



THE GRANGE
ACADEMY
LIBERTAS PER CULTUM

Cover Supervisor Recruitment Pack



Welcome to The Grange Academy, and Future Academies

Dear Applicant,

Thank you for your interest in the position of Cover Supervisor for The Grange Academy.

The Grange Academy is a flourishing mixed, non-selective secondary school and sixth form based in Bushey, Hertfordshire. Situated within parkland, and close to excellent transport links, The Grange admits students from the ages of 11 to 18.

The Grange Academy is passionate about diversity and inclusivity and we welcome applications from applicants with skills and experiences to fulfil the requirements of the job description and whose values and qualities reflect those in the person specification. We encourage applications from applicants regardless of any protected characteristic.

This is a superb and exciting opportunity for conscientious and ambitious cover supervisor to join the team to ensure that lessons and other staff functions are covered efficiently and effectively when staff are absent; providing cover supervision and the facilitation of learning by supervising students for absent teaching staff, and undertaking non-teaching duties during non-cover lessons.

The Grange Academy is a proud member of Future Academies: A multi-academy trust, founded to improve the life chances and raise the aspirations of young people. We offer a rich and stimulating education comprised of a knowledge-rich curriculum, diverse cultural and extracurricular opportunities, and a strong pastoral support system. All children and young people are welcomed in our inclusive community, and all are challenged to be the best they can be.

This ethos is embodied in our Trust values - **Knowledge, Aspiration, and Respect** - and our motto, **libertas per cultum** ('freedom through education').

Future Academies currently comprises of ten schools across London and Hertfordshire. Further information is available on the Trust website [Future Academies - Academies](#).

If you would like to discuss the role at The Grange Academy in more detail, please do not hesitate to contact Donika Kastrati-Sinani, HR Administrator via email: d.kastrati-sinani@thegrange.futureacademies.org

If you think you have the skills, experience and attributes we are looking for, we encourage you to apply and very much look forward to meeting you.

Yours faithfully



Danny Bryant
Principal
The Grange Academy



JOB DESCRIPTION

JOB TITLE:	Cover Supervisor
RESPONSIBLE TO:	Lead Cover Supervisor
START DATE:	September 2024
HOURS:	37 hours per week, Term time plus 1 week total 38 weeks
SALARY:	Pay scale 4 Point 7-11 (24,294 –£25,979) Plus Fringe £988 Actual salary £20,528 -£21,952 Plus fringe £835

Starting salary to be confirmed upon appointment, subject to experience.

PLACE OF WORK: The Grange Academy, London Road, Bushey, WD23 3AA.

RIGHT TO WORK: This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance

STAFF BENEFITS: Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:

- A supportive ethos and concern for the well-being of all colleagues.
- Excellent CPD opportunities and career progression.
- Employer Contributions to Local Government or Teachers Pension Scheme.
- Cycle to work scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.
- Car Benefit Scheme
- Two week October half term
- Fitness suite available to staff

PROBATION PERIOD: The post holder will be required to complete a 6 month probation period.

PURPOSE OF THE ROLE

The Cover Supervisor will ensure that lessons and other staff functions are covered efficiently and effectively when staff are absent; providing cover supervision and the facilitation of learning by supervising students for absent teaching staff, and undertaking non-teaching duties during non-cover lessons. Main duties of the role will include but are not limited to:

- To organise cover for staff absences efficiently and effectively in time for lessons and registration, using the most cost effective form of cover where possible.
- To liaise with absent staff, HOD, Cover Supervisors and Supply Staff in order to provide effective cover.
- To ensure absent staff have set appropriate cover work for students prior to their absence. Responsible for the selection and induction of supply staff and ensuring safeguarding checks are completed before anyone works in the Academy.
- Use the Academy's MIS system to create a staff rota to cover lessons and registrations ensuring that those rotas are used fairly and according to Academy policy.
- To cover lessons for teaching staff who are absent or otherwise occupied. Establish productive working relationships with students, acting as a role model and setting high expectations.
- Organising temporary staffing when the Academy has been unable to fill a teaching post liaising with the Principal and HR Manager as necessary.
- To communicate and adapt as necessary work for students as set out by the classroom teacher and effectively manage classroom organisation, actively supporting students in the learning environment.
- To encourage good behaviour, ensure a purposeful working atmosphere in the classroom and motivate students to finish tasks. Setting and seeing through the application of sanctions as and when necessary.
- To communicate with teaching staff on a regular basis e.g. general positives/negatives of class taken, quality of work set for cover, any other issues which may have arisen such as incidents of poor behaviour/non-compliance.
- To provide technical and administrative support for the academic and pastoral systems of the academy, including the inputting of performance and assessment data.
- To support teachers in more difficult, challenging classes whenever possible.
- To take registration for form groups.

OTHER RESPONSIBILITIES

- To promote the aims, values and ethos of the trust and uphold the trust Data/GDPR policy.
- To adhere to all Academy policies and procedures.
- To participate in any appropriate meetings with colleagues and parents.
- To participate in performance management arrangements with the Trust.
- To attend training courses as required and lead by example on continuous professional development.
- To observe and promote Equalities across the Trust.
- To be responsive to Academy/ needs, demonstrating speed of response through own actions and proactively proposing ideas and solutions.
- To carry out any other duties appropriate to the post as required

PERSON SPECIFICATION

	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> ● Minimum qualifications include having passed Math and English at Grade 4 or above (or equivalent). 	<ul style="list-style-type: none"> ● Relevant qualifications or certifications related to education or teaching support
EXPERIENCE	<ul style="list-style-type: none"> ● Experience working as a cover supervisor or in a similar educational support role. ● Experience working collaboratively with teaching staff, administrators, and other colleagues. 	<ul style="list-style-type: none"> ● Experienced in improving student behaviours. ● Experience working across different subject areas, showcasing the ability to adapt to various curriculum requirements.
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ● Understanding of the education system ● Essential knowledge of safeguarding procedures and a commitment to ensuring the safety and well-being of students. <p>Ability to deliver lessons effectively</p> <p>Ability to be an effective classroom practitioner, and able to deploy teaching and learning strategies to suit the needs of students with differing abilities.</p>	<ul style="list-style-type: none"> ● Knowledge of classroom management techniques. ● Familiarity with the curriculum and subjects relevant to the role
OTHER REQUIREMENTS	<ul style="list-style-type: none"> ● Essential commitment to engaging in ongoing professional development to stay updated on educational practices and policies. ● Adherence to a professional code of conduct and ethical standards, maintaining confidentiality and professionalism at all times. 	

APPLICATION PROCESS

1. Applying for the role

To apply for the post, please visit our ETeach website to apply on-line [Careers at Future Academies - London, United Kingdom, SW1V 3AT | schoolrecruiter \(eteach.com\)](https://www.eteach.com)

The application form should be accompanied by a personal statement of suitability of no more than two sides of A4. In the application form and personal statement, applicants should demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than **20 May 2024** Applications after this date will not be considered.

2. Interview Process

The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role. One of our interview panel members is trained in Safer Recruitment, ensuring a safe and secure recruitment process for all candidates.

3. Notification & Feedback

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached. Unsuccessful candidates will be given the opportunity to receive professional feedback.

4. Taking up the post

The successful candidate will take up the post as soon as possible.

5. Additional information

For further information please email HRenquiries@futureacademies.org and a member of the HR team will contact you.

6. Safeguarding

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.