



**St LUKE'S**  
Church Of England School



# Recruitment Pack

**Cover Supervisor**

St Luke's Church of England, Exeter

Closing Date: Midday, 20th January 2025

**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?





## St Luke's is an ambitious and inclusive Church of England School dedicated to ensuring all students live life to the full.

This is such an exciting time to be joining St Luke's. We were recently named among the top 5 schools in Devon for the progress students make in their GCSEs, and we are proud to have been rated 'Good' by Ofsted in 2024.

If you join St Luke's you will be surrounded by people who have an unapologetic mission to be better every day. We offer all staff exceptional professional development through weekly coaching which has seen us be named as one of only 13 national coaching hubs.

Our staff also benefit from disruption free classrooms, created by a centralised behaviour system, wider Trust leadership development programmes as well as access to exceptional leadership coaching and opportunities such as South West 100. At St Luke's, we are relentless in our mission to support the improvement of educational outcomes in the South West and are proud to be one of the most improved schools in the region following our 2023 outcomes. We are incredibly proud to be part of the values-lead Ted Wragg Trust, which continues to have a transformative impact on the lives of young people and communities. While we maintain a relentless focus on the highest standards and outcomes, our distinctive ethos means that everyone in our community acts with compassion in all they do. If you are someone who believes in the power of education to transform the lives of all young people, regardless of background, then St Luke's is the place for you. We will provide you with the very best training, opportunities and environment that ensures you can be brilliant every day.

Harrison Littler  
Headteacher



# Key Details

**Job Title:** Cover Supervisor

**Location:** St Luke's Church of England School, Devon

**Salary:** Grade D £21 820 - £24 145 38 hrs/ 39 weeks

**Closing Date:** Midday, 20th January 2025

**Interviews:** W/C 27th January 2025

**Required From:** ASAP

## Our Mission

We are an ambitious and inclusive Church of England School, dedicated to ensuring all students live life to the full



## Our Values

As a community:

We work hard  
to achieve  
our best

We are  
inclusive

We give hope

We take  
responsibility

We show  
respect

# How to apply

If you would like an informal conversation about this role please contact [office@stlukescofe.school](mailto:office@stlukescofe.school)

Please use the application form available on the Trust/School website and email it to:  
[office@stlukescofe.school](mailto:office@stlukescofe.school)





# Job Description

## Cover Supervisor

### 1. Key Purpose of Job:

- 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
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### 2. Key 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.
  - 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
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### 3. Supervision/Line Management Responsibilities of the post

- None
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### 4. General

- Maintain a presence in national professional networks and through these and other means ensure a current overview of relevant policies and developments.
  - Comply with and uphold all respects of the Trust's Code of Practice on equality and diversity.
  - Contribute to the safeguarding and promotion of the welfare and safety of children and young people with regard to the relevant documents published by the Department of Education, within an academy in the Ted Wragg Multi Academy Trust.
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## 5. Working Environment & Conditions of the post

- In support of the Trust's vision and ethos of shared teaching and learning to improve educational outcomes for young people, the post-holder may be required to travel and teach within any school in the Ted Wragg Multi Academy Trust.
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## 6. Other Information

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
  - The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
  - The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
  - The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
  - The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at
  - This post is based at St Luke's School but the post holder may be required to move their base to any other location within the Trust upon request
  - The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
  - To undertake additional duties as required, commensurate with the level of the job.
  - To attend Awards Evenings and Celebration Events.
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As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

The Ted Wragg Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and operate in accordance with the Safeguarding and Child Protection Policy. All applicants will be subject to a full Disclosure and Barring Service check before an appointment is confirmed. This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

The Trust is committed to ensuring that our employees are able to achieve their full potential in an environment offering dignity, respect and equality of opportunity.





# Person Specification

## Job requirements

Essential/  
Desirable

### Qualifications and Professional Development

- GCSE (or equivalent) in English and Maths
- NVQ3/ A Level (or equivalent experience) in subjects being covered

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### Relevant Experience

- Experience of working with young people
- Able to act as a role model for students with a genuine passion and belief in the potential of every child
- Commitment to driving up standards and ensuring every child is challenged to achieve their potential
- Good numeracy and literacy skills
- Excellent communication skills
- Able to use own initiative and work independently and as part of the team
- Able to work under pressure and remain calm in difficult situations
- Good ICT skills, particularly Word and Excel
- Able to fulfil all aspects of the role with confidence and fluency in English

