



The Howard School

Recruitment Pack Cover Supervisor



Welcome to THAT

Thank you for your interest in joining The Howard Academy Trust. We are a family of 9 academies—4 primary, 4 secondary, and 1 alternative provision—working across Medway, Kent, and Bexley. As a Trust, we are committed to delivering the highest standards of education for all children and young people, regardless of their background.

Our vision, *"Working together to create a community of successful learners"* underpins everything we do. We firmly believe that every child deserves access to at least a good education, and we are proud that every academy within our Trust has maintained or improved its Ofsted rating. Notably, Temple Mill Primary School and Waterfront UTC made the remarkable journey from Special Measures to Good at their first inspection since joining us—a testament to the dedication and expertise of our staff.



At The Howard Academy Trust, we recognise that our people are central to our success. We are committed to supporting and developing our staff so that they, in turn, can provide an outstanding education for our students. Each of our academies serves its own unique community, and our role as a Trust is to provide the support, guidance, and collaboration needed to drive continuous improvement.

We are always looking for talented and passionate individuals to join our team. If you share our belief in the power of education and want to be part of an organisation that truly makes a difference, we would love to hear from you.



Owen McColgan
Chief Executive
The Howard Academy Trust



THAT Benefits

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do.

 <p>Platinum Workplace Wellbeing Award</p>	 <p>Subsidised Private Healthcare</p>	 <p>Free flu jabs every autumn</p>	 <p>Employee Assistance Programme with Free Counselling</p>	 <p>Mental Health First Aiders in all schools</p>
 <p>Early finish for teaching staff on Fridays for CPD/PPA</p>	 <p>Multiple routes into teaching</p>	 <p>Opportunities for collaborative CPD</p>	 <p>Trust-wide training and networking events</p>	 <p>Career Progression and upskilling opportunities</p>
 <p>Bespoke in-house Into Leadership Courses</p>	 <p>LGPS/TPS Pension Scheme & Generous Contributions</p>	 <p>Competitive salary with annual pay progression</p>	 <p>Early salary withdrawal with Access EarlyPay</p>	 <p>Minimum 25 days annual leave for full time staff, plus bank holidays</p>
 <p>Discounted hire of school facilities</p>	 <p>Cycle to work scheme</p>	 <p>Free car parking at each Trust site</p>	 <p>EV Charging across sites</p>	 <p>On site catering with a full lunch menu</p>
 <p>Discounted gym membership</p>	 <p>A diverse and inclusive workplace</p>	 <p>Staff referral scheme</p>	 <p>Flexibility for life events</p>	 <p>Annual Trust Awards</p>

We are happy to talk about flexible working.



Our Family of Schools



The Howard School
1,500 Pupils on Roll
Located in Rainham, Kent



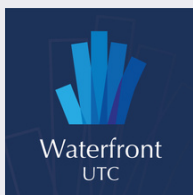
Temple Mill Primary School
240 Pupils on Roll
Located in Strood, Kent



Deanwood Primary School
230 Pupils on Roll
Located in Rainham, Kent



Thames View Primary School
450 Pupils on Roll
Located in Rainham, Kent



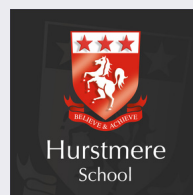
Waterfront UTC
370 Pupils on Roll Rated
Located in Gillingham, Kent



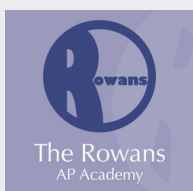
Miers Court Primary School
410 Pupils on Roll
Located in Rainham, Kent



The Abbey School
1,100 Pupils on Roll
Located in Faversham, Kent



Hurstmere School
960 Pupils on Roll
Located in Sidcup, London



The Rowans AP Academy
93 Pupils on Roll
Located in Chatham, Kent

Welcome to The Howard School



Thank you for your interest in working at The Howard School. We seek to recruit an individual who shares our vision: **“High Standards lead to High Achievement”**.

Our local and national reputation as a school where results challenge the stereotypical view of underachievement in young men continues to grow, as does the perception that we hold to traditional values in standards of behaviour and uniform. We are an innovative and creative school, responding to the ever-changing needs of our students and the demands from higher education and employers.

Our success has been built on the commitment, professionalism and aspirations of our staff. The Howard School is a place where people want to work and our low turnover reflects that. We can promise to invest in you and your future, providing first class professional development and career opportunities. I look forward to receiving your application.

Mr Johal, Principal

Why choose The Howard School?

- The Howard School is in the top 3 non-selective schools in Kent and Medway for boys performance, out of 72 schools.
- Staff say they enjoy coming to work each day.
- We are a highly popular, significantly oversubscribed school.



