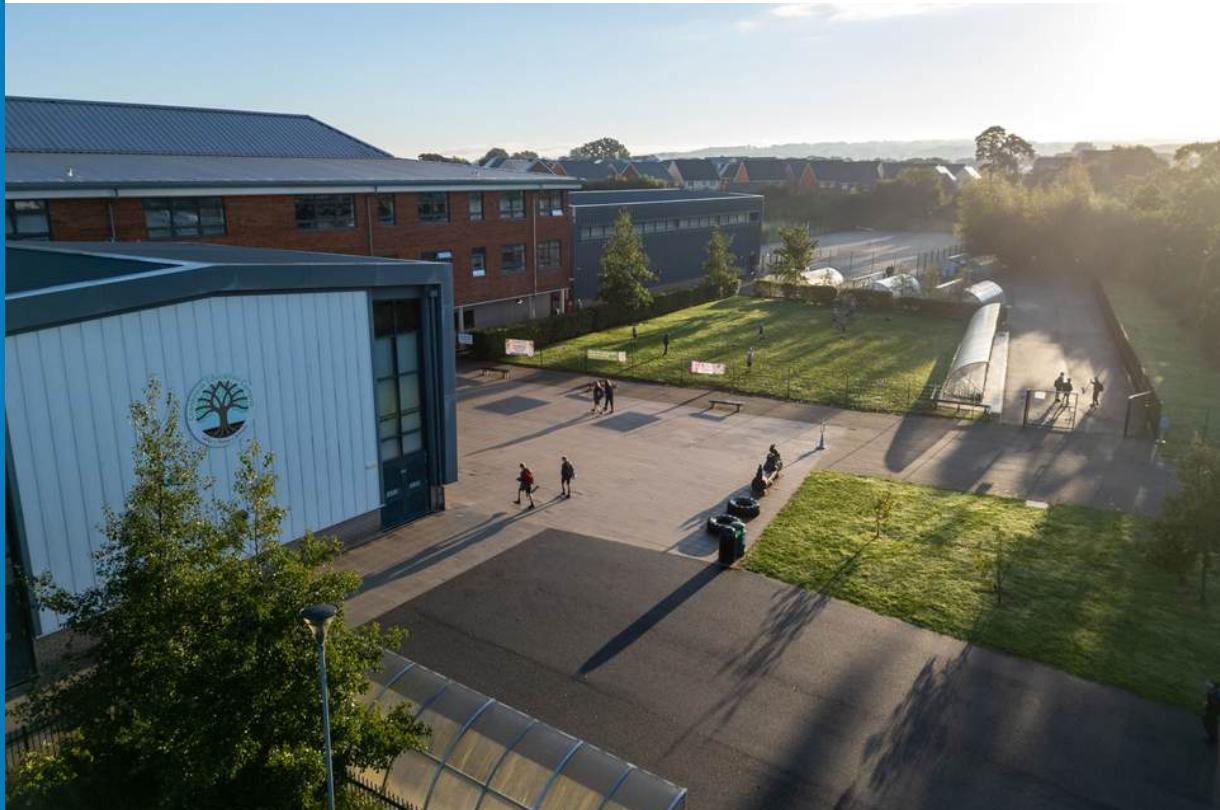
“The best thing about CEC for me are  
the people around me and the  
memories I've made here at school.”

Pupil Survey, January 2025



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# Key Details

## Salary

NJC, Grade D, £20,265 - £22,317 actual

## Location

Cranbrook Education Campus

## Hours

32.5 hpw (8:30am - 3:30pm)

## Interviews

## Closing date

1st February 2026

## Required from

As soon as possible

We are a school rooted in its community where aspirational learning and opportunities transform the lives of our pupils.

Our mission is to transform lives and strengthen our communities to make the world a better place.

## How to apply

For an informal conversation about the position please contact Clare Sellick at [recruitment@cranbrook.education](mailto:recruitment@cranbrook.education), providing your contact details.

An application pack can be found at <https://www.tedwraggtrust.co.uk/vacancy> or click on the apply now button



# About Cranbrook Education Campus



We are a school rooted in its community where aspirational learning and opportunities transform the lives of our pupils.

Our mission is to transform lives and strengthen our communities to make the world a better place. We do this by living our values of "the PERKS of being #Crantastic". We are Proud, Engaged, Ready, Kind and Safe.

