

# COVER SUPERVISOR Job Pack



# CRAMLINGTON LEARNING VILLAGE



*Where everyone plays a part in the future of our students*





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**Cramlington Learning Village is a great place to work - you are always busy but people still take time to look after one another.**

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# WELCOME

## A MESSAGE FROM OUR CO-HEADTEACHERS

**Welcome to Cramlington Learning Village** and thank you for your interest in applying for a role at this school. We believe CLV is a fantastic place to work where everyone is responsible for the safety, wellbeing, development and progress of our students.

We are a comprehensive secondary school with 2000 students, which although large in scale, feels like a smaller community school where every student feels known and cared for. We pride ourselves in our core principles - that 'we are a school built on respect, which develops resilient learners, expert readers, knowledge explorers and responsible citizens.'

These next few pages will tell you more about our ethos and school culture, and what it is like to work here, whatever the role in the organisation. We hope that, along with the specific information attached on the role and person specification, you find this document helpful in making an informed decision on whether Cramlington Learning Village is a place where you will enjoy working in and where you can make a positive difference to our students.

We look forward to meeting you and if there is anything we can do to give you more information, we are always happy to help.

**Mr. Jon Bird and Ms. Kim Irving**





# WHY JOIN US?

- We believe this is a school which is built on positive relationships. Although we are a big school we like every single member of staff to feel known and valued
- The CPD offer for teaching staff and TA's is a real strength of the school and includes an annual teaching and learning conference across two training days
- There is a supportive induction process for every new member of staff
- We offer support for staff at every level through a clear line management structure
- We pride ourselves on our staff development, and will work with you to ensure you feel supported and challenged in your role
- The school is committed in promoting positive mental health and wellbeing across the staff - we have a staff wellbeing and mental health charter written 'by staff, for staff'



**“ As a member of support staff I know I have a key part in helping the school be strong and successful - you always feel part of the team. ”**

- The school supports the 'Cycle to Work' scheme
- Competitive salaries are offered in a variety of posts at different levels
- Where we can, we offer generous annual leave
- Free staff parking available
- We have partnered with CLASS insurance who provide Digital Health assessments, Online Mental health training, 24/7 Counselling and Physiotherapy consultations for all staff
- Strong pension schemes (Local Government Pension Scheme for Support Staff and Teachers Pension Scheme for Teachers).





# NEXT STEPS

Included in the following pages you should find information on the advertised role, including the job description and the person specification. The application form will give you an opportunity to share your details and qualifications with us, along with your employment history.

As a school that strives to recruit all our staff as safely as possible, we also include our safer recruitment policy and information on the safeguarding checks that will be undertaken.

If there is anything else which will be helpful to you, or if you need more information, please do not hesitate to contact Mrs. Chris Calder, PA to the co-headteachers via [admin@cramlingtonlv.co.uk](mailto:admin@cramlingtonlv.co.uk)



Highburn, Cramlington, Northumberland, NE23 6BN

Tel: (01670) 712311

Registered in England and Wales Co No: 07730940

Co-headteachers: Mr J Bird/Ms K Irving

11-18 Secondary School of 2000 pupils including 280 in the Sixth Form

**Post Title:** COVER SUPERVISOR

**Salary:** Band 5 (£26,421 - 28,770 ) (actual pro rata £22,796 - £24,823 )

**Contract:** Required for immediate start to work 37 hours per week, term time only, plus 5 days

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We are looking to appoint a hard working and flexible person who can work as part of a team. Main duties will be to supervise classes during short-term teacher absences. The ability to relate to young people is essential.

The successful applicant will have excellent literacy and numeracy skills and be educated to 'A' Level standard or beyond. Experience of working with young people in the 11-18 age range would be advantageous.

You will be provided with every support in your personal and professional development within a school noted for curriculum innovation and friendly staff and students.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. An enhanced CRB disclosure is required for this post.

Cramlington Learning Village was graded Good in all categories in its last Ofsted Inspection.

Cramlington Learning Village is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS disclosure will be required for this post.

Please note: the postholder will be engaging in regulated activity, working mainly or wholly with children. This position is exempt from the Rehabilitation of Offenders Act 1974. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Shortlisted candidates should be aware that online searches may be done as part of pre-employment checks.

Further details and application forms are available via our website at [www.cramlingtonlv.co.uk](http://www.cramlingtonlv.co.uk) or by contacting **Mrs C Calder** ([admin@cramlingtonlv.co.uk](mailto:admin@cramlingtonlv.co.uk)), to whom completed application forms should be sent to arrive no later than midday on **11th December 2023**.

