



TOR BRIDGE
HIGH



Cover Supervisor

TOR BRIDGE HIGH, Plymouth

Closing Date: 9am on Wednesday 6th November 2024

Ted
Wragg TRUST



Tor Bridge High

This is an extremely exciting time to be joining Tor Bridge as we have recently been welcomed into the Ted Wragg Multi Academy Trust who are an ambitious and inclusive trust of schools. This collaboration will strengthen our community through providing the very best education for our young people, no matter what their background. Students will leave us with the skills and support they need to be the best that they can be, becoming ambitious, independent and positive members of our community.

Tor Bridge High is situated on a large site with excellent modern facilities and resources, having been rebuilt in 2012. We are a truly unique community school with close partnerships between our outstanding on-site primary school, Tor Bridge Primary; special school, Cann Bridge; and community assets such as a Estover Library and The Soundhouse Arts provision as part of our shared campus. Our School is a well-established secondary school, with a thriving sixth form. Tor Bridge High caters for up to 1,250 students and is oversubscribed; it has been oversubscribed consistently for many years and this affirmation from our community is something we are immensely proud of.

Close partnerships ensure numerous opportunities for both staff and children to collaborate, and grow great people. The aim is to secure high achievement and to maximise outcomes, aspirations and wellbeing for all children and young people in the learning community. Just as we are committed to ensuring the best for our students, so too is this true of our commitment to our colleagues. We want you to reach your full potential and enjoy the benefits of working as part of a friendly, collaborative and professional team. We actively encourage continuing professional development and strive for a working environment which innovates and celebrates success.

In our most recent Ofsted inspection (November 2021), in which we were, once again, rated as Good in all aspects; Ofsted noted that “staff and pupils have strong relationships” and that teachers have “high expectations of our students”. What is more, leaders have “a clear vision for the school”. This year we are thrilled to report the best GCSE results to date with over 44% of our students achieving Grades 5 and above.

Our core values of Courage, Love and Ambition are demonstrated throughout our pastoral care and curriculum.

We have clear expectations of staff and students that are to be:

READY to learn: be punctual, wear correct uniform, bring correct equipment, ensure learning is disruption-free.

KIND: work as one team to support all to be successful.

SAFE: be conscious of those around us, ensuring that everyone feels confident within school and their learning.



As a potential candidate, if you are excited and passionate about being a part of the journey to be unashamedly ambitious for all learners and you share our passion for creating a culture which supports the highest of expectations, then we can offer you the chance to make a difference, and we very much look forward to receiving your application and welcoming you to Tor Bridge High.

Ted Wragg Trust



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



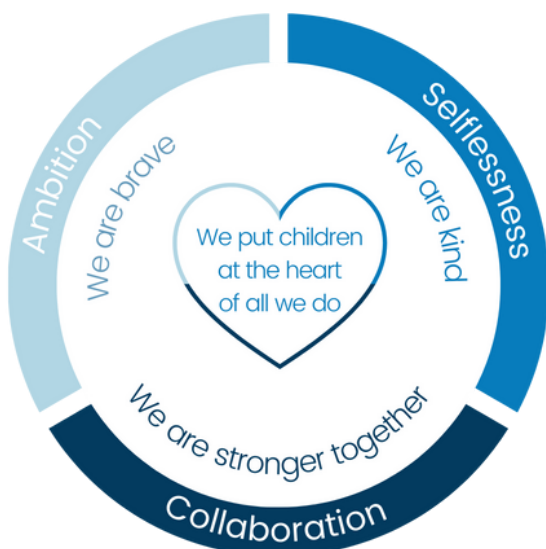
Welcome from the Ted Wragg Trust
CEO, Moira Marder



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



Advertisement

We are seeking to appoint a colleague as soon as possible whose responsibilities will include the supervision of groups of students working in a classroom for absent teachers and tutors. The successful applicant will have the ability to communicate effectively and will enjoy working with young people. Previous experience would be advantageous, though not essential as on-site training will be available.