We have the highest of expectations and we have strong, non-negotiable standards of discipline that we expect from all pupils. Learning is at the core of what we do. Our pupils value their education, take ownership of it and show pride, self-worth and self-efficacy to ensure all future doors are open to them.

## Our Values

In order for each pupils to fulfil their potential at Cranbrook Education Campus we strive to recognise every instance of success. We regularly reward pupils with house points for demonstrating one of our five perks; both in lessons and around the campus.

- We are Proud by following all lesson expectations and reasonable requests.
- We are Engaged by taking ownership of our progress; and being continually self-reflective and actively engaged in all lessons.
- We are Ready by being punctual, in the correct uniform and having the correct equipment at all times.
- We are Kind by providing the best possible support for our peers.
- We are Safe by following all health and safety rules on site and keeping ourselves safe online.



# A Warm Welcome from our CEO



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



**Moira Marder, OBE**

On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working for our Trust. This is an excellent opportunity to join our Trust and work in one of our 17 schools.

In our **ambitious** and **inclusive** Trust of schools we know that every individual is critical to help us to achieve our collective mission to **transform lives, strengthen communities** and **make the world a better place**.

Our values driven, growing 2-18 Trust, has the highest expectations for every child, every day, with social justice at our core. In this pack you will find out more about how we **support, develop** and **grow great people**.

This is a hugely exciting time for our Trust as we continue to grow, embed, improve and innovate to **improve the life chances of all children** in the South West.



We demonstrate our love through our values



How we will succeed



# Cover Supervisor

## 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 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

Qualifications	<ul style="list-style-type: none"> <li>GCSE (or equivalent) in English and Maths</li> <li>NVQ3/ A Level (or equivalent experience) in subjects being covered</li> </ul>	Essential Essential
Experience	<ul style="list-style-type: none"> <li>Experience of working with young people</li> </ul>	Essential
Key skills	<ul style="list-style-type: none"> <li>Able to act as a role model for students with a genuine passion and belief in the potential of every child</li> <li>Commitment to driving up standards and ensuring every child is challenged to achieve their potential</li> <li>Good numeracy and literacy skills</li> <li>Excellent communication skills</li> <li>Able to use own initiative and work independently and as part of the team</li> <li>Able to work under pressure and remain calm in difficult situations</li> <li>Good ICT skills, particularly Word and Excel</li> <li>Able to fulfil all aspects of the role with confidence and fluency in English</li> </ul>	Essential Essential Essential Essential Essential Essential Essential Essential
Values	<ul style="list-style-type: none"> <li><b>Ambitious:</b> works hard, has the highest standards and is positive for the future.</li> <li><b>Selfless:</b> 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.</li> <li><b>Collaborative:</b> builds strong relationships and networks.</li> </ul>	Essential Essential Essential
Job Evaluation	<p>JE Job Number: TA 4 JE Score: 370 Grade: D</p>	

## Values

- Ambitious:** works hard, has the highest standards and is positive for the future
- Selfless:** self-aware and emotionally intelligent to support self and others to thrive
- Collaborative:** builds strong relationships and networks



# #lifeattedwragg

We know that our people are our **greatest asset** and research tells us that happiness at work is directly linked to student happiness and consequently **student outcomes**.

We are working hard to make sure that all our employees **love coming to work**.



Our Trust is dedicated to fostering an environment where employees can **reach their full potential, with dignity, respect, and equal opportunities for all**.

We value the unique contributions of each individual, recognising that **diversity strengthens our community and makes our Trust a positive place to work and grow**.

We are committed to excellent employment practices that attract and retain talent from a variety of backgrounds and communities.

The aim of our people strategy is to be the **greatest place to work in the South West**.

We know that to realise our ambitious aim we must **welcome, retain and develop our great people** who work day in day out to transform the lives of the children in our Trust.



#lifeattedwragg is focussed on ensuring all our employees:

- **Love coming to work** and have a strong sense of belonging
- **Experience high quality development** through our dedicated development curriculums delivered by the Ted Wragg Institute
- **Inspire others** with their open and collaborative approach

To find out more about what it is like to work at the Ted Wragg Trust, explore our development curriculums and hear from our employees please visit our website at [www.tedwraggtrust.co.uk/workwithus](http://www.tedwraggtrust.co.uk/workwithus)



# The Ted Wragg Institute



We want to ensure that our people feel **invested** and **fulfilled in their role** by providing personalised, relevant and engaging professional development. Our brand-new **Ted Wragg Institute (TWI)** delivers our **high-quality development** offer for all, across our family of schools.

