

# APPLICANT

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## KING ECBERT SCHOOL



Realising Potential. Transforming Lives.

## Headteacher's Message

**King Egbert School is seeking to appoint two outstanding Cover Supervisors to commence September 2022.**

The school is exceptionally strong – rated outstanding by Ofsted, and has academic results that are consistently 'well above average'. This is a truly comprehensive school serving both disadvantaged and highly affluent communities.



We are proud of our diversity, with 20% of students disadvantaged, 30% EAL and 40% from BAME communities. The school leadership is motivated by social mobility, inclusiveness and a focus on vulnerable learners. We are looking for applicants who are committed to serving a diverse population and have experiences and perspectives that will enrich our work. The school is proud to offer one of Sheffield's Integrated Resources for children with ASD. The sixth form is highly regarded for its record, not just of helping students access top Russell Group and Oxbridge Universities but also enabling students to be the first in their families to access Higher Education.

The school is proud to be at the heart of Mercia Learning Trust. The Trust was founded at King Egbert School and now comprises 6 schools both primary and secondary across the southwest of Sheffield. The Trust is led by its CEO, Chris French, and all of the schools benefit from an expert central services team.

King Egbert School is principally as strong as it is because highly qualified teachers teach excellent lessons with high expectations of all students in terms of attendance, behaviour, attitude, and character. The teaching team are backed up by an exceptional team of support staff who are experts in their field.

When we make appointments, we are looking to strengthen an outstanding team; working in such a high achieving school is demanding but the camaraderie of working together to achieve excellence makes it a very rewarding place to work. The school is committed to staff development and supporting the career progression of the ambitious and talented.

The school was awarded the World Class Schools Quality Mark in 2017 and reaccredited in 2020 – the first school in the region to be nominated for and successfully achieve this accolade. This award enables the school to access a peer group of elite schools nationally.

We look forward to receiving your application.

**Paul Haigh**  
**Headteacher**  
**King Egbert School**

## Advert

**Post:** Cover Supervisor

**School:** King Egbert School

**Salary:** Grade 4 (currently £20,444 – £22,571 pro rata)

Actual starting salary for a 1FTE post is (£17,486 – £19,305 based on under 5 years service)

**Contract Term:** 2 x Permanent, up to 1.4 FTE in total (please state your preferred FTE in your application)

**Start Date:** As soon as possible in the Autumn Term

The Governors of King Egbert School are seeking to appoint two permanent Cover Supervisors to work in this outstanding, system leading school at the heart of the Mercia Learning Trust.

The successful applicant will need to be energetic, creative, inspiring and enjoy working with young people. You must be able to:

- Demonstrate experience of working with 11-18 year olds in a classroom environment
- Be an excellent role model who strives to accomplish the very best
- Have a good understanding of the requirements of the role
- Have good ICT skills

When not required to cover lessons for absent teachers, Cover Supervisors act as in-class support, or help departments with some administrative tasks including the display of learning resources and students' work. Therefore ability and experience in this would be advantageous.

This position is an ideal opportunity for someone wishing to pursue a career in education and may suit a qualified teacher looking to step down from a full teaching role, a graduate looking to gain experience before teacher training or an adult with experience of working with young people.

At King Egbert School, we believe in and promote our **ERA** values:

Academic Excellence for all

Showing Respect at all times

Having high Aspirations and personal goals that go beyond our time in school

We are committed to providing outstanding education for all in a safe, happy and positive learning environment.

King Egbert School is a highly successful and Ofsted recognised 'Outstanding' school which provides a first class education for over 1300 students aged from 11 to 18. We are looking for staff who are enthusiastic and are keen to make a difference.

Mercia Learning Trust is a growing multi-academy trust which currently includes 3 secondary and 3 primary schools. Our mission is to provide an outstanding education for pupils from 0-19. We are passionate that all our pupils should see their time at school as happy and fulfilling, with their potential developed to the utmost. Our approach is founded on partnership working, binding together our school, parents and their communities. We are currently looking to recruit an outstanding member of staff with the ability to support the academic progress and wellbeing of all students.

