



Launceston College

Part of the Athena Learning Trust

Applicant Pack

Cover Supervisor



ATHENA
LEARNING TRUST

Job Title: Cover Supervisor	Start date: Immediate Start
School base: Launceston College	Contract type: Part time and Full time available
Closing Date: Ongoing recruitment	Salary: C1 – C5 £10.59 - £11.87 (£20,425 - £22,905 FTE) Actual Salary £13,701.77 - £15,357.88 based on 30 hours
Interviews on: Ongoing recruitment	Contract term: Permanent/Fixed/Casual

Our Trust

Launceston College is part of Athena Learning Trust alongside Altarnun Primary, Bideford College, Egloskerry Primary, Atlantic Academy and Launceston Primary School.

Our Trust is vibrant, energetic and has exceptional people across our Schools. You will be joining an existing high quality school cover supervisors team who give an exceptional level of support to our schools teaching team. We focus on the happiness and healthiness of our employees, with a practical focus on wellbeing, from 'light touch' marking to addressing behaviour centrally to ensure disruption free learning. We have a comprehensive employee assistance programme and a scheme offering rewards and savings at a large range of shops and supermarkets.

Our vision is to develop adventurous and ambitious students, who have the character, resilience and self-awareness required to be successful, whatever their background or circumstances. We seek to teach and support them to be responsible as well as happy and successful young people by learning the knowledge, skills and values that are essential for society.

Our pupils are amazing! We have exceptionally high aspirations for them and seek to support all our students no matter what their background or circumstances. We offer a distinctively broad, and academically rigorous curriculum across our primary and secondary schools, and aspire to the highest standards of teaching and learning. As a Trust we share information and best practices to ensure we focus on an excellent and sustainable 0-19 learning journey for children, with a strong focus on our school and Trust community.

The Trust offers expert guidance and advice to students to help them shape and achieve their future goals without limitation. We want to equip every student with the knowledge, skills and values they need to achieve the very best that they can.

We seek applicants who are aligned to our vision and ethos and have the talent and passion to deliver that vision successfully. We support all our schools with an extensive range of shared services, including: trust-wide leadership and management, tailored and supportive CPD, safeguarding activity, external network opportunities and high quality expertise in teaching and learning, school improvement, financial, administrative, estates and HR.

If you want to spend your time being part of a team supporting the delivery of high quality cover supervision teaching and have real influence and impact on the outcomes of young people whilst taking advantage of the lifestyle that miles of beautiful coastline, beaches and scenery that our settings can provide - we want to hear from you.

Our College

Launceston College is a large and established 11 – 18 secondary school in Launceston, Cornwall. The belief at Launceston College is that the most vital part of any school is the people who make it what it is. Our students enjoy being part of our school community and we have a strong team of staff at the college who are united in encouraging students to work hard, to achieve their best and to respect others. To do this we believe that students need to be fully challenged and supported within a caring environment.

The college addresses pupil disruption to ensure that our lessons are well-disciplined, orderly and respectful; we have rules and we expect students to follow them. Lessons are free of distraction and disruption.

To ensure our teachers are well supported, we have a practical approach with focused learning routines, 'light touch' marking and a range of excellent CPD opportunities and resources from the Trust School Improvement Team. We are proud to provide amazing facilities, including our brand new science facilities and access to outdoor educational facilities at nearby Dartmoor.

We are committed to the pursuit of individual excellence and achievement whilst ensuring that no-one is left behind. We believe in the education of the whole person and try to provide a range of experiences which promote the spiritual, moral, social and cultural development of our students; we are an accredited "Adventure Learning School" and provide a wide range of adventurous learning opportunities both inside the curriculum and beyond.

What's in it for you?

