



LINCOLN ANGLICAN  
ACADEMY TRUST  
DIOCESE OF LINCOLN



**MAKE A DIFFERENCE**

# Cover Supervisor



## SALARY

Grade 5, Points 12 – 15 £26,409.00 - £29,093.00 FTE  
£19,930.38 - £21,955.95 (Pro rata)

## HOURS

32.5 hours per week, 39 weeks per year (Term time plus inset days)

## START DATE

As soon as possible

## LOCATION

William Lovell Church of England Academy

## APPLICATION DEADLINE

Thursday 6<sup>th</sup> February 2025 (noon)

## INTERVIEWS

Thursday 13<sup>th</sup> February 2025 (Timings TBC)

Please go to [My Trust Careers](#) to apply



## Welcome from the CEO of The Trust – LAAT Be a part of something bigger...

Dear Candidate

What if every child was unique with **intrinsic value**? What if every member of staff was unique with intrinsic value? What if every school was **unique** with intrinsic value? At LAAT we believe that they are.

We're a **Church of England** trust so we call it being made in the image of God. But you don't have to. You just need to be able to look at our children and young people – however deprived or privileged, however difficult or compliant, whatever their background, or ability, or culture, or gender – and know that what you do, how you teach them, what you give to them, how you relate to them can **transform** their lives. And then you must have the energy, and passion, and drive, to give them your best.

We don't ask you to do this alone. We'll provide you with the **support** of a MAT who believes that you too are unique and **valuable** – valuable for who you really are.

So, is now the time to think hard about what you want and to look at what Greater Lincolnshire and Lincoln Anglican Academy Trust can offer you? A chance to grow your career, **professional support** and the opportunity to transform lives.

Within fabulous **Greater Lincolnshire** with its beautiful beaches, woods, Wolds, fields and fens its 2-university city and its access to new and growing technologies. Its **reasonably priced houses** and home to the Red Arrows.


Is now the time to find out more about us and to join our **community of Excellence, Exploration and Encouragement?** To change lives with us, for the better .

Jackie Waters-Dewhurst  
Chief Executive Officer

**The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will require the successful applicant to undertake an enhanced criminal record check via the DBS.**




## What our colleagues and Ofsted say about us...




Ofsted 2023 – ‘The school has improved rapidly. Pupils and parents recognise this’.


‘Pupils feel safe in the school and trust staff to help them when they need it’.



“SLT are caring and understand us as humans that have issues out of school. We are treated fairly and as part of a family’ ‘The Christian values of our school are lived out by stakeholders’ ‘As much is done as possible to support mental health and work / life balance”



‘Just think we are flippin’ awesome! We have passionate and dedicated teams and enable staff and children to flourish. I love my role and I am proud to be a part of this Trust. I wouldn't want to work anywhere else’



‘Good working relationships, easy to talk to senior staff at school and trust level, supportive culture, wealth of knowledge and experience within the trust’ ‘Our links to our community, the children and parents. The support from the trust with curriculum’

‘I like being part of a Christian school. I like how daily worship is valued. I appreciate the staff team in the school I work in. I appreciate the health care package and online health support’

Ofsted 2023 – ‘Staff are proud to at the school’. They work together to create a positive environment for pupils to flourish.

## You are the God who sees me (Genesis 16:13)

### We see you and believe that you deserve the very best

- We firmly believe that, to ensure the best outcomes for our pupils, we must ensure the best support and career development for our colleagues.
- We provide opportunities from initial teaching training to supporting Headteachers who wish to take on Executive Headship, Specialist Advisor roles or supporting wider Trust work.
- We also offer apprenticeships within the Trust that support career pathways for Teaching Assistants, provide opportunities for Wellbeing Champions and enhance digital skills.
- All colleagues benefit from bespoke learning journeys to ensure that we are not only compliant with our statutory responsibilities, but so that our colleagues can be confident in fulfilling all aspects of their role to the highest standard.
- Our focus on Growth and Development rather than 'performance management', ensures that all colleagues are empowered to do their job to the highest standard and cements our commitment to the continuous support and development of our colleagues, enhancing their skills and knowledge.
- All colleagues have access to;
  - Over 70 online courses to support development
  - 24 hour confidential helpline covering legal, financial and health and wellbeing guidance
  - Free of charge counselling sessions
  - Personalised wellbeing coaching
  - Virtual GP - Accessible by smart phone, or computer with same day appointments



# William Lovell Church of England Academy

We are on an aspirational journey under experienced and ambitious leadership.

