



Recruitment Pack

Cover Supervisor – Primary Phase

Cranbrook Education Campus

Closing Date: Monday 17th June 2024 at 09:00am

Interview Date: TBC

**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**

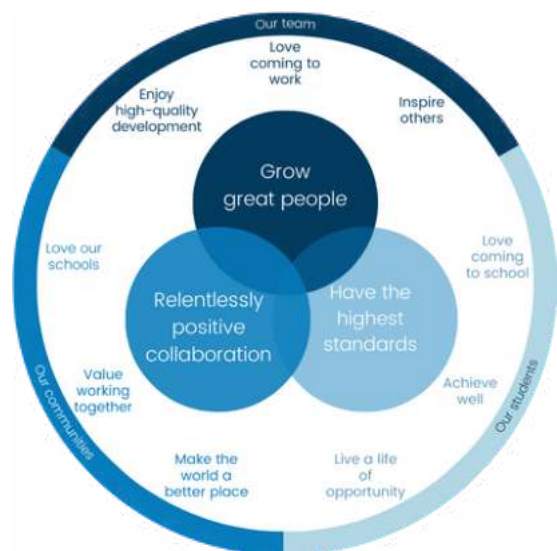


On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working with us. The Ted Wragg Trust (TWT) is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest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

We demonstrate our love through our values

How we will succeed



Key Details

Job Title: Cover Supervisor [Secondary Phase]

Location: Cranbrook, Exeter

Salary: Grade D (£18,662 – £20,650 actual, based on 32.5 hpw)

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We believe that having the highest of standards will allow children to achieve beyond their wildest dream.



Leadership is no longer a lonely endeavor.

”



We are stronger together because in a challenging moment, we have been met with proactive and generous support that has been shared with kindness.

”

How to apply

To apply for this role, please visit our recruitment portal using the following link:
www.tedwraggtrust.co.uk/vacancy

We invite you to explore our campus, to book a visit please email
recruitment@cranbrook.education

Our culture at CEC

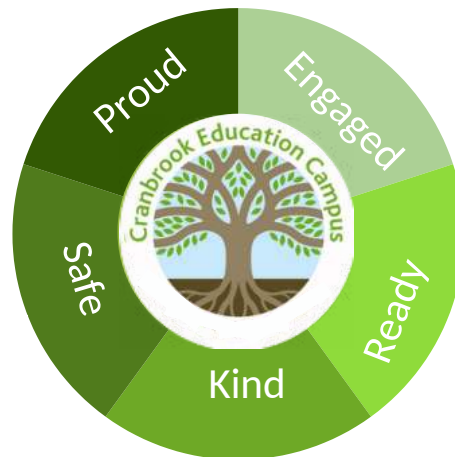
We are a school rooted in its community where aspirational learning and opportunities transform the lives of our pupils.

Our Mission

To transform **lives** and strengthen our **communities** to make the **world** a better place.

Our Values

- Proud
- Engaged
- Ready
- Kind
- Safe



How do we behave?

- We are Proud by having clear expectations for all pupils which motivate and challenge them.
- We are Engaged by taking ownership for all pupils and their progress; and being continually self-reflective and actively engaged in professional development.
- We are Ready by modelling professionalism through punctuality, professional dress, classroom environment, integrity and ethical behaviour
- We are Kind by providing the best possible support for pupils' wellbeing and education.
- We are Safe by safeguarding all our pupils at all times.

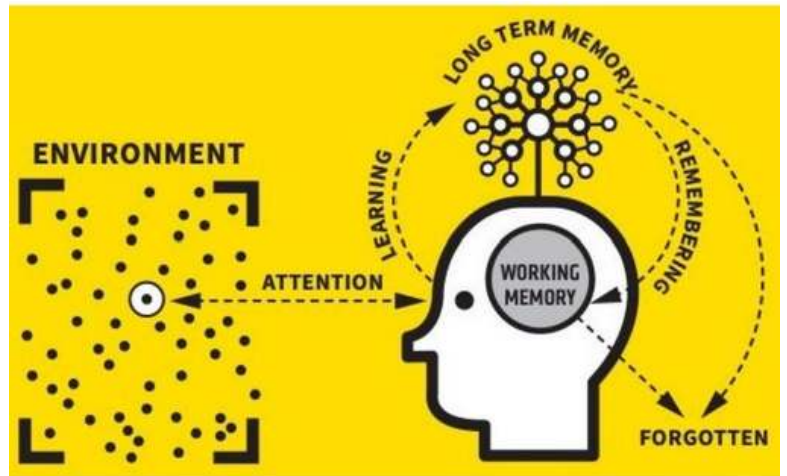
What is most important, right now?

