

Cover supervisor

Queen Eleanor Primary Academy

September 2022



QUEEN ELEANOR
PRIMARY
ACADEMY
*Creative
Education
Trust*



Dear Colleague

Thank you for your interest in the role of Cover Supervisor at Queen Eleanor Primary Academy.

I hope that you will find this information pack helpful in finding the information that you need and giving you an insight into our school community, to support your application.

Queen Eleanor Primary Academy joined Creative Education Trust in September 2013. Our network consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team. Further schools are in the pipeline and our medium-term ambition is to be a trust of 25 schools.

Working in partnership, Queen Eleanor Primary Academy and the Trust have

made much progress in recent years. We were delighted to have been awarded a 'good' judgement from Ofsted in December 2017. The report notes many strengths, including the shared vision and high expectations and the warm, nurturing and friendly atmosphere within the school. Building on those strengths, we're ambitious to do much more.

At Queen Eleanor Primary Academy, we are highly committed to our vision of excellence for all members of our school community. We are looking to appoint a cover supervisor who will support the aims and ethos of the school, developing both pupils, families and staff. Queen Eleanor has a strong emphasis on behaviour for learning and academic rigour in all subjects.

We also place a strong emphasis on the importance of staff development and the successful candidate can be assured that they will receive the support that they need to help them excel.

Further information about the school can be found on our website at <http://www.queeneleanoracademy.org.uk>. You can also watch a short video on what it means to be part of Creative Education Trust, illustrating the Trust's 'Knowledge Connected' approach to learning on the following YouTube channel: www.youtube.com/user/creedacad.

If you feel that this is a role that interests you and that you would be able to make a difference to our wonderful pupils, then we would be delighted to discuss this vacancy with you further. Please feel free to contact us on 01604 761200 or by e-mail at isaac.howarth@queeneleanoracademy.org.uk.

I look forward to hearing from you.

Yours sincerely,

Isaac
Howarth

Head Teacher

“We are looking an enthusiastic and dedicated cover supervisor who can contribute to the further development of Queen Eleanor Primary Academy.”

You can find out more at:
www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST

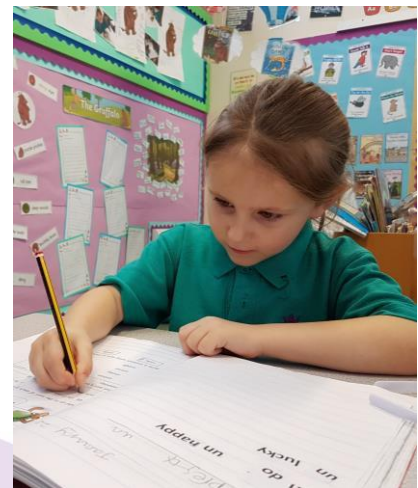
Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

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 aims for our students are to:

- + Raise their attainment in exams and tests through outstanding teaching
- + Make them intellectually curious with a sense of confidence
- + Increase their participation in HE, FE and apprenticeships
- + Ensure they have employable skills and attitudes
- + Create rounded individuals through a wide choice of co-curricular activities



We are achieving our aims through:

- ★ Educational rigour
- + Organisational effectiveness
- + Financial efficiency
- + Partnership & recognition of local identity
- + Respect for autonomous leadership
- + Quality not quantity
- + Promoting practical creativity



You can find out more at:
www.creativeeducationtrust.org.uk

ABOUT QUEEN ELEANOR PRIMARY ACADEMY



Queen Eleanor Primary Academy is a welcoming and ambitious school, situated in the heart of Northampton, serving the thriving community of Far Cotton and beyond. Here at Queen Eleanor, we value diversity and set high aspirations for all pupils. Our vision is that all members of our school community will be inspired to learn, equipped to succeed, have an enriched experience during their time here and as such, will go on to excel in all aspects of life.

At Queen Eleanor, we place high importance on creativity and seek to provide children with a broad and relevant curriculum that will teach them the skills that they need to succeed throughout their lives. We work hard to ensure that pupils' learning experiences are engaging and original and teachers within the school are encouraged to seek out innovative ways to bring the curriculum to life for our pupils, who come from a wide range of backgrounds.

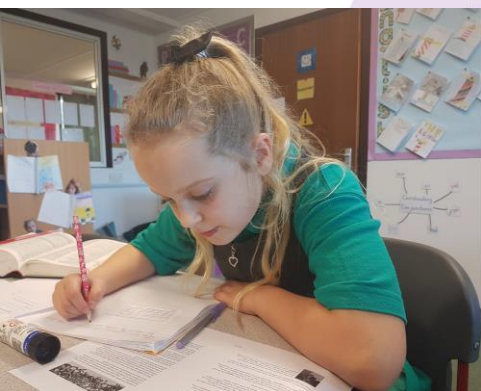
Our school values are strongly embedded throughout the work of the school. We believe that they create a solid platform for effective learning. We have a strong inclusion team within the school, and we believe in the importance of working closely with parents to maximise opportunities for learning.