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### Behaviours and Skills

- Effective team player
- Vision aligned with St Luke's CofE School's high aspirations/expectations of self and others
- Genuine passion and a belief in the potential of every child
- Motivation to continually improve standards and achieve excellence
- Ability to use own initiative and to work independently and also to work as part of a team
- Ability to work under pressure and remain calm in difficult situations
- Has good communication, planning and organisational skills
- Demonstrates resilience, motivation and commitment to driving up standards and achievement
- Act as a role model to staff and children
- Excellent communicator who enjoys working as part of a team
- Commitment to regular and on-going professional
- An ability to maintain strong relationships with colleagues, parents/carers, other stakeholders and outside agencies
- A vision and drive that is 100% student focused
- A reflective, honest and aware approach to self-evaluating your own role
- A proactive, not reactive, approach to change and improvement

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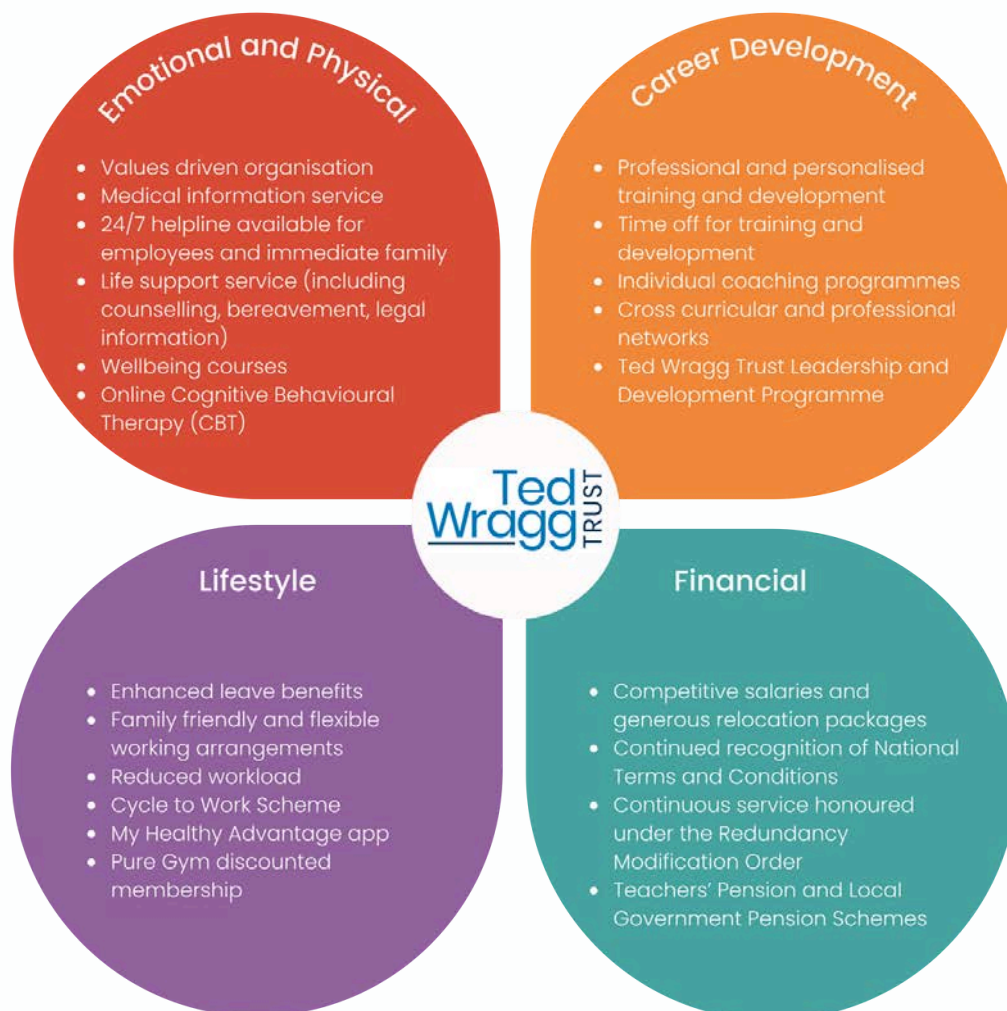


# Welcoming and developing great people

Working with the Ted Wragg Trust is an incredible opportunity for anybody wanting to further their career and professional development. The Trust schools are relentlessly positive, vibrant and ambitious; now is a truly wonderful time for a hardworking, inspirational leader, with a passion for social mobility, to join the team.

Tim Rutherford – Deputy CEO

Our leaders have a real opportunity to make a significant difference to the life chances of our children, especially those from deprived communities. Our leadership teams work collaboratively to share ideas and expertise and we pride ourselves on a shared approach to school improvement.



