



Candidate Recruitment Pack

Cover Supervisor Kings Oak Academy

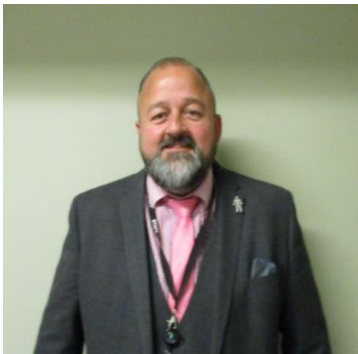
Applications considered upon receipt

www.unityeducationtrust.uk

head@kgo.unity-ed.uk

A welcome from the CEO

Dear Applicant,



Thank you for your interest in our vacancy at Unity Education Trust (UET).

As Chief Executive of the UET, I am delighted to offer you a warm welcome to our Trust. These are exciting times for all those associated to Unity Education Trust a Multi-Academy built on developing like-minded schools to be outstanding education providers through collaborative working that develops a 'unity of purpose' in all that we do.

UET has expanded its family of schools and education professionals. We welcome outstanding teachers, subject specialists, tutors, support staff and experienced leaders with a record of transformation in education.

All of our staff share the ethos of raising aspirations, unlocking potential and securing the best possible future for the 2700 young people attending our schools.

Our schools' range in size from 20 to 1200 students and effective collaboration across our schools is an important part of who we are, whilst maintaining individual schools' identity within their community.

I am proud that we are working in 'Unity' to meet the challenges in education head on and spearheading new developments for the benefit of all the children in our care.

We look forward to receiving your application.

Best wishes

Glyn Hambling

CEO

Our Story



UET was established in March 2017. As of 2024, its family of schools have expanded providing education for 3 - 19 year olds across mainstream and alternative provision settings and now comprises the following:

Mainstream

- Northgate High School and Dereham Sixth Form College
- Grove House Nursery and Infant School
- Kings Park Infant School
- Beeston Primary School
- Garvestone Primary School
- Great Dunham School
- Greyfriars Academy
- Highgate Infant School
- Kings Oak Academy
- Magdalen Academy
- St Germans Academy
- Wimbotsham & Stow Academy

Specialist

Pathfinder School –
Brooklands, Danby Wood, Douglas Bader,
Hooper Lane, Brooklands, Rosebery

Compass –
Belton, Lingwood, West

- UET Earthsea
- Churchill Park Academy
- The Pinetree School

The Trust sets high expectations in every aspect of our work, providing pupils with the best opportunities through outstanding teaching, the development of 21st century facilities, inspirational leadership and a growth mindset approach.

We will ensure that each of our academies maintains its unique identity at the heart of their community and engaging with all partners and stakeholders and other high performing educational organisations.

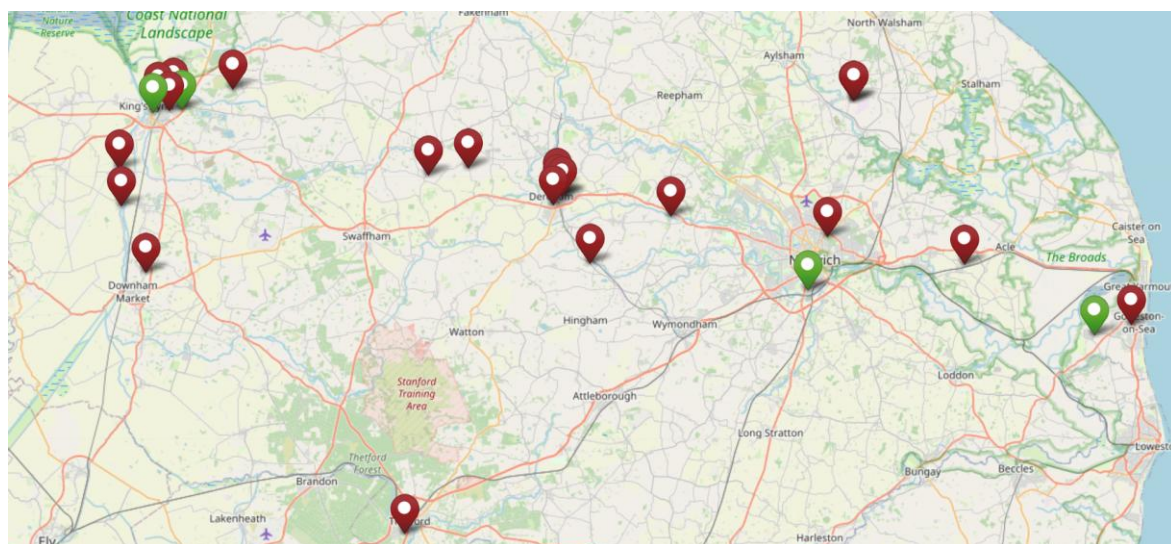
We have an unrelenting belief and focus that all students can achieve high standards, whatever their background and life experiences when given a positive climate of support, challenge and the development of Growth Mindset through outstanding teaching.

