

#BETTER TOGETHER

uat

building excellence

WELCOME TO UFFCULME ACADEMY TRUST

I hope that this recruitment pack will give you an idea of Uffculme Academy Trust, what we stand for and what it might be like to work with us.

We have a simple and compelling vision for education. We believe that our schools should sit at the heart of our communities; that there are no limits to what our children and young people can achieve; and that they should be great places to work and learn.

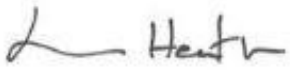
We are incredibly proud of our Trust and the schools within it. Strong partnerships, collaboration and generosity are the bonds which underpin our collective mission to provide great education for all children no matter what their starting point or their background.

I have been associated with Uffculme Academy Trust for more than 10 years, and I have no doubt that it is a very special organisation. Having moved from Headteacher to Executive Head to CEO, I know first-hand how a strong ethos, ambitious culture and compassionate environment drive success. We are lucky enough to employ brilliant people who share our vision, many of whom have started careers with us and stayed to progress these careers. We want people to join us who believe that whatever their role, they can make a difference to the life chances of students. We are totally committed therefore to helping all our staff thrive and fulfil their professional ambitions.

We are looking for an individual who shares the same vision and values - if you believe that you have the skills, drive and vision to help us achieve our aims we would be delighted to receive your application.



We look forward to receiving your application.



LORRAINE HEATH, OBE
CHIEF EXECUTIVE OFFICER

WELCOME TO UFFCULME SCHOOL

Dear Applicant,

Thank you for your interest in this post. This is an exciting opportunity for us to recruit a motivated and enthusiastic Cover Supervisor to join our existing highly successful team at Uffculme School.

Uffculme is a happy and friendly school with high ambitions for every student. We are fully inclusive but are relentless in our determination that every child will fulfil their potential. Our reputation and outcomes speak for themselves and although we are regularly the top performing comprehensive school in the region, we refuse to be complacent. We want to be the best school we possibly can be and are always looking for ways in which we can develop and improve.

If you share these aspirations and believe you can contribute to our continued success, I would be delighted to receive your application.

If you wish to visit the school before applying, or if you have any questions, please contact the school on 01884 840458.

ABlackburn

Alan Blackburn, Headteacher

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Uffculme School

Excellence is a habit

Uffculme School is a popular, high performing Academy located on the beautiful Devon/Somerset border with easy motorway access to the regional centres of Taunton and Exeter.

The February 2014 Ofsted inspection classed the Academy as 'Outstanding'. We are a fully comprehensive school and committed to inclusion. In 2019 (the last year when league tables were issued) our Progress 8 score was +0.7, with disadvantaged pupils achieving +0.47; maintaining our track record as being one of the highest performing non-selective schools in the country. Consequently, we have received many national awards and accolades over recent times in recognition of the quality of the education provided here at Uffculme.

Whilst our examination results speak for themselves, they don't tell the whole story. They are based on a culture of high expectations; exceptional levels of student participation and active involvement in the life of the school; and great relationships between staff and students.

We make no apologies for wanting it all as a school; happy staff, happy students, outstanding results, amazing opportunities, and a culture which rewards and values success in all its forms.



THE OPPORTUNITY

Cover Supervisor

Permanent, term time only

30 hours per week (8.30am-3.30pm, 1 hour unpaid lunch break)

Required from September 2022

NJC points 7-12

Job Purpose

- To provide lesson supervision for absent staff
- Carry out any other subsidiary tasks/roles agreed with the Cover Supervisor Manager

See the Job Description for a full breakdown of the role and responsibilities.

The closing date is Friday 1st July at 9.30am; interview date to be confirmed.

Post	Cover Supervisor
Grade	NJC points 7-12
Hours	Term time only, permanent
Responsible to	Deputy Head/Cover Supervisor Manager

Main Duties

- To provide lesson supervision for absent staff
- Carry out any other subsidiary tasks/roles agreed with the Cover Supervisor Manager

At the start of each day

- Collect the day's cover sheets from the Pupil secretary 8.40am. Work will be found in the teaching rooms or on cover section of the school portal.
- Attend whole staff briefings each morning from 8.40am to 8.50am

