



BRADON FOREST SCHOOL

Challenge, aspiration, respect, resilience and excellence



COVER SUPERVISOR

THE ATHELSTAN TRUST



BRADON FOREST SCHOOL
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A charitable company limited by guarantee, registered in England & Wales, as Athelstan Trust Company No: 7699625



Welcome to the Athelstan Trust.

Our Multi-Academy Trust is an organisation in which children, staff and parents can feel part of a caring, collaborative and excellent community.

We comprise of six secondary schools and four primary schools across Wiltshire, Gloucestershire and South Gloucestershire.

Established in 2015, the Athelstan Trust aims to achieve the best for, and from, each child. We enable each child to realise their full academic, creative and physical potential and to develop positive social and moral values.

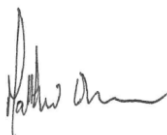
Believing that successful schools are rooted in their local community, we respect and value the individual nature and ethos of our schools while knowing we are more effective when we work together and support each other. Celebrating spiritual and creative diversity, success, and lifelong learning is important to us. We are inclusive and collaborative and promote a culture of openness and integrity.

We are absolutely committed to raising educational standards for all the children in our schools. We believe in developing the talents and skills of all our staff and students.

We seek applicants who share our vision and values.

We look forward to receiving your application.

Best wishes,



Matthew Evans
Chief Executive Officer
The Athelstan Trust





Bradon Forest School is a well-respected and popular 11 - 16 comprehensive and our catchment area takes from rural and urban communities. The school is well situated just north of the M4 (J16), within easy travelling distance of Bristol, Bath, and Swindon and on the edge of the Cotswolds.

As a member of our Athelstan Trust, you will benefit from:

- Being part of a trust that is absolutely committed to raising educational standards for all the children in our schools.
- Our commitment to developing the talents and skills of all our staff throughout their career
- Being part of a caring, collaborative and excellent community.

We are looking for someone who:

- is committed to enhancing student learning and experience and an inspiring passion for education and making a difference to children's lives
- has a strong subject knowledge, proactive nature and commitment to demonstrating our school's values
- keen to develop within a culture that embraces professional learning and creates opportunities for talented individuals to make rapid progress in their careers.

We are a flexible working employer, and we are willing to make any reasonable adjustments you require during your interview so please ask us.

The Athelstan Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check along with standard pre-employment safeguarding checks. As the role includes working with children, it is exempt from the Rehabilitation of Offenders Act 1974. Applicants must, therefore, disclose all spent and unspent convictions. References will be sought for shortlisted candidates before interview. Please also be aware that you will be subject to an online check (see information below) and that you may be questioned about the findings of such a check at your interview.

Early applications are encouraged and we reserve the right to close the vacancy if a suitable candidate is found.





Our Philosophy as an Employer

The Athelstan Trust is absolutely committed to raising educational standards for all the children in our schools. In order to do this, we need to recruit the best staff who are committed to our vision and values.

We aim to be the employer of choice in our area and genuinely believe that all roles in our organisation can be carried out within a flexible working model. Working in schools should be seen as part of a rich fulfilling life and not a barrier to it. We will always consider a flexible working option for every post.

We understand that we need to support staff to achieve our goals and have in place a professional development programme that offers internal and external opportunities to develop the talents and skills of all our staff.

We seek applicants for our roles who share our vision and values.

Why work for us?

- Internal career opportunities
- Good opportunities for personal and career development
- Employee assistance programme
- Flexible working opportunities and a genuine commitment to family and work/life balance
- The opportunity of working within a supportive, friendly environment in this well-run and respected school
- Nationally negotiated cost of living pay
- Automatic enrolment to the teacher or local government pension schemes
- Generous holiday allowance for support staff
- Recognition of local government continuous service
- Cycle to work scheme





Dear Candidate,

Thank you for your interest in the role of Cover Supervisor at Bradon Forest School. This is an exciting opportunity to work within an experienced, cohesive team in a school that places a strong emphasis on personal development, wellbeing and collaboration.

Part of The Athelstan Trust, Bradon Forest School is a well-established and highly regarded comprehensive secondary school. Situated in the rural village of Purton, we draw from a wide catchment across Wiltshire and Swindon and we are extremely proud of our inclusive, welcoming and respectful community. The strength of our Trust provides a secure and supportive network, enabling both staff and students to thrive through shared expertise, collaboration and a collective commitment to excellence.

Bradon Forest is a fully inclusive community that is committed to delivering an excellent education for all. We believe that both students and staff should feel valued, supported and challenged to fulfil their potential through the development of their individual talents and skills. Our most recent Ofsted report (2023) recognised many of the school's strengths and colleagues consistently tell us that in the current educational climate Bradon Forest, with its strong focus on wellbeing, is a rewarding and positive place to work.

As Acting Headteacher, I am proud to lead a school that benefits from the strategic oversight of an experienced Executive Headteacher and the wider leadership capacity of The Athelstan Trust. The Trust's core values of *care, collaboration and excellence* underpin everything we do and are central to our vision for continual improvement and opportunity for all.

We are therefore seeking a dedicated Cover Supervisor who thrives as part of a supportive team and is committed to contributing to the safe and effective running of our school environment. In return, we offer an excellent working environment, opportunities to collaborate with colleagues in similar roles across the Trust and a strong commitment to your ongoing professional and personal development. You will find us to be supportive, responsive and caring and we are always open to discussing flexible working opportunities with prospective candidates before or during the interview process.