Furthermore we are committed to 'raising aspirations to fulfil potential' ensuring our learners are encouraged to build confidence, expand their leadership qualities and embrace British Values that enable all to thrive in an ever-changing society.



Our School – Kings Oak Academy

At King's Oak Academy we work hard to provide a stimulating, supportive and challenging learning environment in which children feel confident and want to learn and do their best. Through our engaging and creative curriculum, we ensure that children develop a passion for learning that will help to develop high aspirations which can be carried forward to the next stage of their educational journey. We believe every child wants to succeed and has the potential to achieve great things. We aim to meet the needs of everyone; by ensuring we provide them with the opportunities, support and encouragement needed to develop their social, emotional, creative, academic and physical abilities to the full. We use our value 'SHINE' in everything we do. We believe it is essential that your child feels happy, secure and makes good progress in their learning. We value the contribution parents and carers make in helping children achieve this. We work in partnership with parents and carers to ensure every child does the best they can. All the adults at King's Oak Academy, whether they are staff members, parents, carers, governors, support workers or specialist providers, are role models to our children. By respecting each other and by valuing each child as an active and important member of our school and local community we will encourage children to develop a sense of responsibility for themselves and a respect for others. We want your child to flourish and feel happy and secure during their time with us in order that they realise King's Oak Academy is a place where aspirations and ambitions come true. We want every child to be their own success story and look forward to working in partnership with you, to give your child the best start possible to their education and lifelong learning.



Underpinning principles



Supporting Our Staff

Unity Education Trust is committed to supporting all staff in their personal, professional and career aspirations by providing a range of development opportunities. We foster a culture which encourages you to develop your talent and strengths throughout your journey with us.

We are committed to providing the highest quality support to ensure our schools excel and give our students the education they deserve. Our Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and the Education Directorate.

Each Unity Education Trust school benefits from a comprehensive programme of support and challenge, including a strong emphasis on CPD and a regular programme of training events to improve performance across all sectors within our schools.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Central Service team, who are available to advise on financial planning, audit, HR, legal and property matters.



Job Description

Cover Supervisor

JOB DESCRIPTION

Job Title	Cover Supervisor
Location	Kings Oak Academy
Grade	E
Responsible to	Executive Headteacher, Senior Teacher or Higher Level Teaching Assistant but works to and with a qualified teacher on a day to day basis.
Responsible for	Provide cover for lessons
Effective Date	1st June 2026

Role and Context

Job Purpose	<ul style="list-style-type: none"> • Under the instruction/guidance of teaching/senior staff, work with individuals/groups to support and implement agreed programmes of work, which includes pupils with SEND and those requiring more specialist support. • To support and enable access to learning for pupils and support the teacher in the management of pupils and the classroom, which includes behaviour issues. To support with behaviour issues and the promotion of appropriate behaviours in all aspects of school life. • Support pupils needing specific care that requires detailed and specialist knowledge in particular areas and may involve assisting the teacher in the planning cycle and the management/preparation of resources. • Supervise the whole class in the short-term absence of the teacher by maintaining order and keeping pupils on task. This includes class cover on a planned, ad-hoc or unplanned basis.
Other Job Information	<ul style="list-style-type: none"> • Liaise with teachers, other support staff and professionals, parents/carers as directed. • Work may be carried out in the classroom or other teaching areas.