We hope that our recruitment pack and website provides you with plenty of information about us. However, should you require any additional information, or would like an informal discussion please contact us on 0114 235 3855 or email [fevans2@ecgbert.sheffield.sch.uk](mailto:fevans2@ecgbert.sheffield.sch.uk)

To apply please submit a Trust application form to [recruitment@merciatrust.co.uk](mailto:recruitment@merciatrust.co.uk). Please note, we do not accept CVs or Council Application forms.

Please state which post you would like to apply for: 0.4FTE/1FTE/different FTE.

**Closing date for applications is: Midnight Wednesday 31 August 2022**

**Interviews are provisionally scheduled for: Week commencing 12 September 2022**

## JOB DESCRIPTION

|                         |   |
|-------------------------|---|
| <b>Post Title:</b>      | <b>Cover Supervisor (Senior Teaching Assistant Level 3)</b><br><br>* This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification |
| <b>Grade:</b>           | <b>4</b>  |
| <b>Hours/Weeks:</b>     | <b>2 x posts totalling up to 1.4FTE, hours negotiable /39 weeks per year</b>  |
| <b>Responsible to:</b>  | <b>SLT</b>  |
| <b>Responsible for:</b> | <b>N/A</b>  |

The post holder must at all times carry out his/her responsibilities within the spirit of School policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to statutory responsibilities of the Governing Bodies of Schools.

### PURPOSE OF THE POST

**SUPERVISION OF WHOLE CLASSES DURING THE SHORT-TERM ABSENCE OF THE CLASS TEACHER UNDER THE GUIDANCE OF TEACHING/SENIOR STAFF, INCLUDING IMPLEMENTATION OF WORK PROGRAMMES, MANAGING PUPIL BEHAVIOUR AND ASSISTING PUPILS IN RELEVANT ACTIVITIES**

The postholder must at all times carry out his/her duties and responsibilities within the spirit of Trust and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

### MAIN DUTIES AND RESPONSIBILITIES

Whilst the main focus of this role will be the provision of cover for absent teachers, the jobholder may be required to work across the school to support teachers in the development and delivery of learning for pupils.

### SUPPORT FOR PUPILS

1. Use specialist (curricular/learning) skills/training/experience to support pupils
2. Assist with the development and implementation of Individual Education Plans
3. Establish productive working relationships with pupils, acting as a role model and setting high expectations



4. Promote the inclusion and acceptance of all pupils within the classroom
5. Support pupils consistently whilst recognising and responding to their individual needs
6. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
7. Promote independence and employ strategies to recognise and reward achievement of self-reliance
8. Provide feedback to pupils in relation to progress and achievement

#### **SUPPORT FOR THE TEACHER**

1. Work with the teacher to establish an appropriate learning environment
2. Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
3. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
4. Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
5. Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
6. Undertake marking of pupils' work and accurately record achievement/progress
7. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
8. Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
9. Administer and assess routine tests and invigilate exams/tests
10. Provide general clerical/administrative support e.g. administer coursework, produce worksheets for agreed activities etc.

#### **SUPPORT FOR THE CURRICULUM**

1. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
2. Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
3. Support the use of ICT in learning activities and develop pupils' competence and independence in its use
4. Help pupils to access learning activities through specialist support
5. Determine the need for, prepare and maintain general and specialist equipment and resources

#### **SUPPORT FOR THE SCHOOL**

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
3. Contribute to the overall ethos/work/aims of the trust
4. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
5. Attend and participate in regular meetings
6. Participate in training and other learning activities as required
7. Recognise own strengths and areas of expertise and use these to advise and support others
8. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
9. Undertake planned supervision of pupils' out of school hours learning activities
10. Supervise pupils on visits, trips and out of school activities as required