Our incredible offer includes Trust CDP, Leadership Development, Networks, Cohort-specific training and NPQs. Take a look at our offer this year here.

## Early Career Teachers

If you are an Early Career Teacher you will benefit from our tailored Early Career Framework combining weekly instructional coaching, asynchronous independent learning, online 'clinics' and in-person conferences. With a dedicated mentor or coach and access to supportive networks the ECTs in our Trust are supported and developed to reach their full potential.

## Our professional development delivery model

Our professional development delivery is underpinned by our Education key concept (see page 8). We believe that professional development should build knowledge, motivate, develop techniques and embed practice.

At the Ted Wragg Trust, we are research informed and believe that it is important that everyone involved in sharing ideas understands the underlying rationale and evidence base. We ensure that professional development is:



Sustained	Practice-Based	Domain-Specific	External Expertise	Professional Buy-In
Frequency is critical, not time span	Create new habits	Create new habits	Challenge the familiar & refresh ideas	Purpose & benefits eclipse volunteering

We believe this slightly adapted model from 'Teaching Walkthrus 2', Tom Sherrington and Oliver Caviglioli is applicable to all professional development and will underpin the delivery of all our professional development networks, seminars and webinars.



# Our Ted Wragg Standard



Our Ted Wragg Standard provides a **minimum set of high standards** across all our schools to establish clear structures, implement effective processes and hold each other to account to enable excellence. It is based on our three key concepts: Leadership, Education and Every Child Succeeds.

## Key Concept: Leadership



We believe that great leadership:



Fiercely  
educates



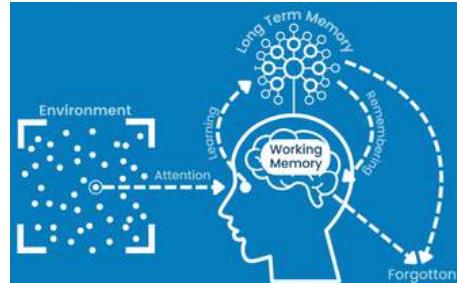
Thrives in a  
complex system



Is locally  
enabled

## Key Concept: Education

We have a clearly defined and articulated learning model that is understood by all teaching staff. This model of the learning process uses the concepts of Working Memory and Long-Term Memory. It draws on ideas from Cognitive Load Theory and the work of Daniel Willingham.



## Key Concept: Every Child Succeeds



We believe individual development is well explained using Maslow; that an individual grows in an ecosystem and can be interpreted using Bronfenbrenner's work, and that we are interdependent.

We believe that to enable our children to live a life of opportunity, we need to understand what true inclusion means. To us, our model is based on Maslow's hierarchy of needs and the Bronfenbrenner's ecology of inclusive education.

### Microsystem

#### Child

- sleep well
- eat breakfast
- Follow school rules and routines
- attend school regularly

#### Family

- healthy sleep patterns
- nutritional diet including breakfast
- Online safety parental controls
- adequate housing
- clean clothing
- Support school policies
- Protect from dangers
- attend medical appointments
- Ensure attendance is good

#### School

- Behaviour, Health and Safety, Accessibility, Safeguarding, Supporting Pupils with Medical Conditions and Anti-Bullying Policy
- Online Safety lessons and workshops for parents/carers
- Early Help support
- First Aid trained staff
- Attendance Engagement Officer and Attendance Policy
- Nutritional lunches and free breakfast
- Foodbank support
- Wrap around care

### Mesosystem

- We endeavour to provide a safe and welcoming environment for pupils and their families.
- We listen to our pupils and families and take seriously what they tell us.
- We work in partnership with other agencies such as CAMHS and Early Help

### Macrosystem

- Keeping Children Safe in Education
- Teacher Standards
- Devon and Plymouth Children's Social Services
- 0-25 SEND Team
- Virtual School

# Our Benefits

A critical part of our People Strategy is to ensure that we welcome and retain our great employees and ensure that they are supported both at home and at work.

When you join our Ted Wragg family we are here for you every step of the way. Here are some of the benefits we offer:



Exceptional development and networking opportunities



Cost of blue light cards can be claimed through expenses



Free annual flu jab, eye test and allowance for glasses



Exclusive discounts, cashback and vouchers



Free, confidential employee helpline. Available 24-7 through Health Assured



Access to Wisdom app to support your mental health



PUREGYM

Up to 10% off all Pure Gyms



up to the value of £2,000.