Principal Accountabilities

Support for pupils

- Attend to the personal and social needs of individual pupils, including any special requirements, such as administering of first aid/ medicine, programmes of care including intimate care.
- Support pupils and assist teachers with the development and implementation of support plans including EHCPs, including for pupils with specific needs, disabilities and conditions.
- Set high expectations for pupils to interact and co-operate, with the inclusion and acceptance of all pupils.

- Supervise and provide support for all pupils, including those with special needs and disabilities, ensuring their safety, access to learning activities, use of equipment and IT resources.
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- Employ agreed strategies to recognise and reward progress and achievement, independence, and self-reliance, providing feedback to pupils.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Promote positive values, attitudes, and good behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour.

Support for the teacher

- Determine the need for, prepare, maintain, and use equipment/resources required to meet the lesson plans/ learning activity of individuals particularly those with SEND/ an EHCP.
- Work with the teacher to create, plan, maintain, implement, and evaluate learning in a supportive learning environment in line with lesson plans and outcomes.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement and progress, against pre-determined learning objectives, and feedback and reports to the teacher.
- Undertake marking of pupils' work in line with school policy, complete record keeping and accurately record achievement/progress as requested.
- Work with identified groups or individuals to deliver established programmes and some specialist support.
- Administer routine tests and invigilate exams under the instruction of the teacher.
- Liaise sensitively and effectively with parents'/carers/ agencies/ professionals as agreed with the teacher within your role/responsibility.

Support for the school

- All pupil and teacher support should comply with all school policies and procedures, statutory guidance, appropriate specialist advice and consider the individual child's needs, particularly in relation to child protection, health and safety and security, confidentiality and data protection. All concerns should be reported to an appropriate person.
- All pupil and teacher support should comply with all school policies and procedures, statutory guidance, appropriate specialist advice and consider the individual child's needs, particularly in relation to child protection, health and safety and security, confidentiality and data protection. All concerns should be reported to an appropriate person.
- Assist with the supervision of pupils out of lesson times/out of school hours, including before and after school and supervise pupils on visits, trips and out of school activities as required.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/ records as requested.
- Participate in feedback sessions/meetings with parents/professionals as directed.

Undertakes other similar duties and activities that fall within the grade and role of the post as decided by the Executive Headteacher/Senior Teacher.

Person Specification

This should describe the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ Knowledge and understanding of child development and children's and families' needs. 	<ul style="list-style-type: none"> ▪ NVQ3 or equivalent in teaching assistance or experience.

	<ul style="list-style-type: none"> ▪ Qualifications/Training Equivalent to a minimum of NVQ Level 2 ▪ Excellent numeracy/literacy skills to GCSE Grade C/4 or equivalent minimum in Maths and English. 	<ul style="list-style-type: none"> ▪ First aid training/training in dealing with specific conditions or specific medical procedures.
Experience	<ul style="list-style-type: none"> ▪ Experience of working in an education setting ▪ Ability to effectively use IT to support learning 	<ul style="list-style-type: none"> ▪ Experience of supporting pupils with SEN ▪ Ability to plan effective actions for pupils at risk of underachieving ▪ Able to demonstrate reflective practise ▪ Able to use a range of ICT equipment to support learning including e learning programmes for pupils ▪ Experience of working with a range of support services/providers as part of multi-disciplinary and agency planning and interventions
Skills/Knowledge	<ul style="list-style-type: none"> ▪ Can use basic IT and other technology effectively to support learning. ▪ Knowledge of relevant policies/codes of practice and awareness of legislation. ▪ Good understanding of the national curriculum and other basic learning programmes. ▪ Good understanding of child development and learning. ▪ Relates well to children and adults. ▪ Can self-evaluate learning needs and actively seek learning opportunities. ▪ Can self-evaluate learning needs and actively seek learning opportunities. 	
Physical attributes and other circumstances	<ul style="list-style-type: none"> ▪ Ability to physically fulfil the responsibilities of the post. ▪ Willingness and ability to attend appropriate meetings and training. ▪ Reasonable personal presentation. ▪ Excellent punctuality 	