- Can you build positive relationships with students to support them with their learning?
- Can you support students in the classroom with all aspects of their literacy and numeracy?
- Are you resourceful, energetic and well organised?

If so, then we would love to hear from you.

You will need to possess excellent communication skills, minimum qualifications 5 at grade 9 - 4 (or equivalent), including English, Maths and Science and 2 'A' Levels. Experience working with young people aged 11-16 years is desirable.

All applicants must be able to provide evidence of their Right to Work in the UK prior to commencement of employment. As part of our need to comply with UK immigration rules, you will be required to provide Home Office stipulated documentation prior to interview.

Key Details

Job title: Cover Supervisor

Location: Tor Bridge High, Miller Way, Plymouth

Grade: Grade D Point 8 - 14

Salary: £24,702 - £27,334 pro rata
(actual £17,665 - £19,547) pay award pending

Hours: 30 hours per week x 40 weeks

Closing date: 9am on Wednesday 6th November 2024

Interviews: To be confirmed

Required from: As soon as possible

If you share our mission to have the best outcomes in the country by 2027, we would love to hear from you.



How to apply

If you would like an informal conversation about this role, please contact Human Resources at TBH-HR@torbridge.net or call reception on 01752 207907

Please follow application process on Ted Wragg Trust Website with the QR code below:





Job Description

Job Purpose

To facilitate students' learning and provide class supervision during the absence of teachers and tutors.

Job Duties

- To deliver the curriculum to students, following the centralised lessons provided by the classroom teacher.
- To ensure that you follow our consistent lesson structures to deliver high quality lessons to students.
- To ensure that students follow our expectations of behaviour so that they are 'Ready, Kind and Safe' at all times.
- To proactively support the learning of students in class by explaining, reading, clarifying work and encouraging successful completion of tasks.
- To ensure a calm and secure classroom environment at all times.
- To ensure all general health and safety requirements are met (this is a general role which relates to all staff of the School).
- To ensure safe practice within laboratory workshops and practical lessons.
- To assist in School attendance and punctuality record keeping by taking class registers.
- To ensure the security of classroom equipment and resources including ICT.
- To embrace professional development and coaching with a developmental approach to your practice.
- To undertake administrative or classroom duties when not covering teacher absence.
- To maintain behaviour for learning policies and procedures and encouraging good practice with regard to punctuality, behaviour, standards of work, rewards, and home learning.

School Team Duties:

- To be a Tutor to an assigned group of students to undertake daily learning checks and daily Guided Reading.
- To promote the general progress and well-being of individual students and of the Tutor Group as a whole.
- To liaise with the Head of Year to ensure the implementation of the school's system.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved.
- To communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff.

Other Professional Requirements:

- To promote inclusion and equality of opportunity for all students.
- To share in the corporate responsibility for, and commitment to, the safeguarding and promotion of well-being and discipline of all students.
- To operate at all times within the stated policies and practices of the school.
- To establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the students, school and department.
- To contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Academic Mentoring days and events with partner schools.
- To liaise effectively with parents/carers, multi agencies if appropriate and governors.

Health & Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- As a trained first aider, to respond to first aid incidents as necessary.
- Cooperate with the employer on all issues connected with Health, Safety and Welfare.

Other job requirements:

- To take responsibility for own professional development and duties in relation to school policies and practices.
- To participate in the schools professional learning programme.
- The Cover Supervisor will be part of the school's performance management system and will have a team leader who will set agreed objectives for the year. The team leader will monitor and review performance including classroom cover.
- The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date and that they are professionally fulfilled in their roles.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This document outlines the duties required of the post-holder for the time being to indicate a level of responsibility. It is not a comprehensive or exclusive list and from time to time duties may be varied which do not change the level of responsibility or the general character of the job.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Person Specification