NOR
1534



Age Range
11-19



PP
17.5%



FSM
17.9%



SEN
12.6%



EAL
13.6%

Job Description

Job Title:	Cover Supervisor
Contract Type:	Full time, Permanent, Term Time Only +1 week
Remuneration:	NJC C1 6-19

Core Purpose and Scope

The holder of this post is expected to carry out the professional duties as described below, as circumstances may require and in accordance with the Trust's policies, under the direction of the Senior Leadership Team and Principal. The post-holder is required to fully support the vision, ethos and policies of the Trust.

THAT Vision & Values

As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity;
- Regular opportunities for collaborative CPD to ensure best practice across academies;
- A proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust;
- Each academy is a hub for its local community and families;
- Facing outwards and working in collaboration with other organisations and stakeholders;
- A centralised team that allows academies leaders to focus on their core purpose of education.

Values and Behaviour

Teaching & Support Staff play a vital role in making the education of the students their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

Personal and professional conduct

The post holder should always conduct themselves professionally, treating students and staff with mutual respect, regardless of personal beliefs, in accordance with Trust ethos, policies and practices.

Purpose of the Job:

The post-holder must ensure an engaging and safe working environment for classes whose teacher is absent, in order for all students to be able to access and complete the work set by the member of teaching staff.

Key responsibilities:

- Deliver lessons appropriate to the age and ability of the students as to facilitate progression in students' learning; the plans and resources for these lessons to be provided by the Heads of Departments (or relevant other)
- Manage the classroom and teaching equipment so as to create a positive learning environment which makes effective use of the available resources
- Implement the Academy's policy with regard to registration, student absence, dress code and behaviour
- Providing feedback to the Classroom Teacher on the students' progress against lesson plans and conduct of the lesson
- To provide additional support to teachers in classrooms, to carry out administrative tasks when not covering a class
- Attend meetings and training sessions as required
- Provide advice and guidance to staff, students, parents/carers and others
- In consultation with the Heads of Department (or relevant other) and in accordance with the schemes of work, plan, deliver and review lessons which are appropriate to the age and ability of the students, so as to facilitate progression in students' learning
- When covering the absence of a Form Tutor, fulfil the duties and responsibilities defined in the Form Tutor's job description
- Facilitate the general progress and well-being of any individual student within any group of students assigned to him/her providing guidance and advice to students on educational and social matters
- Contribute to appropriate extra-curricular provision
- Provide classroom assistance and support for individual students needs if necessary

Administration:

- Assess, record and report on the development, progress and attainment of the students assigned to her/him, with the Academy guidelines
- Attend relevant meetings and carry out relevant administrative tasks

Additional duties:

- All staff, with the support of the Academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the students and young people

- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the Academy's health and safety at work policy

This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the line manager.

An enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

Person Specification

Please refer to these requirements when completing the application. The Person Specification is related to the requirements of the post as determined by the Job Description.

Essential	Desirable
Education and Qualifications	
<ul style="list-style-type: none"> • Maths & English GCSE or equivalent Grade C and above • NVQ Level 3 or 4 or equivalent 	<ul style="list-style-type: none"> • Evidence of ongoing Professional Development • Degree or equivalent • A professional qualification relevant to the post within social working, teaching, youth work, or other relevant qualification
Experience	
<ul style="list-style-type: none"> • Experience of working within a cover supervisor setting • Using the management information system to compile reports as well as analysing statistical data for monitoring purposes 	<ul style="list-style-type: none"> • Experience of working within the academy or education sector • Understanding of the ways in which young people learn and how to support their learning
Knowledge and Understanding	
<ul style="list-style-type: none"> • Ability to challenge and extend students in lessons • Ability to differentiate work to help students access it • High degree of accuracy • Ability to manage time effectively to complete tasks to a high level • Ability to work both alone and within a team to achieve specified standards • Be flexible to changing demands of the post • To undertake any training relevant to the role 	<ul style="list-style-type: none"> • Knowledge of child protection and safeguarding policies • Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos, and how these impacts on morale, high expectation, and high standards • Experience of development and sustained effective relationships with young people
Characteristics and Competencies	
<ul style="list-style-type: none"> • Excellent communication including verbal and written skills • Competent with IT and other software packages such as Word, Excel and PowerPoint • Good organisational skills • Ability to create a happy, challenging and effective learning environment • A solution-focused mindset and determined 	

<p>“no-excuses” approach to raising standards</p> <ul style="list-style-type: none">• A personable nature to build effective relationships• Ability and keenness to promote the Trust’s positive culture and ethos• A high level of integrity, confidentiality and discretion.• Ability to develop good personal relationships within a team, making an effective contribution to high morale	
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THE HOWARD
Academy Trust