

St Peter Site

Court Road
Cranfield
Bedfordshire
MK43 0DR

Tel: 01234 750261 (1)

St Paul Site

Braeburn Way
Cranfield
Bedfordshire
MK43 0EH

Tel: 01234 750261 (2)

Headteacher: Mrs Lisa Munday (NPQH, NPQEL)

www.cranfieldchurchofenglandacademy.co.uk

E-Mail: office@cranfieldacademy.co.uk

Twitter: @ClivetheCrane

Registered in England – Company Number 7897243



Cover Supervisor Information Pack

Our Christian Vision aspires for all members of our family to 'live life in all its fullness', by;

- ◆ being **immersed** in enjoyment, achievement and learning,
- ◆ being **upheld and motivated** in our journeys by a Christian, values-based education,
- ◆ **aspiring** to greatness in all its forms,
- ◆ **Living God's Love** as a part of every day,
- ◆ **flourishing** in the process,

Living God's Love

Enjoying
Achieving
Learning



Dear Prospective Applicant,

APPOINTMENT OF COVER SUPERVISOR AT CRANFIELD CHURCH OF ENGLAND ACADEMY

Thank you for your interest in our post of Cover Supervisor at Cranfield Church of England Academy and Little Cranes Pre-School.

Cranfield Church of England Academy and Little Cranes Pre-School enjoys an excellent reputation and has much strength. The school serves the growing village of Cranfield and is based across two sites – St Peter's Site and St Paul's Site. We are currently a three-form entry lower school, including pre-school. Our children are friendly, polite, co-operative and keen to learn and our parents are supportive and welcome good home school liaison. Our Academy has a strong Christian vision and ethos, an international focus and a rich and diverse make-up where everyone is valued. We have strong links to the local church and village.

We are committed to working towards our overall vision of aspiring for all members of our family to live life in all its fullness. There is an exceptionally strong sense of community at Cranfield Church of England Academy, and we pride ourselves on our positive relationships. Our new cover supervisor will play a critical part in our continued success. We are looking to appoint a cover supervisor who will work closely with our teachers to provide high quality first teaching to our children in the absence of their class teacher. Our cover supervisor will be supported to develop their subject knowledge and pedagogy, and in order to fully develop the role, there will be weekly dedicated preparation time.

Please complete your application via MyNewTerm. CV's will not be accepted as part of the Safer Recruitment process.

Thank you very much for your interest in this post and I look forward to hearing from you.

Yours sincerely



Lisa Munday

Job Description

Post: Cover Supervisor

Salary: Level 3A Point 7

Responsible to: Teachers, Deputy Headteachers & Headteacher

Job Purpose



To cover for whole classes, with planning and resourcing provided, during the absence of teachers on a planned and unplanned basis.

Principal Duties & Accountabilities

- To supervise pupils in the absence of a teacher, creating and maintaining a purposeful and orderly learning environment for pupils.
- To ensure that the work set by the teacher is carried out in accordance with the teacher's plans.
- To check that pupils have appropriate equipment and materials to enable them to complete the tasks set and answering pupils' questions about process and procedures.
- To support expectations of pupil behaviour in the classroom, securing appropriate standards of behaviour for learning and ensuring that the school's behaviour management policy is adhered to.
- To deal with any emergencies or problems which occur, in line with the school's policies and procedures.
- To ensure that completed work is collected at the end of the lesson and returned to the teacher.
- To report to the teacher after the lesson, in accordance with agreed procedures on any issues arising, including the progress and behaviour of pupils.
- To assist in the general efficient operation of the school, including providing cover for other staff where necessary and as directed by the Headteacher or Deputy Headteachers.
- To attend staff meetings where beneficial, participate in performance development arrangements and undertake training and development as required.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.

These duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way the post holder is expected to perform and complete the particular duties as set out above.

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Person specification for role of Cover Supervisor

Education and Experience	D = Desirable E = Essential	A = assessed in application I = assessed during interview process
GCSE or equivalent level, including at least Grade 4 (previously Grade C) in English and Maths	E	A
Evidence of commitment to further professional development either externally or within school	E	A
Experience of planning and leading teaching and learning activities to children from across the primary age range	E	A
Experience of covering whole classes	D	A
Experience in a Church of England School	D	A
Knowledge & Skills	D = Desirable E = Essential	A = assessed in application I = assessed during interview process
Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and children	E	A/I
Understanding of effective teaching methods	E	I
Knowledge of how to successfully lead learning activities for a group or class of children	E	A/I
Good ICT skills, particularly using ICT to support learning	E	I
Knowledge and skills of how to help adapt and deliver support to meet individual needs of children	E	A/I
Active listening skills	E	I
Ability to build effective working relationships with children and staff	E	A/I
The ability to remain calm in stressful situations	E	I
Exceptional organisational skills	E	I
Ability to communicate strongly (orally and in writing) with children and parents/carers	E	A/I
Professional philosophy, personal qualities and attributes	D = Desirable E = Essential	A = assessed in application I = assessed during interview process
Commitment to the distinctively Christian character of the school, rooted in the school's original foundation, as expressed through the Christian vision	E	A
A commitment to safeguarding and promoting the welfare of children and young people	E	A/I
Commitment to equality and diversity	E	A/I
Commitment to children's wellbeing and learning being at the centre of all key decision-making	E	I
Commitment to getting the best outcomes for children – high expectations	E	A/I
Enjoyment of working with children	E	A/I
Commitment to maintaining confidentiality at all times	E	I
Ability to be reflective and self-critical	E	I
Ability to use own initiative and make sound judgements when appropriate	E	I
Demonstrate a positive attitude to change	E	I
Positive, energetic, approachable, enthusiastic, resilient and a sense of humour	E	I

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