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Trust Policies and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

## PERSON SPECIFICATION

|                         |  |
|-------------------------|--|
| <b>Post Title:</b>      | <b>Cover Supervisor (Senior Teaching Assistant Level 3)</b>                  |
| <b>Grade:</b>           | <b>4</b>   |
| <b>Hours/Weeks:</b>     | <b>2 x posts totalling up to 1.4FTE, hours negotiable /39 weeks per year</b> |
| <b>Responsible to:</b>  | <b>SLT</b>   |
| <b>Responsible for:</b> | <b>N/A</b>   |

| SPECIFICATION               | ESSENTIAL  | DESIRABLE  |
|-----------------------------|--|--|
| Qualifications/<br>Training | <ul style="list-style-type: none"> <li>• 4 A*- C at GCSE (or equivalent/or experience) incl. English and Maths</li> <li>• A' Level (or equivalent) in relevant subjects</li> </ul> | Training in relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, etc. |

|                                  |   |                                |
|----------------------------------|---|--------------------------------|
|                                  |   | Appropriate first aid training |
| Experience                       | <p>Has experience of pupil assessment</p> <p>Can manage the behaviour of pupils in a reasonable manner</p> <p>Experience working with children of relevant age</p>  |                                |
| Knowledge/Skills<br>(Ability to) | <p>Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation</p> <p>Understanding of principles of child development and learning processes</p> <p>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</p> <p>Can use ICT effectively to support learning</p> <p>Use of other equipment technology</p> <p>Sound speaking and listening skills to extend language in discussion</p> <p>Can plan, implement and evaluate learning activities</p> <p>Can assist the school in forming a partnership with parents</p> <p>Sufficient practical and organisational skills to contribute to the preparation</p> |                                |



|                    |  |  |
|--------------------|--|--|
|                    | <p>and management of educational resources</p> <p>Can complete and maintain pupils records</p>   |  |
| Personal Qualities | <p>Ability to self-evaluate learning needs and actively seek learning opportunities</p> <p>Ability to relate well to children and adults</p> <p>Has a caring positive attitude towards pupils welfare</p> <p>Has an awareness of pupils with special educational needs</p> <p>Can maintain trust and confidentiality where appropriate</p> <p>Can allocate some contractual time to after school staff meetings when appropriate</p> <p>Can allocate some contractual time to the whole of, or part of, staff training days when appropriate</p> <p>Can maintain personal presentation that sets high standards for the pupils</p> |  |

## The Application Process

All candidates must complete the following application process.

- All applicants must submit a Trust application form. We do not accept CVs or Council Forms. The application form can be found under 'Careers' at [www.merciatrust.co.uk](http://www.merciatrust.co.uk)
- Email your completed application to [recruitment@merciatrust.co.uk](mailto:recruitment@merciatrust.co.uk) or post it to:  
 MLT Recruitment Team  
 Mercia Learning Trust

79 Glen Road  
Sheffield, S7 1RB

After your application has been submitted:

- In all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.
- All applications that have been submitted via email will receive an email confirming receipt.
- An email and/or letter will be sent to shortlisted candidates with details of the interview process.
- If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Further information:

- Take a look at [www.merctrust.co.uk/careers](http://www.merctrust.co.uk/careers) for more on what it's like working for the trust, what we offer you, and what we're looking for.
- Should you require any additional information about the role or the school, or would like an informal discussion or out of hours visit, please contact us on 0114 2353855 or [enquiries@ecgbert.sheffield.sch.uk](mailto:enquiries@ecgbert.sheffield.sch.uk).
- For more information about the application process, please email [recruitment@merctrust.co.uk](mailto:recruitment@merctrust.co.uk).

Key dates:

- **Closing date: Midnight Wednesday 31 August 2022**
- **Interviews provisionally WC: 12 September 2022**

### **The small print:**

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

We are an Equal Opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Human Resources Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.