1. Embed the "One CEC" Strategy through systematic processes and relational approaches
2. Build consistency in high standards of behaviour, pedagogy and practice
3. Improve the disciplinary literacy of all pupils with a specific focus on Oracy
4. Increase staff confidence in narrating the campus offer



What education looks like at CEC

We believe in a learning model that uses the concepts of Working Memory and Long-Term Memory



Teaching is a complex system. The challenge for teachers is to extend the implications for teaching an individual to teaching a whole class of students, each with their own schema-forming brains and their unique set of knowledge and experience, this is captured in the writing of Graham Nuthall.

We recognise that all pupils have different starting points and therefore teachers need to pitch lessons to the top but provide appropriate scaffolding to ensure all students can work towards the end point. Understanding the needs of students in the classroom is essential in creating a safe culture where everyone can feel safe to fail. Understanding the starting point of all students and finding the balance between support and challenge is essential.

We believe that the key is the process of setting up classroom routines so that teachers are engaging, enabling every child to succeed. At the CEC and TWT, we have applied relevant educational research principles to ensure the above and support the delivery of Willingham's Learning Model.



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

- 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

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 and Excel Essential
- Able to fulfil all aspects of the role with confidence and fluency in English Essential

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

Job Evaluation

JE Job Number: TA 4

JE Score: 370

Grade: D

Our Community

Our school is really unique. We have children from all over the world study here and we celebrate our different cultures. It's a really happy and welcoming place to learn.

Annabel Davies – Year 6, Pupil Parliament Member



"We are truly grateful for the warm welcome, unwavering support, and deep understanding provided to our daughters during their time at the school. As our family relocates to Plymouth, we reflect on the invaluable experience and the remarkable community we found here. The teachers and classmates have played a pivotal role in our daughters' educational journey, and their impact will be remembered fondly. This school has been an integral part of our lives, and we are grateful for the positive memories it has created for our family."

Carvajal Gomez Family

"Being part of an organisation that lives its mission of strengthening communities to make the world a better place is truly wonderful. Our school's commitment to social justice and improving the life chances of all the people in our care makes CEC an extraordinary place to work."

Oliver Russell, Head of Primary Spanish, Head of Year 8 and Secondary MFL Teacher



"Working alongside talented and passionate people from across the campus makes CEC a great place to work. Being part of a growing network and culture that supports the personal development of our children to prepare them for life beyond the classroom is an ongoing and exciting prospect."

Hannah Wickens, Senior Leader for Every Child Succeeds and Personal Development, and Year 6 Teacher



Our Community

Award Winning Community Hub, EX5 Alive

Cranbrook is a new town built North East of Exeter. With an average age of 30, Cranbrook is the youngest town in the UK. With 8,000 people living in Cranbrook, due to increase to 28,000 in the coming years, building houses has been a key priority for the area. Unfortunately, sufficient infrastructure and services are still yet to be established. Furthermore, there is a lack of physical space in the town meaning many of the additional services desired and required are extremely difficult to run. This has resulted in a growing shortfall of EYFS spaces which currently sits at approximately 30%.

At CEC, we are proud to have an award winning Community Hub, EX5 Alive, which sees this as an extraordinary opportunity to think differently about how we approach our town's needs. Solutions-focussed and uniquely based within Cranbrook Education Campus, an all-through educational setting, we have been and continue to provide a Cradle-to-Career approach. This means building opportunities for families where support starts at an early age and can continue to be provided as children grow to be young independent adults. Supported by The Feltham Convening Partnership, and now a beacon of community hub work within the Ted Wragg Trust and across the South West, EX5 Alive has already made huge strides in supporting Cranbrook.

Among many successful strategies, this has included:

- Building key partnerships to support parental understanding and engagement in conversations around mental health leading to significant improvements in school attendance figures.
- Building mental health and increasing emotional health across the community through access to workshops, workouts and referrals for further support.
- Increasing access to food through our evening and night food bank.

Much of our success has come through ensuring best and research-based practice, nurturing healthy relationships with community members and operating through an asset-based lens approach. Echoed by Hughes and Bomber (2013) "Quality relationships provide the necessary vehicles for adaption and recovery and every relationship has the power to confirm or challenge everything that has gone before".