Our vision is to be the best version of ourselves in an environment designed to be rewarding, stimulating, and challenging so that students can actualise their potential. Our strong community creates a place of opportunity which allows its students to flourish, find expression, build strength of character, and make positive decisions when faced with adversity. This is guided and discovered through a rich pastoral system which makes a real difference to students lives.

Our alumni progress onto prestigious pathways that lead students access university, apprenticeships, and impressive chosen careers, contributing significantly to the world.

We are dedicated to building opportunities for all students to not only achieve the highest academic standards but also ensure that their unique personality, talents, and interests are nurtured and developed to the full. There is a synergy between developing a well-rounded individual and a strong academic record; students maximise their potential when nurtured in a positive and enriching learning environment.

Changes to, and investment in, the physical building and the environment saw us recruit some fantastic new members of teaching and support staff. All this, combined with William Lovell's distinctive Christian ethos and strong sense of community, mean that the future is very exciting for students at the school.

Our broad and balanced curriculum is complemented by an extensive range of enrichment activities such as creative arts, sports, music, student leadership and academic master classes, amongst many others.

As a Church of England school, our underpinning values, which are deep-rooted in the Christian story, are the driving force of our academy. They resonate through everything we do, creating an inclusive culture where all faiths are valued, everybody is shown and receives **Respect**, **Truth** is modelled and encouraged, **Generosity** is given without expectation to receive, **Forgiveness** is practised, and **Justice** is demonstrated.



**The LAAT Trust promotes diversity and wants a workforce which reflects Christian Values. Applications are welcome from all, irrespective of gender, sexuality, race, religion, marital status, age, or disability.**

# Job Description

## Core Purpose

The successful candidate will complement the teachers' delivery of the national curriculum and contribute to the development of other students, school policies and strategies.

To provide support for students, the teacher and the school to raise standards of achievement for all, by utilising advanced knowledge of planning, monitoring, assessing and managing classes.

To work collaboratively with teaching staff and assist on the whole planning cycle and the management and preparation of resources.

To provide support for the student's welfare and support the inclusion of students in all aspects of school life.

To supervise whole classes during short-term absence of teachers.

To supervise small groups of interventions as directed by the Senco

## Key Tasks and Responsibilities

Plan and prepare lesson with teachers, participating in all stages of the planning cycle, including evaluating and adjusting lesson plans.

Develop and prepare resources for learning activities.

Contribute to the planning of opportunities for students to learn in out-of-school contexts in line with school policies and procedures.

Within an agreed system of supervision and within lesson framework, teach whole classes covering PPA.

Provide detailed verbal and written feedback on lesson content, student responses to learning and student behaviour, to teachers and students.

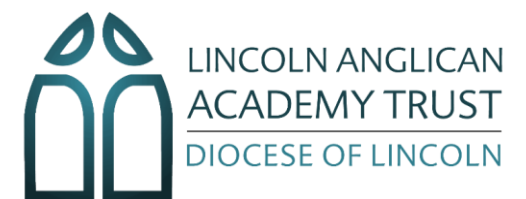
Motivate and progress students' learning by using clearly structured interesting teaching and learning activities.

Be familiar with lesson plans, IEP targets and learning objectives.

Use behaviour management strategies, in line with the schools' policy and procedures, to contribute to a purposeful learning environment and encourage students to interact and work cooperatively with others.

Support the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

Assist teachers in evaluating progress through a range of assessment activities.



Assist in maintain and analysing records of students' progress.

Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.

Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.