Up to 2 days paid emergency time off for dependants



Generous public sector pension schemes for all staff



Timetabled instructional coaching for all teachers



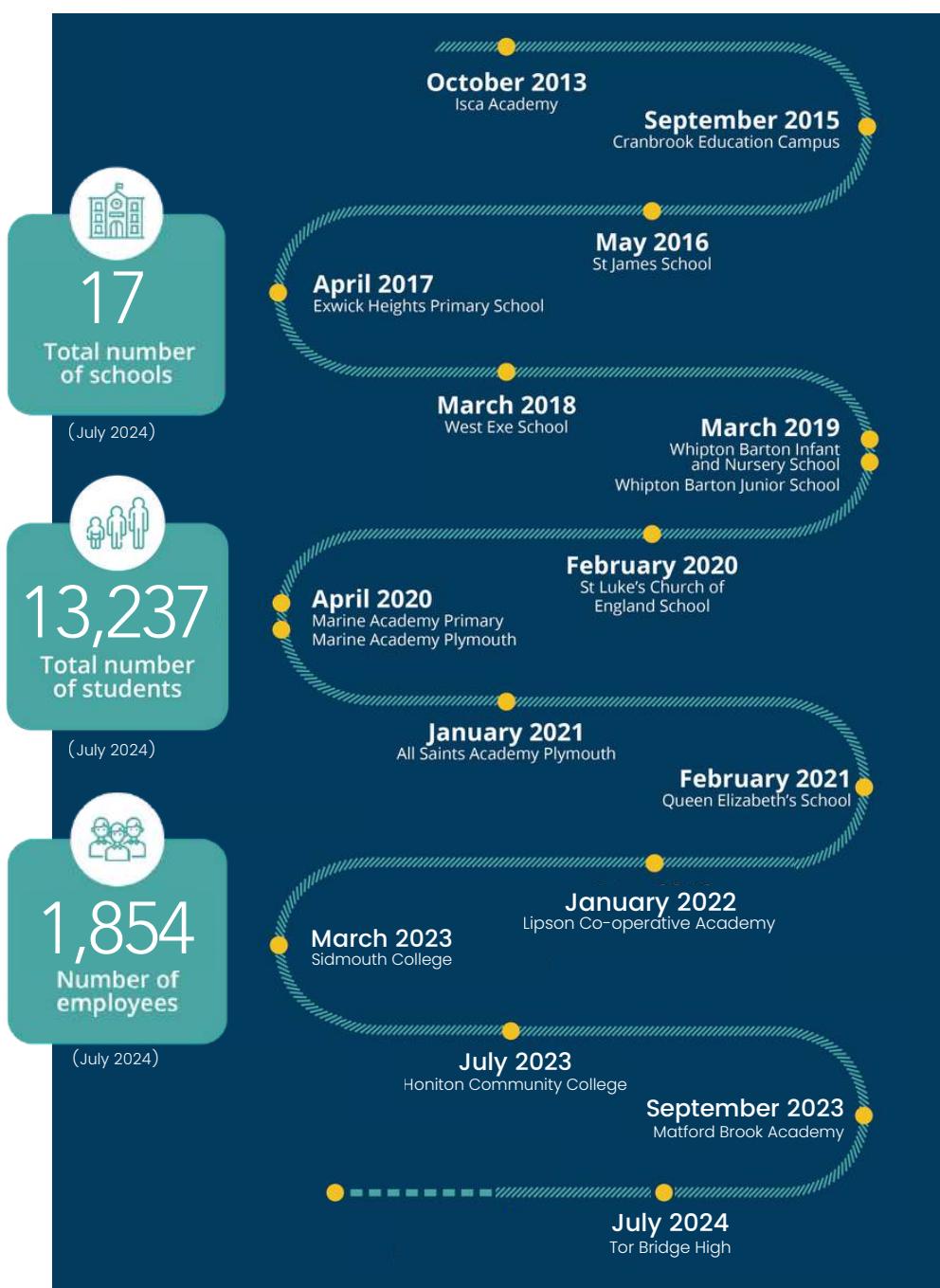
Family friendly policies and flexible working opportunities



# Our Trust Journey



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





Part of the  
**Ted  
Wragg**  
TRUST

# Thank you for your interest in working for us!