We are proud to be a school rooted in our community. We believe our award-winning community hub makes CEC and Cranbrook a very special place to work and grow.



Working in the South West



Our diverse county is the ultimate destination to live and work. With two thriving cities, Exeter and Plymouth, Devon is full of history, culture and wonderful places to eat and enjoy the arts.

Our county boasts the beautiful and varied coastlines of the Jurassic Coast in the east, the Area of Outstanding Natural Beauty in the north and the English Riviera with its palm trees in the south.

Along with two National Parks, waterways and countryside, Devon has something for everyone, whether it is music, history, food or, for the more energetic, walking, cycling, climbing or surfing on some of the UK's best waves. Our county really has it all.

Devon – simply a fantastic place to live.



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.

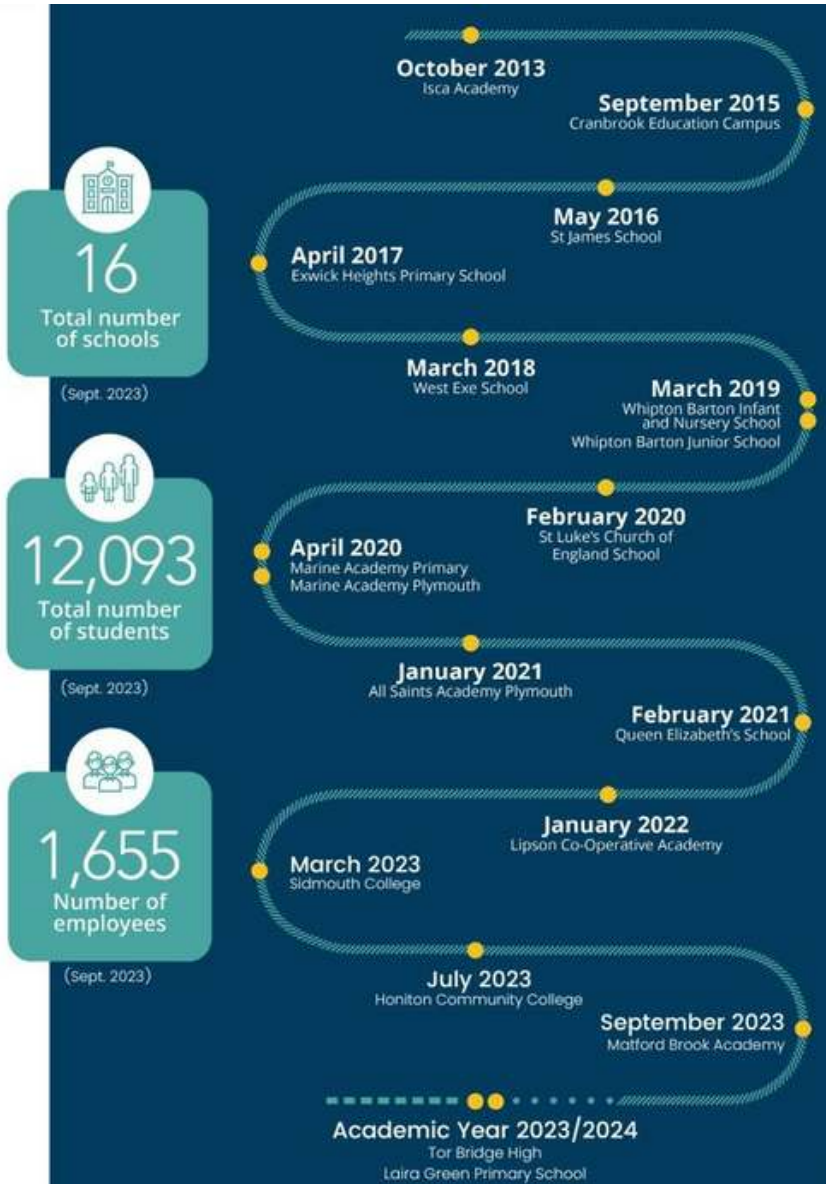


In our Trust, we are committed to nurturing a workplace where our employees feel that they belong. We believe that the culture of our trust thrives when individual differences are embraced so that everyone feels comfortable and confident in being who they are. This is supported through ensuring inclusivity 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
in working with us!**

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