## **JOB DESCRIPTION**

Job Title: Cover Supervisor

Reporting To: Cover manager

Contract Type: Permanent - term time plus 5 days

Clients/ Liaison with: Teachers, Groups of Children, Parents/Carers

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**To work under the guidance of teaching/senior staff and within an agreed system of supervision, to supervise whole classes during the short term absence of the class teacher. The primary focus will be to maintain good order and to keep pupils on task. Staff involved in cover supervision will be expected to respond to pupils' questions and generally support pupils in learning activities in line with school's policies and procedures.**

### **Main Responsibilities:**

#### **General**

1. During the short term absence of the classroom teacher, supervise and support pupils undertaking work and support work to establish an appropriate learning environment.
2. To undertake activities, as directed by the teacher, with whole classes, individuals or small groups of pupils.
3. Manage pupil behaviour and deal promptly with conflicts and incidents in line with school policy
4. Provide the class teacher with accurate and objective feedback on pupil progress and other matters.
5. Undertake the maintenance of pupils' records and accurately record achievement.
6. Establish constructive relationships with parents and carers and participate in feedback sessions as directed.
7. Administer routine tests and invigilate exams.
8. Undertake the routine marking of pupils' work e.g. routine spelling tests, routine maths tests etc.

#### **Support for Pupils**

1. Use specialist skills, training, or experience to support pupils' learning.
2. Establish good relationships with pupils, acting as a role model and responding to the needs of each individual child.
3. To actively promote inclusive practice within the classroom setting to ensure acceptance of all children.
4. To have challenging expectations that encourages children to act independently and build self esteem.



### **Support for the Curriculum**

1. Implement agreed teaching programmes, adjusting activities according to pupil responses and needs.
2. Help pupils to understand instructions
3. Implement local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills
4. Support use of ICT in learning and develop pupils' competence and independence in its use.
5. Determine the need for, prepare and maintain equipment and resources required to meet learning activities and assist pupils in their use.

### **Support for the School**

1. Comply with all school policies relating to:
  - a. Health and Safety
  - b. Equal Opportunities
  - c. Child Protection
  - d. Confidentiality and data protection.
2. Work in such a way as to promote the ethos and vision of the school.
3. Participate in training and development, and activities that contribute to the management of performance.
4. Assist with the management of pupils outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and members of the school's management.
5. Attend and participate in regular meetings
6. To undertake other duties and responsibilities as required commensurate with the grade of the post

### **Staffing**

1. To take part in the school's staff development programme
2. To continue personal development in the relevant areas including subject knowledge and teaching methods

### **Information Management**

1. To maintain appropriate records and to provide relevant accurate and up to date information for the school review process
2. To complete the relevant documentation to assist in the tracking of students
3. To track student progress and use information to inform teaching and learning

### **Other Specific Duties**

1. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
2. To continue personal development as agreed
3. To comply with the school's Health and Safety policy and undertake risk assessments as appropriate
4. To undertake any other duty as specified by STPCB not mentioned in the above

Key to assessment methods: (A) application form, (L) letter, (I) interview, (O) Lesson Observation, (R) references, (P) presentation, (C) recruitment checks

	Essential	Desirable
<b>Knowledge &amp; Qualifications</b>  Assessed By: A,L,I	<ul style="list-style-type: none"> <li>Relevant academic qualifications – Level 3 qualification and/or A level qualifications, including English and Maths Grade C or above at GCSE</li> <li>Teaching assistant qualification at level 3</li> </ul>	<ul style="list-style-type: none"> <li>Degree</li> <li>Post Graduate Certificate of Education</li> </ul>
<b>Experience</b>  Assessed By: A,L,I	<ul style="list-style-type: none"> <li>Experience of working with young people</li> <li>Experience of working within an educational setting</li> </ul>	<ul style="list-style-type: none"> <li>Experience of leading lessons and managing classroom situations</li> </ul>
<b>Skills &amp; Competencies</b>  Assessed By: A,L,I	<ul style="list-style-type: none"> <li>Excellent interpersonal and communication skills</li> <li>Ability to develop positive relationships with students</li> <li>Competence in the use of ICT to support teaching and learning</li> <li>Ability to manage students in a classroom setting</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Google apps for education</li> </ul>
<b>Disposition</b>  Assessed By: A,L,I	<ul style="list-style-type: none"> <li>Confidence and independence including being able to work with a minimum of supervision within a team</li> <li>Ability to work unsupervised and independently understanding Academy roles and responsibilities and your own position within these</li> <li>Good time management skills</li> <li>A willingness to contribute to extra-curricular programme</li> </ul>	







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