Lesson supervision for absent staff

- Arrive promptly to cover lessons
- Ensure orderly entry to the room and check that students are properly dressed and equipped to start the lesson. Supervise and support pupils ensuring their safety and access to learning.
- Check attendance and keep pastoral team informed of concerns
- Give instructions on work left by absent teacher or Head of Department to the class both verbally and visually (normally from standard proforma) and state the learning aims of the lesson
- Arrange the distribution of resources required
- Draw on the expertise of other adults in the classroom where appropriate eg Teaching Assistants, Trainee Teachers
- Keep students on task
- Show interest in work and answer any queries where possible. Use praise to help motivation
- Deal with any behaviour problems in line with school behaviour policy
- Be prepared to improvise if required: seek help from member of staff if necessary
- Follow end of lesson requirements including any homework instructions



- Ensure that the room is tidy and dismiss in orderly fashion at the correct time
- Promote the school ethos

For any lessons where cover is not required

- Carry out the subsidiary tasks/roles agreed with the Deputy Head or Cover Supervisor Manager

Other duties

- Assist with examination invigilation
- Attend periodic training sessions as part of the Cover Supervisor team
- Meet fortnightly with Cover Supervisor Manager for fifteen minutes (one to one)
- Observation will be carried out at least one per month during the trial term and termly thereafter
- Attend the Whole School Training Days and support the annual Parental Consultation Day
- Undertake supervision duty, as part of a team, on one day per week

Safeguarding

- Attend all safeguarding training as directed.
- Follow Trust procedures and report any concerns to the relevant DSL

Data Protection

- Ensure that legislation and Trust policies and procedures relating to confidentiality and data protection are adhered to.

Special Factors

This role may involve some traveling between schools within the Trust (and new ones that may join in the future). The reimbursement of travel costs to schools, other than the location of your normal working location, will be as per the Trust's travel policy.

The post-holder will support the achievement of the Trust's objectives by working proactively with colleagues on projects or activities outside their direct area of responsibility, as required.

The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School based Policies and Procedures including Health and Safety and Data Protection requirements and to be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Trust's safeguarding policies.



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.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

The Trust seeks to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

PERSON SPECIFICATION – Cover Supervisor

Criteria		Essential/ Desirable
Qualifications and Experience	Grade C or equivalent in English and Maths GCSE	E
	Experience of working as a Classroom Assistant or other student supervisory role	D
	Experience of working in an educational setting	D
Skills and Knowledge	Ability to develop successful relationships with students	E
	Excellent interpersonal skills with colleagues of all levels, both face-to-face and over the telephone	E
	Ability to work effectively as part of a team and to use own initiative when required	E
	Good IT skills	E
	Confident in the use Microsoft Office packages	D
	Knowledge of school MIS systems such as SIMS or Bromcom	D
Personal Qualities	Resilient, able to work under pressure	E
	Ability to adapt to change	E
	Flexibility and a positive attitude	E
	Commitment to maintaining confidentiality at all times	E



	Willingness to commit to additional training and development Commitment to safeguarding and equality	E E



About Us

Uffculme Academy Trust is a unique partnership of schools working as a multi academy trust (MAT) across Devon and Somerset.

Our mission is to deliver excellent education from the ages of 2-18 so that children and young people fulfil their potential, lead safe happy lives and make a positive contribution to society.

The Trust is creating and supporting a network of exceptional schools where:
- each school within the Trust sits at the heart of its community,
- aspirations and expectations are high, and achievable, for everyone,
- the culture is joyful and children and staff enjoy coming to work and learn.

We are supportive of learning and development, encouraging our staff to broaden their skills and knowledge through CPD.

If you are looking to work in a fast-paced environment, share our values and can help us to make Uffculme Academy Trust an even greater place to work and learn, then we would love to hear from you.

US

AXE VALLEY ACADEMY is an 11-16 school, with 590 students, based in Axminster, Devon – a beautiful market town based in East Devon. With its quaint villages and unspoilt countryside, and just a few miles inland from the Jurassic Coast World Heritage Site, Axminster is the perfect place to live and work, with the best of Devon and Dorset on its doorstep.

HOLYROOD ACADEMY is an 11-18 Academy in Somerset with approximately 1330 students on roll including around 150 in the sixth form. It is situated in the centre of the market town of Chard and it is the only secondary school in the town. We are therefore fully comprehensive and committed to providing an excellent education in the service of our whole community.

NEROCHE PRIMARY SCHOOL is truly an exceptional place of learning – it is a single form of entry school with one class for each year group. We have over 210 pupils from Reception to Year 6 as well as over 40 children on role in our preschool setting.

