



EGGBUCKLAND
COMMUNITY COLLEGE
Everyone can



Recruitment

Cover Supervisor

*Everyone can...
be exceptional.*

Dear Candidate

I am delighted that you are interested in applying for the role of Cover Supervisor at Eggbuckland Community College.

Eggbuckland is a wonderfully caring and positive College who put students at the centre of everything we do. We have extremely high expectations of our students and pride ourselves in our 'Everyone Can' ethos. We firmly believe that every student deserves a great education, regardless of their starting point and are committed to enabling all students to flourish academically and develop into exceptional young people.

At Eggbuckland, we have extremely strong systems and routines, coupled with excellent pastoral care; this enables our students to thrive. In lessons, students are encouraged to develop a love of learning, to think for themselves and to work hard so they maximise their full potential. As part of Westcountry Schools Trust, we work collaboratively within our family of schools to ensure that all students and staff have to best possible experiences and opportunities. I look forward to reading your application.

Yours faithfully

Heather Lilley



Heather Lilley
Principal



Our Mission, Vision and Values

Our Mission

At Eggbuckland, we will foster:

A climate where *effort* prevails, above all else;

A curriculum which inspires *curiosity*: accessible and ambitious for all;

A community where *difference* is celebrated and *character* is shaped.

Our Vision

To be recognised as a great school where students receive a great education, regardless of their starting point.

Graduates of Eggbuckland will have the power to understand themselves and the world around them and have the confidence to realise their ambitions; they will be exceptional.

Our Values



Tenacity

"I have a goal and work hard to achieve it"

"I seek challenges to improve myself"

"I view setbacks as an opportunity for learning"



Integrity

"I am strong and stand up for what is right"

"I am honest"

"I am guided by strong moral principles"



Compassion

"I allow the voice of others to be heard"

"I accept people for who they are"

"I relish opportunities to improve the fortune of others"



Knowledge

"I am committed to instilling knowledge to my long term memory"

"I value the link between knowledge and increasing my learning and life chances"

"I utilise all opportunities to increase my wider knowledge"



From the Trust

Welcome to Westcountry Schools Trust (WeST); a tight-knit family of schools based around natural geographical proximity in the South West.

Initially formed as a small multi academy trust of only two schools in 2011, the Trust has experienced several iterations of growth and change.

In essence, WeST as we recognise it today, was launched in September 2017 with the ambition of delivering exceptional education for 2-19 years olds with the additional ability to provide postgraduate study through The WeST Training Institute (WTI).

The WeST family now extends to 31 schools of which 8 are secondary and 23 primary. All 23 primary schools naturally transition children into a WeST secondary school, an area of work we wish to further strengthen as our work matures.

WeST holds a firm belief in giving each child every opportunity to learn and succeed in all that they do.



Nat Parnell

Chief Executive Officer

Westcountry Schools Trust

Whilst we are a family of schools who share common values and beliefs, all our schools are unique and hold their own identity. We believe that by working collectively, sharing what works well and jointly developing best practice, we are stronger together and can provide the very best education for our children in our geographical area.

We have a pride in our schools, staff and children, and thrive on the constant challenge to do better. All our children are our collective responsibility.

Trust Vision, Mission and Values

While all our schools retain their own identity, we are a united family who share a common Vision, Mission, and Values. We believe that by working collectively, we are stronger and can provide the very best education for our children.



Vision

Every child in a great school



Mission

Empowering children to impact positively on society



Values

Collaboration, Aspiration,
Integrity, Compassion



WESTCOUNTRY
SCHOOLS TRUST

Job Description

Job title

Cover Supervisor

Responsible to

Cover and Student Data Manager

Grade

Plymouth Legacy Grade D points 8—14

FTE Salary: £26,824—£29,540

Actual Salary: 18,317.51—£20,172.21

Hours

29.5 hours per week x 39 weeks per year

The following is only an outline of the duties and responsibilities of the post, which may change. This job description may be altered from time to time following consultation with the post holder in line with the changing needs of the College. This job description will be reviewed at least every two years. In all its activities the College follows a policy of continuous improvement.

The main duties of the post are as follows. In all its activities the post holder will not attempt to carry out tasks beyond his/her competence and/or training.

The post holder will:

1. Supervise classes/groups of students in the absence of teachers. Utilising work that has been set and ensuring school policies.
2. Assist the person responsible for arranging Cover, maintenance of the module, report generation, notification procedures, liaison with Supply Teachers, scheduling lesson cover etc.
3. Support the learning of students in class by explaining, reading, clarifying work and encouraging successful completion of tasks. To build and maintain supportive relationships with students, treating all individuals consistently and with respect and consideration. To encourage the acceptance and inclusion of all students to establish a purposeful, orderly and productive working environment. To collect completed work after the lesson and return it to the appropriate teacher providing objective and accurate feedback and reports as required regarding student achievement, progress and other matters if appropriate.
4. Assist in the development of learning materials. To ensure all pupils have equal access to opportunities to learn and develop.
5. Assist senior staff in monitoring students' behaviour and uniform, including Event Logging.
6. Assist in College attendance record keeping by taking class registers and following up missing marks, including contacting parents by phone, letter and e-mail.
7. Under the direction of the Examinations Officer invigilate examinations ensuring that examination board regulations are complied with.
8. Assist with the supervision of the after college student detention system.