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 in our Trust to access development and wider networks with some of the best schools, Trusts and leaders across the country.



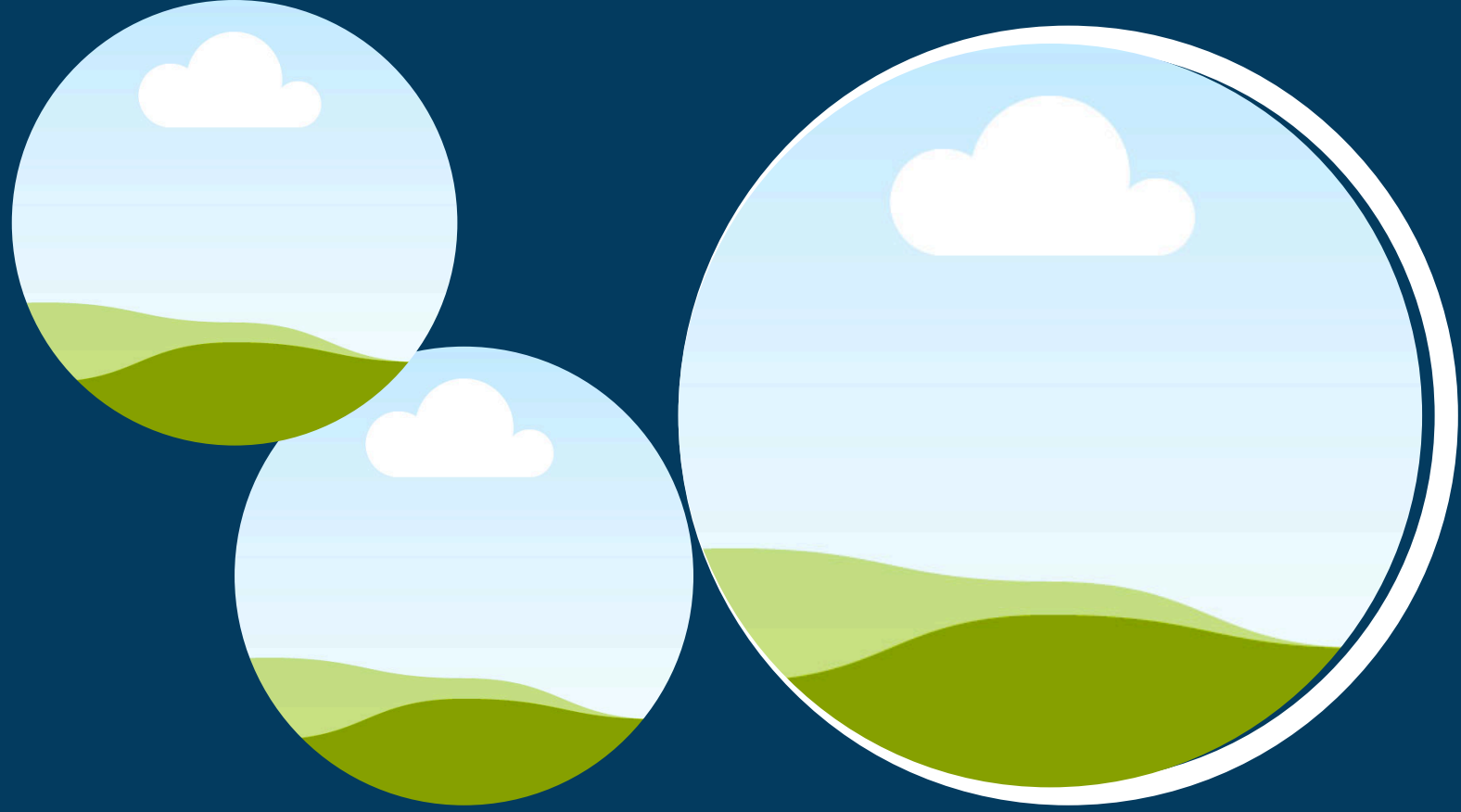
**Dixons Academies Trust** – A well-established multi-academy trust of 15 schools serving the communities of West Yorkshire and the North West whose mission is to lead educational improvement in the region through high performing academies which value diversity and maximise student achievement.



**Cabot Learning Federation** – A multi-academy trust of over twenty academies serving communities in the South West of England. Valuing collaboration and ambition, the Trust works to accelerate school improvement and embed excellence in their academies.



**Reach Academy Feltham** – Reach believe in the power of all through, cradle to career, education, focusing on providing seamless transition from their nursery through to their Sixth Form.



# Recruitment Pack

Thank you for your interest!

**Ted**  
**Wragg** TRUST