



Thomas Deacon Academy



Thomas Deacon Academy

Application Information Pack

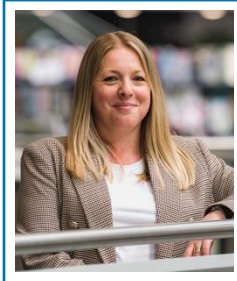
Cover Supervisor



Working together to transform lives through education



Principal's Welcome



Dear Applicant,

Thank you for your interest in working at Thomas Deacon Academy (TDA) and I hope that you will find this pack useful and informative in helping you to complete your application.

Thomas Deacon Academy is a genuinely special school with a talented team of staff committed to improving the life chances of their pupils.

Whilst TDA secured a good Ofsted grade in its last inspection, there is no room for complacency and we are committed to making further improvements to the overall quality of education for our pupils.

We believe our young people should leave us as citizens that are fully equipped with the character and qualifications to take their place in the world. We place great emphasis on ensuring they experience a broad and balanced curriculum, with a wide range of extra-curricular activities, opportunities for them to develop their 'character' and a strong pastoral system to support them with life's challenges.

Our students benefit from our outstanding facilities. These include our Norman Foster designed Academy building and purpose built Key Stage 2 Juniors building located in our 43-acre campus. Amongst other facilities we also incorporate an excellent Sixth Form Study Centre and expansive playing fields and sporting facilities

We are proud to be part of Thomas Deacon Education Trust which, like us, is dedicated to raising educational outcomes for all its students across its range of primary and secondary phase academies. As a member of staff here you will benefit from high quality professional development and support both from this school, and also directly from an exciting range of development and training opportunities our locally based trust allows us to share in. Sharing expertise with a variety of like-minded schools ensures we provide the best possible opportunities for our staff to grow and develop regardless of the point in their career they join us.

We think Thomas Deacon Academy is an exciting and vibrant place to be and we would warmly welcome visits from prospective candidates interested in being part of our team. I am delighted that you are interested in finding out more about our Academy and we look forward to seeing or hearing from you soon.

Warm regards,

Emily Gaunt | Principal



Job Description

Job Title	Cover Supervisor
Reports to	Assistant Principal
Salary/Grade	Pathway 4
Date Last Evaluated	Oct 2024
Core Purpose	To teach whole classes in the absence of the regular teacher using the set lesson plans, ensuring high quality of the learning experience for all students within the class and taking full account of the school's behaviour policy.

Key Responsibilities

Teaching and Learning

- Prepare for lessons linked to planned absence through discussions with class teacher and Heads of Department.
- Liaise with teachers and Heads of Department on the content of lessons and through this develop a pedagogical awareness of how best to teach in different areas.
- Provide feedback to class teachers on the learning that took place within the cover lesson(s) and the behaviour and attitude of the students in the class.
- Collect and pass on completed work to the class teacher.
- Cover tutor time sessions where required making use of the tutor time theme materials and following the schedule as determined by the usual form tutor.
- Support the development of the social, moral, spiritual and cultural needs with all students.
- Make appropriate use of classroom resources ensuring that resources are returned to an appropriate place in an appropriate condition after use.
- Develop and demonstrate understanding of learning and teaching pedagogy.
- Develop professionally via the weekly CPD programme.

Working with students

- Respond to student questions about their work and know where to direct them to gain extra help.
- Supervise students within and outside the classroom demonstrating professionalism and a consistent use of the Academy's behaviour management policy.
- Manage student behaviour within the ethos and behavioural policies of the Academy.



- Set high expectations of conduct whilst acting as a role model.
- Support students consistently whilst recognising and responding to individual needs.
- Promote the inclusion and acceptance of all students within the classroom.

General Responsibilities

- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
- Be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Note: Every job description in the organisation will be subject to a review either:

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or



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It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.





Person Specification

Attribute	Essential or Desirable	Assessment
Qualifications		
GCSE A* - C Maths and English (or equivalent)	E	A
A-Level or Degree	D	A
Knowledge & Understanding		
Knowledge of procedures relating to child protection, health, safety and security, confidentiality and data protection	E	A
Basic understanding of child development and learning	E	A
General understanding of national curriculum and other basic learning programmes/techniques	E	A/L/T
General knowledge of inclusion within a school setting	E	A/I
Skills & Abilities		
Ability to establish good working relationships with students, acting as a role model	E	I/L/T
Ability to encourage students to interact with others and engage in learning activities	E	L/T
Ability to provide detailed and regular feedback to teachers on students' achievements and progress	E	A/I
Ability to use ICT in learning activities and develop students' competence and independence in its use	E	A/L/T
Ability to work as part of a team, supporting and encouraging colleagues	E	A/I
Ability to remain positive in the workplace, adopting a 'can do' attitude	E	A/I
Build and maintain successful relationships with students	E	A/I
Ability to improve your own practice	E	A/I
Ability to undertake student record keeping as requested	E	A
Ability to provide structured and agreed learning activities/learning programmes, taking into consideration students' learning styles	E	A/L/T
Ability to provide intervention for students, including those with special needs and EAL, ensuring their safety and access to learning activities	E	I
Ability to devise strategies to support students in achieving learning goals	D	A/I
Ability to relate well to children and adults	E	A/L/T
Ability to promote good student behaviour and deal promptly with conflict and incidents	E	I/L/T



Experience

Experience of working in an education setting	E	A
Experience of supervising children	E	A

Personal Commitment

Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A

Assessment methods

A – Application I – Interview T – Task/Activity L – Lesson Observation
R – References



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