Qualifications	Essential	Desirable
Minimum of 5 GCSEs (or equivalent) to include Grade 9 - 4 in English Language and Maths.	●	
2 x 'A' levels (or equivalent)	●	
First Aid or willingness to be trained		●
Approved minibus driver		●
Experience		
Previous experience of working with an educational establishment	●	
Understanding of the issues related to the motivation of young people.	●	
Previous experience as a Cover Supervisor or student supporting role		●
Knowledge and Skills		
Organisational skills	●	
Excellent inter-personal skills	●	
Ability to communicate with people of all ages	●	
Ability to work within a team and on own initiative	●	
Ability to work within school policies and procedures with an awareness of equal opportunities	●	
Ability to engage students and act as a role model	●	
Flexible, adaptable and effective	●	
A wide range of personal interests	●	
Awareness of Health & Safety issues within a school and/or learning environment		●
Personal		
Able to remain calm and positive under pressure	●	
Commitment to working within the School's Safeguarding Policy and Procedures	●	
Commitment to high standards and expectations	●	

Tor Bridge High and the Ted Wragg Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.

Why work at Tor Bridge High?

Relationships & Culture

Building a positive culture underpins any successful school and we, therefore, work hard as a team to create a culture rooted in mutual respect, in which teachers can teach and students can learn. We believe that students should be Ready, Kind and Safe for learning and our Ten Habits of Excellence are explicitly taught through our pastoral curriculum.

At Tor Bridge High, we pride ourselves on setting the highest of standards for our students and we uphold these through positive relationships that are built on trust, kindness and safety. Staff are supported through a consistent and centralised behaviour system underpinned by a dedicated pastoral team.

Continuing Professional Development

At both Tor Bridge High and the Ted Wragg Trust, we invest in our staff as part of our Trust 'Grow Great People' strategy. We are committed to growing you into the best leader possible and believe that staff development is fundamental to building a highly ambitious and aspirational school. Moreover, we are proud to have a staff body who have high expectations for themselves and who model these to our students in order to create the same culture at all levels.

Staff are the most valuable asset within a school, thus, our second-to-none commitment to coaching encompasses both 'instructional coaching' for teaching and 'leadership coaching' to foster the development of our teams and the continuous improvement of our staff. At Tor Bridge High, there is a culture of feedback with an emphasis on self-reflection and impact. All staff receive personalised instructional coaching every two weeks.

We want to create dynamic and innovative teams where staff are learning collaboratively from one another; we encourage staff to seek these opportunities both internally and externally and to deliberately incorporate evidence-informed practice into their teaching to improve our school performance.

Growth & Development

We believe passionately that every student will succeed through an ambitious, broad and balanced curriculum that meets the needs of all students and through highly skilled adaptive teaching. Our curriculum is driven by academic rigour and powerful knowledge that prepares students for the rigours of future study and work. We are committed to celebrating diversity and inclusivity through our curriculum.

We have a centralised curriculum, collaborating across departments and other schools to both share resources and to avoid duplication and unnecessary work at all levels. We provide our curriculum teams with the autonomy to decide the very best curriculum to enable our learners to thrive and flourish. The centralised curriculum ensures that all students have an equity of experience and ensures that teachers are not burdened by daily planning; instead they can focus on adaptive teaching and meeting the needs of all learners, alongside reducing workload.

Community, Personal Development & Enrichment

Tor Bridge High is the heart of the community and therefore, we take pride in our responsibility to serving our local families through strengthening family and community engagement, and helping the community to access services and additional resources. We understand the social and economic challenges faced by the community and the impact these can have on our students and their families, and we believe that we have an important role to play in tackling inequality by working in close partnership with families and the wider community.

Education is not simply a collection of grades obtained at the end of examinations; education is about holistic growth and cultural development. We aim to accelerate the personal growth of all students by providing them access to a range of experiences that may not otherwise be available to them. This includes trips to theatres, galleries and concerts; residential trips that develop character; sporting opportunities; charity expeditions abroad and so much more. Further growing the breadth of extra-curricular activities is important to fulfilling our vision to ensure that every single child has access to culturally rich experiences.



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.

Click on the areas below to find out about our comprehensive benefits and development opportunities.



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.





Recruitment Pack

Thank you for your interest!

Ted
Wragg TRUST