We can offer you an amazing place to work and some great benefits, including:

- A focus on staff happiness, healthiness and a holistic approach to wellbeing.
- Great pay and opportunities to develop your skills across a growing Trust.
- Access to an outstanding local government pension scheme and generous holidays.
- Inclusion in *Perkbox* - our benefits scheme which provides a range of great savings and perks.
- An Employee Assistance Programme to give practical support for your health and wellbeing.
- On site parking and a modern, well equipped school workplace.
- The option to be part of a nationally recognised cycle to work scheme.
- Opportunities to access quality CPD, to ensure professional success and personal satisfaction.
- A team of dedicated staff who are passionate about supporting teaching and learning.
- A Trust culture which is fair, developmental, and supportive of staff and pupils.

Thank you for your interest in the position of cover supervisor within the Athena Learning Trust.

If you have any questions or if you would like a further discussion about the role, in the first instance please contact HR, on:

(01566 701683)  hr@athenalearningtrust.uk



We are seeking to appoint **Cover Supervisors**.

Main Purpose of Job:

To provide effective cover supervision of classes in the short term and, in some instances, medium term, absence of the subject teacher ensuring good order is maintained in the classroom and that pupils keep to task. To work under the guidance of teaching and other staff within an agreed system of supervision.

Main Duties and Responsibilities

- To instruct students about the work left by their subject teacher
- To facilitate cover lessons which seek to a consistency to students' learning in the absence of their regular teacher'.
- To provide students with the necessary resources for their learning in liaison with Heads of Subject and nominated cover staff.
- To register and record student attendance in lessons.
- To answer students' questions regarding the instructions left by the subject teacher.
- To ensure classes enter and exit classrooms and teaching spaces in an orderly fashion.
- To ensure a calm and purposeful atmosphere for working during the lesson.
- To engage all pupils in the pre-set activities.
- To follow College systems and procedures on the management of behaviour.
- To undertake appropriate specified tasks in the lesson under the direction of a teacher.
- To ensure classrooms are left tidy and ready for the next lesson after dismissing the class.
- To build and maintain supportive relationships with pupils, treating all individuals consistently and with respect and consideration. To encourage acceptance and inclusion of all pupils.
- To report to the cover manager at the start and end of each day.
- To liaise with Faculty or subject heads or a representative to answer questions about work set by the subject teacher when appropriate.
- To report back to Faculty or subject heads and teachers on the lesson covered and any issues related to cover work.
- To carry out administrative tasks associated with all the above duties.
- To attend staff briefings and meetings to keep up to date on issues related to pupils and cover.
- To undertake professional development as appropriate, including the training days and evenings.
- To contribute to the overall ethos of the College.
- To be aware of and work in accordance with the College's child protection policies and procedures and to raise any concerns related to such procedures which may be noted during the course of duty.
- To be aware of and adhere to applicable rules, regulations, legislations and procedures including the College's Equal Opportunities Policy, national legislation [including Health and safety, Data Protection].
- To undertake other duties appropriate to the grading of the post as required.

Person Specification:

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant Experience	<p>Working with children and/or young people.</p> <p>Working as part of a team.</p> <p>Ability to effectively manage student behaviour in accordance with the College's policies and procedures.</p>	Working within a school environment.	Application form/interview
Education & Training	Grade C or above in English and Maths GCSE or equivalent		Application form
Special Knowledge & Skills	<p>Effective communication skills including written and verbal.</p> <p>Excellent IT skills including all Microsoft Office software.</p> <p>Problem solving skills and attention to detail.</p> <p>Display an open mind and positive attitude to work and colleagues.</p>		Application form/ interview
Any Additional Factors	<p>Self-motivated, and able to empathise and be positive</p> <p>An interest in pupils, ability to relate well to children and adults.</p> <p>Ability to work flexibly and respond positively to a range of situations</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p> <p>Full UK driving licence and access to own transport.</p>		Interview

To apply:

To apply for this job, please complete the application form: (provided in two formats below):
(Please note that for the Word application, you may have to download the file)

[Word Application](#)

[PDF Application](#)

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are warmly invited.

Safeguarding Statement:

Athena Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to DBS clearance and appropriate pre-employment checks.