Please take time to read the relevant sections of our website and the job description, and do not hesitate to contact me if you would like to discuss the role further or arrange a visit to the school.

I look forward to hearing from you.

Russell Clarke
Acting Headteacher





BRADON FOREST SCHOOL JOB DESCRIPTION

Job Title:	Cover Supervisor
Location:	Based at Bradon Forest School, Purton
Responsible to:	Cover Manager
Grade:	NJC Scale 9-12
Salary:	FTE £27,254 to £28,598 - Actual salary (£20,499.97 - £21,510.11)
Contract Type:	Permanent
Hours:	Flexible or part-time hours will be considered.

Purpose of Job

The purpose of a Cover supervisor is to provide a high level of supervision to classes carrying out pre-prepared exercises when teaching staff are on short-term absence. You will support students to help with their learning whilst maintaining high standards of behaviour.

Main Tasks

- You will Supervise classes for absent staff, delivering their lesson plans.
- Provide guidance and support to enable students to find answers to questions and tasks set, using knowledge of each student's differing levels of development and ability to ensure progression and continuity.
- Supervise individual or small groups of students undertaking teacher-led learning activities by co-ordinating and explaining basic instructions for the activity, adjusting activities within the scope of the lesson plan and learning outcomes in response to student' learning.
- Assist student achievement by monitoring learning against learning outcomes, informing the teacher or SENDCo of progress/problems so that adjustments can be made accordingly.
- Support the development of literacy and numeracy skills of students from a wide variety of backgrounds.
- Supervising students, ensuring they are engaged in the classwork.
- Encouraging students to interact.
- Helping students to become more independent in their learning.
- Establishing trust with students, interacting with them according to individual needs.
- Assisting students with tasks as needed.





- Creating a safe, positive, supportive classroom environment.
- Promoting good behaviour, dealing promptly with conflict and incidents in line with established policies, encouraging students to take responsibility for their behaviour.
- Collecting completed work and returning it to the teacher.
- Assisting with the supervision of students before and after school and at break times.
- Providing feedback to teachers on student's achievement, progress, and if any problems.
- Good IT skills.
- Proactive in seeking support or guidance when required.
- Upholding policies and procedures related to child protection, health and confidentiality, reporting all concerns to the appropriate person.

Qualifications, Knowledge & Skills

- Excellent communication skills
- Very good literacy skills
- Effective use of ICT and other specialist equipment/resources
- Ability to relate well to children of all ages, their families and professionals
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- Full driving licence is desirable

Team Working and Personal Development

- To support the school's mission, vision, values and objectives
- To ensure that reasonable care is always taken for the health, safety and welfare of yourself and other persons in line with the Trust Health and Safety policy
- To take responsibility for your own professional development and participate in relevant internal and external activities
- To work co-operatively with colleagues to achieve the aims and objectives of the post and the School.
- To participate positively in the implementation of new working methods and practices as required
- To undertake other duties within your competence or otherwise appropriate to the grading of the position as required

Safeguarding

- To promote and safeguard the welfare of all children and young people that you are responsible for or encounter
- Staff must work in accordance with the Southwest Child Protection procedures and Safeguarding Policy and understand their role within that Policy





Health and Safety

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the postholder or others; to report to the line manager any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

Trust

There is an expectation of collaboration and resource sharing with other colleagues across the Trust.

Special Conditions

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Bradon Forest School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.





Person Specification: Cover Supervisor

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A good level of education, including GCSE Maths and English A*-C or 4 – 9 • Demonstrate a willingness to attend appropriate training and development 	<ul style="list-style-type: none"> • Relevant qualifications in line with the job • A Levels or equivalent level 3 qualification
Experience	<ul style="list-style-type: none"> • Experience of working with a range of ICT packages including Office 365 • Experience of working with young people 	<ul style="list-style-type: none"> • Experience of working in a school environment. • Basic understanding of the national key stage curriculum • One year working closely with young people
Skills and Abilities	<ul style="list-style-type: none"> • Ability to organise and prioritise a demanding workload • Resilience and the ability to cope with pressure • To be proactive and able to look ahead and forecast • Ability to use own initiative • Proven communication skills, both written and verbally, the ability to communicate effectively with all people • Highly proficient in use of IT systems with excellent knowledge of Microsoft packages 	<ul style="list-style-type: none"> • An understanding of inclusion and supporting children with differing needs • Working knowledge of SIMS





<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Excellent communication and personal organisational skills • The ability to build productive professional relationships and motivate a team • Capacity to work hard under pressure and to possess a sense of humour • An enthusiastic, proactive and positive attitude towards young people and the education environment • Excellent timekeeping and attendance record • Articulate and a strong attention to detail 	<ul style="list-style-type: none"> • Commitment to the wider life of the school. • Ambition to progress further in the profession.
<p>Safeguarding</p>	<ul style="list-style-type: none"> • Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	





OUR VALUES

WE CHALLENGE OURSELVES TO BE GREAT LEARNERS



WE HAVE ASPIRATIONS FOR OUR FUTURES



WE RESPECT OURSELVES AND OTHERS AND SHOW RESILIENCE WHEN WE FALTER



WE STRIVE FOR EXCELLENCE IN ALL THAT WE DO BOTH INSIDE AND OUTSIDE THE CLASSROOM

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