9. Support the work of the Learning Support Team, in class as a Teaching Assistant or working with individuals or small groups
10. Support lunch time supervision of students (working as a Meal Time Assistant).
11. Assist with visits of students off-site.
12. Be responsible for promoting and safeguarding the welfare of young people s/he is responsible for, or comes into contact with.
13. Undertake tasks of a similar nature within the capacity of the post holder, as requested, from time to time.

General:

1. To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
2. To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
3. Preparing and contributing to Trust wide development by sharing best practice and delivering/ receiving professional feedback.
4. To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

Safeguarding

Eggbuckland Community College is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. This post is subject to satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate and satisfactory references before commencing the post.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also be asked to carry out other duties commensurate with the grade as may be necessary

Signed: _____ Principal _____ Date _____

Signed: _____ Date _____

Person Specification

E = Essential, D = Desirable

PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview or other selection Activity
Qualifications:			
Grade C or above in English and Maths GCSE or equivalent.	E	✓	
Educated to degree level or equivalent experience	D	✓	
PGCE or other teaching qualification	D	✓	
Experience:			
Experience of working with students in a formal setting without immediate supervision.	E	✓	✓
Ability and willingness to undertake training and professional development	E	✓	✓
Experience of administrative work.	D	✓	✓
Previous experience as a Cover Supervisor	D	✓	
Knowledge, Skills and Abilities:			
Ability to relate well to and be positive with children and young people.	E	✓	✓
Excellent verbal and written communication skills	E	✓	✓
Ability to effectively manage student behaviour in accordance with the school's behaviour management policy and procedures.	E	✓	✓
Ability to use own initiative to work flexibly and respond positively to a range of situations.	E	✓	✓
Knowledge of responsibilities for safeguarding of children and young people.	E	✓	✓
Knowledge of classroom roles and responsibilities.	D	✓	✓
Competent in the use of IT, including Microsoft Office	E	✓	✓
Ability to work effectively as part of a team and to form positive professional relationships with colleagues.	E	✓	✓
A willingness to seek specialist advice and awareness of where to seek it.	E	✓	✓
Ability to adhere to the school's policies and procedures relating to child protection, health and safety, security, confidentiality, and data protection.	E	✓	✓
Knowledge of safeguarding procedures and child protection legislation	E	✓	
Ability to work under pressure and to demonstrate initiative and resilience to adapt and respond to changing circumstances.	E	✓	✓

Further requirements			
A proactive and professional approach	E	✓	
Ability to work under pressure ensuring all deadlines are met.	E	✓	
Ability to work with sensitive data and maintain confidentiality	E	✓	

WeST VALUES-BASED BEHAVIOURS:			
Compassion:			
Recognising need in others and acting with positive intention to promote wellbeing and improve outcomes	E		✓
Aspiration:			
Working to high expectations, modelling the delivery of high-quality outcomes	E		✓
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	E		✓
Integrity:			
Acting always in the interests of children and young people	E		✓
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	E		✓
Communicating with transparency and respect, creating a working environment based on trust and honesty	E		✓
Collaboration:			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skillfully influence and engage others	E		✓

Signed:

Date:

Signed:

Date:

Principal

Additional Information

Westcountry Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

Equal Opportunities

In fulfilling its aims and objectives, Westcountry Schools Trust actively seeks to achieve equality of opportunity and treatment for all members of the school community.

We will continuously strive to ensure that everyone is treated with respect and dignity. Each person in our school will be given fair and equal opportunities to develop their full potential regardless of their gender, ethnicity, cultural and religious background, sexuality, disability or special educational needs and ability. The school works actively to promote equality and foster positive attitudes. WeST is committed to combatting all forms of discrimination by implementing positive policies and practices in compliance with the Equality Act 2010.

Procedures

All appointments are subject to pre-employment checks. That means:

- We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. A copy of our Child Protection Policy & Safeguarding Policy is available at: <https://www.westst.org.uk/attachments/download.asp?file=2101&type=pdf>
- Your identity will be confirmed by sight of original, official documents such as a Birth Certificate, Passport etc. in line with the Asylum and Immigration Act 1996
- Original documents relating to all the qualifications you have listed on your application form must be supplied
- Your employment history will be thoroughly examined and clarification will be sought where there are gaps or other discrepancies arising from information provided either by you as the candidate or your referee
- References will be used to check dates of employment and your relevant experience. A minimum of two written references will be taken up and these references will be requested before the interview. References should cover the last 3-5 years' work history, as a minimum
- An online search of shortlisted candidates will be conducted in accordance with Part Three 'Safer Recruitment' of Keeping Children Safe in Education statutory guidance.
- The identity of referees and information relating to disclosures will be verified
- You will be required to provide details of any relevant unspent or spent convictions in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986
- An enhanced Disclosure and Barring Service (DBS) check will be requested. This check will be cross referenced against the Protection of Vulnerable Adults list (PoVA), the Protection of Children Act (PoCA) list and List 99. These lists contain details of people deemed unsuitable to work with children or vulnerable adults. Please note that it is an offence to apply, offer or accept to do any work with children (paid or unpaid) if disqualified from working with children. Applicants will be challenged where inconsistencies exist. Please be aware that a firm offer of appointment will only be made after receipt and verification of all satisfactory checks. Westcountry Schools Trust will carry out these checks and should you fail these checks, our offer of employment will be withdrawn.