General Information

- The job descriptions detail the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job
- Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times.
- All work performed/duties undertaken must be carried out in accordance with relevant Academy policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.



Joining Us

LOCATION

The post will be located at Kings Oak Academy. The Unity Education Trust reserves the right to transfer staff to alternative posts appropriate to the grade and/or alternative work places as is considered reasonable.

PROBATIONARY PERIOD

New employees of The Unity Education Trust will be required to serve a probationary period of six months.

REMUNERATION

The current salary for the post is within the range:

Salary: £18,707 - £19,626 Annual Actual (£26,824 - £28,142 FTE)

This post is Scale E. Point 8 – Point 11. Subject to satisfactory service, salaries will rise within the scale by annual increments up to the maximum of the scale. Salary is paid in 12 equal instalments on or just before the 19th of each month. Payment is by credit transfer

HOURS OF WORK

The normal working week is one of 30 hours, Term Time + 1 week. This is a permanent position.

DRESS CODE

The post-holder will be expected to wear appropriate business attire and will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify UET colleagues.

BENEFITS

- Comprehensive induction
- Commitment to your ongoing training and career progression
- Pension scheme
- Eye care vouchers (if criteria are met)
- Paid for enhanced DBS
- Wellbeing support
- FastTrack treatment service including physiotherapy

Terms and Conditions

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

EQUAL OPPORTUNITIES

UET has a policy that seeks to ensure that all employees are selected, trained and promoted on the basis of ability, the requirements of the post and other similar and objective criteria. The gender, marital status, ethnic origin, age, religion or sexual orientation of an applicant or employee does not affect the employment opportunities made available except as permitted by legislation. UET also requires full and fair consideration to be given to people with disabilities in the recruitment process. Applicants declaring a disability who meet the minimum (essential) criteria for the vacancy will be invited for interview.

DISCLOSURE AND BARRING SERVICE CHECK

This post is subject to a Disclosure and Barring Service Check. Disclosure and Barring Service and Disclosure of Convictions Policy for employment of persons with criminal convictions – refer to our website www.unityeducationtrust.uk

Immigration, Asylum and Nationality Act Information – refer to our website www.unityeducationtrust.uk

How to apply

Click on the **Apply Now** button. You can save your application and return to it later. Please ensure you have completed your application before the end date.

No CVs accepted – please complete an application form if you wish to be considered for this role.

Candidates are advised that they may be subject to an online check from information in the public domain.

We aim to be an equal opportunities employer and welcome applications irrespective of race, gender, religion, disability, sexual orientation and/or age. We value the individuality and creativity that every worker potentially brings to the workforce.

This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

Unity Education Trust is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with Disclosure & Barring Service and at least 2 references which cover the last 3 years; for all our services we will request references from where you have worked with either children or vulnerable adults. Please be advised that references may be requested prior to interview for roles within our schools.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for this role.

We reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a sufficient level of response. Therefore, we recommend you submit your application as early as possible.

We also reserve to right to interview shortlisted candidates ahead of the closing date.

Interview process

Application will be considered upon receipt.

Interview process

- Candidates will be shortlisted
- References will be requested

The interview process will include:

- Tour and Task
- Interview
- Classroom Familiarisation

If you would like an informal discussion. Please contact Cheryl Kirby, Executive Headteacher by emailing office@kgo.unity-ed.uk



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NR20 4AG