Perform, in accordance with any directions, which may reasonably be given to you by your Line Manager or Headteacher from time to time, such particular duties as may reasonably be assigned.

### Other

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

The postholder is required to carry out the duties in accordance with LAAT Equal Opportunities policies.

The postholder is required to carry out the duties in accordance with the LAAT Health and Safety policies and procedures.

All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Academies' Safeguarding Policy. In addition, employees working with children have a responsibility to safeguard and promote the welfare of during the course of their work.



## Person Specification

Selection decisions will be based on the criteria outlined below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. When completing your application paperwork, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to your work or relevant experience.

### Training/Qualifications/Experience

	Essential	Desirable
GCSEs with English and Maths, grade 4 or above	*	
2 A levels or Level 3 Equivalent	*	
Experience of working in a secondary school in a classroom support role	*	
Experience of or training in manual handling techniques		*

### Professional knowledge and understanding

Knowledge of, and ability to use a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs.	*	
Knowledge of inclusion initiatives	*	
Understanding around adapting approach to meet pupil need	*	
Awareness of the importance of record keeping	*	
Experience of working in a similar post.	*	

### Safeguarding Children

Current Safeguarding Training		*
Enhanced DBS Clearance	*	
Awareness of the importance of safeguarding and promoting the welfare of children	*	
A commitment to maintaining up to date knowledge of child protection legislation and guidance	*	

### Personal and Professional Skills and Attributes

Ability to communicate clearly	*	
Working with initiative and ability to work without supervision	*	
Ability to manage classroom activities and the physical learning space safely	*	
Willingness to undertake further training and development to meet the needs of the role		
Willingness to follow the Trusts safeguarding procedures and recognise when to report any concerns		
Understanding of principles of child development and learning processes	*	
Demonstrates a strong work ethic and excellent organisational Skills.	*	

### Approach to work - Candidates should

Have flexibility to changing demands as needed	*	
Prioritise as required to meet the demands of the role	*	
Have attention to detail	*	

### Behaviour Competencies - Candidates should

Be respectful and able to act with tact and diplomacy	*	
Be empathetic and demonstrate an awareness of the differing needs of colleagues and pupils	*	

### Other

Be a positive role model	*	
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# Our commitment to you

We believe that all our Schools are fantastic places to work. Our commitment to you is important, throughout the recruitment process and beyond. Our culture is one of development, equality, and consistency. We aim to demonstrate this through the below:

**Transparency** – we will treat you with respect, honesty, and fairness.

**Protecting your privacy** – we will ensure your information is secure and handled sensitively and in line with our Privacy Policy for prospective staff.

**Showcasing talent** – we'll provide a good opportunity for you to share your skills, experience, and potential.

**Feedback** – we will provide constructive feedback professionally.

**Listening** – we welcome feedback.

We hope to ensure that you have a positive experience throughout the recruitment process by:

Providing you with clear, accurate and timely information.

Giving you the opportunity to ask questions – and providing you with answers.

Following a fair assessment process.

Please see link to our privacy notice for prospective candidates:

[Opportunities - LAAT \(thelaat.co.uk\)](https://thelaat.co.uk)

To apply, register interest or get live updates of all our current vacancies please visit

[My Trust Careers](#) and create an account.

**In line with Keeping Children Safe in Education, please be advised that if shortlisted, we will carry out internet searches to support our commitment to safer recruitment. Please note that the purpose of this is to identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with applicants at interview. Internet searches will be carried out by someone who is not directly involved in the recruitment process and only relevant information will be shared with the interview panel.**

Lincoln Anglican Academy Trust  
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Vacancies

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You've taken the first step in your search for an incredible career. Now take the second.

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### Where to find us

William Lovell Church of England Academy, Main Road, Stickney, Lincolnshire, PE22 8AA

Telephone: 01205 480352

Email: [enquiries@williamlovell.laat.co.uk](mailto:enquiries@williamlovell.laat.co.uk)

**Please contact us if you would like an informal discussion or to arrange a visit the school.**

**We look forward to hearing from you.**

## MAKE A DIFFERENCE