UFFCULME PRIMARY SCHOOL is a single form of entry school with one class for each year group, with over 220 pupils from Reception to Year 6. We place great emphasis on knowing children as individuals and identifying their individual needs. We provide a safe and happy environment in which all children can reach their full potential.

UFFCULME SCHOOL was the founding school of the Uffculme Academy Trust and exemplifies our key values. A truly outstanding 11-16 school with approximately 1060 students on roll, based between Taunton and Exeter, near the rolling Blackdown Hills and close to the M5 motorway.

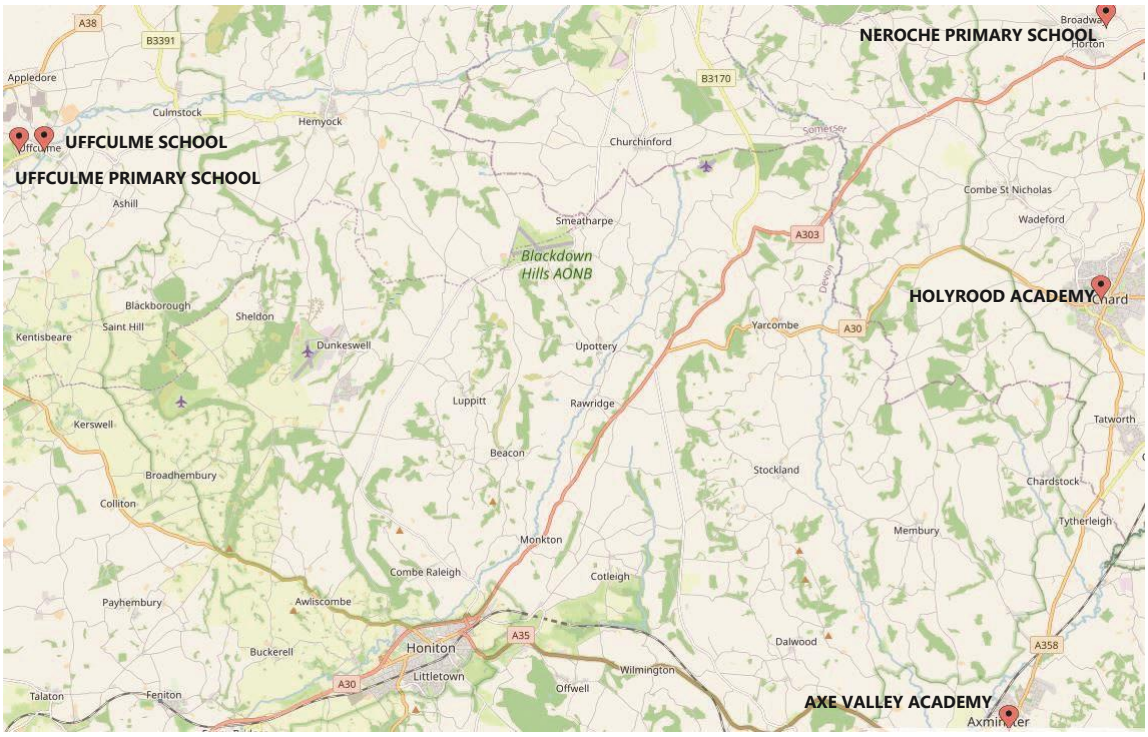
WEST COUNTRY TRAINING ALLIANCE demonstrates the value the Trust places on developing our staff and growing our own talent. WCTSA are a strategic partner of the South West Institute for Teaching and provide high-quality continuous professional development, Initial Teacher Training (ITT) and support for school improvement. WCTSA is based at Uffculme School, which acts as the lead school for our School Direct ITT programme.

US

LOCATIONS

All our schools are situated in the beautiful countryside of Devon and South Somerset, within easy commuting distance of Exeter to the west and Bristol to the North, being close to some of the most beautiful coastlines of Devon and Dorset.

Our schools' varied locations allow our staff to access not only beautiful beaches, but also some of the best areas for walking, biking and other outdoor activities; yet the cities of Exeter, Bristol and Bath are close by.



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TWITTER @TrustUffculme / LINKEDIN @UffculmeAcademyTrust

Chapel Hill. Uffculme, Devon, EX15 3AG | 01884 842900 | admin@uffculmetrust.org | www.uffculmetrust.org

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