At Queen Eleanor, we are not afraid to challenge existing ideas about education in our continued journey towards excellence. We want to be sure that our provision fully meets the needs of the children who learn here, and we believe that we can achieve this through highly reflective practice at all levels.



Exciting times at Queen Eleanor Primary Academy...

- Nursery provision opened in September 2019.
- New digital screens in every classroom from September 2019.
- An exciting period of curriculum development.
- New professional development opportunities across the Trust.
- A supportive network of financial and HR support within the Trust.



“Pupils’ progress in reading, writing and mathematics is good. Pupils are well equipped for their next stage of education.”

Ofsted 2017

To see full details of the school performance data please visit:

<https://www.compare-school-performance.service.gov.uk/school/139650/queen-eleanor-primary-academy>

SUPPORT FOR OUR STAFF

Queen Eleanor Primary Academy is committed to the professional development of all staff, at all levels of experience and in all roles within the school. The school's vision that all members of the school community are inspired, enriched, equipped and, as a result, excel applies to staff as much as it does to pupils.

We believe that school improvement should stem from reflective practice at classroom level alongside strategic decisions based upon the performance of pupils. As such, professional development opportunities will be provided for all staff throughout the course of any given year. These will take various forms, which include:

Staff meetings, addressing whole school issues for teaching staff.
In-house support, including training, mentoring and coaching sessions.
Online training, either for identified individuals or groups, or to address whole school needs.
Training courses, identified by SLT to address specific needs within the school.
Training courses, identified by the staff member or their line manager, based on individual development needs and/or professional interests.
Development opportunities within other schools, either locally, within the Trust, or schools with relevant specialities.
Opportunities to take part in development projects or research projects covering a range of subject areas and issues in education.

Line managers within the academy work closely alongside our reflective practitioners to ensure that they are receiving development opportunities tailored to their specific needs. We use purpose-made tools to support staff development and work with colleagues from across the Trust to develop these.

In addition to the CPD opportunities provided within the school, staff working at Queen Eleanor have access to high-quality collaborative and development experiences through the Creative Education Trust annual Primary Training Day and working parties focusing on key areas of school improvement and staff development.

“Staff work well together and feel valued and supported. The whole-school team has a strong work ethic.”

Ofsted 2017



You can find out more at:

www.creativeeducationtrust.org.uk

Cover supervisor JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

Queen Eleanor Academy

SALARY

NJC-06 to NJC-07 depending on experience
38 weeks plus 5 training days (term time plus 5 training days)

Together with any other duties deemed reasonable by the Headteacher and the Governing Body.

The post holder's will be responsible for promoting and safeguarding the welfare of children and young people with whom they come into contact. The post holder will adhere to and ensure compliance with the School's Child Protection Policy at all times.

The main responsibilities of the cover supervisor are:

- Prepare, lead and teach lessons as part of planned release time, e.g. PPA time, ECT release time or other planned absences.
- Lead and teach lessons in the unplanned absence of a teacher to provide consistency in teaching and learning for the pupils.
- Use behaviour management strategies in line with the school's behaviour policy to maintain an orderly environment.
- Log behavioural concerns in line with the Trust policy to ensure patterns of behaviour are recorded and escalate any incidents as appropriate.
- Monitor pupils' responses to learning tasks and modify teaching approaches accordingly to create an engaged and inclusive learning environment.
- Monitor pupils' progress, providing feedback to teachers as well as constructive support to pupils. This includes following the school's marking policy.
- Communicate with pupils effectively and sensitively, according to their needs, to support their learning.
- Organise and safely manage the learning activities, physical teaching space and resources for which they are given responsibility.

You can find out more at:

www.creativeeducationtrust.org.uk

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications	<p>Level 3 qualification related to education (e.g. HLTA, CACHE level 3)</p> <p>Level 2 qualification in English and Maths, equivalent to GCSE grade 4 (grade C) or higher.</p>	First aid training
Experience	Experience supporting teaching and learning in a primary school	<p>Experience working in Early Years</p> <p>Experience of working with individuals and groups on interventions</p> <p>Experience of supporting children with SEN</p> <p>Experience supporting children with English as an Additional Language</p>
Knowledge and skills	<p>Ability to form a rapport with children</p> <p>Ability to communicate tasks and instructions to children</p> <p>Ability to develop knowledge and understanding of strategies used to support children</p> <p>Awareness of need to continue own professional development</p>	
Personal qualities	Ability to demonstrate awareness/understanding of equal opportunities	Understanding of the need to promote positive role models

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.