



**MOUNTS BAY
ACADEMY**



Cover Supervisor

Application Pack

Welcome to the Leading Edge Way



I would like to start by wishing you a warm welcome to 'Leading Edge'. We are currently a group of six distinct and unique schools located in beautiful coastal and island settings in Cornwall and the Isles of Scilly. We are lucky to include a mix of primary and secondary schools, as well as an all-through school with boarding provision and off island bases. This diversity makes for a dynamic and varied perspective.

The Trust achieves its vision and mission through co-construction, with everyone empowered to shape the future and contribute towards the Trust's success. We do this while embracing the distinctiveness of each school and holding children at the heart of every decision we make. The Central Team, on behalf of its schools, is driven by integrity and keeps a close eye on the 'value added' that being part of Leading Edge brings. We put fun, happiness and caring relationships at the heart of Trust and school development.

Our schools share a vision, are values driven, like-minded, and passionate about empowering children, young people, and adults to reach their personal best. All our schools strive for a curriculum which inspires and offers something for everyone; it offers breadth through wide ranging and extraordinary opportunities and prepares our pupils for their future. Digital technology is used to support teaching pedagogy, reduce teaching workload and enhance accessibility for all pupils.

We may be situated in the most south-westerly part of the UK, but this does not stop us from being a forward thinking and outward looking team. Within our 'Trust offer' runs a thread of local, regional, national, and international networks, which support both personal and school development.

Leading schools is one of the most fulfilling and enjoyable jobs, but it is easy to get swept up in the complexities of statutory and legal responsibilities. Leading Edge strives to support schools by having sound operational systems and processes in place, giving school leaders the freedom to do what they do best and most

importantly, to sleep at night. We embrace collaboration where it adds value although equally, celebrate the uniqueness of our schools and support their individuality.

We recognise that strong governance across the Trust is fundamental to its success. We have an excellent body of Trustees in place with wide ranging skills and experience. The Trust board is ultimately accountable but can't know everything, therefore each school has its own Local Academy Committee (Board of Governors) who are the vital 'local lens' for their school.

So, what does the Leading Edge way look like?

We have created a visual map to illustrate the many ways Leading Edge can add value to your school, building on individual successes and facilitating further opportunities for educational excellence. We'll provide the systems and people that will support your school to continue to shine.

Kelley Butcher

Chief Executive Officer



Principal – Mr S Royle BA (Hons) PGCE NPQH

Mounts Bay Academy
Boscathnoe Lane
Heamoor
Penzance
TR18 3JT

www.mountsbay.org

Salary scale: G
Contract Type: 37.5hrs per week Term Time Only
Contract Term: Permanent

Cover Supervisor

We are looking for a Cover Supervisor to join our thriving Academy in supporting the cover needs.

Ideally the post would suit an experienced individual, but we would also welcome applications from someone willing to learn and develop in the role. Applicants should be flexible, organised and able to work on their own initiative. Attention to detail and accurate record keeping are essential along with competent IT skills and ability to relate well to young people and their learning. Applications must be able to work in a team environment. This is a term time only position so the successful post holder will benefit from the school holidays.

The successful candidate will also work proactively alongside a highly motivated team of professionals, to ensure that the classes are covered appropriately.

Mounts Bay Academy is a caring and dynamic Academy where students are placed at the centre of everything we do. We provide a broad and balanced curriculum to all our students, who are set challenging academic and personal targets and given the inspiration to succeed.

The successful candidate will also contribute to the strategic goals of the Academy and be able to support a vision within which students are well prepared for the modern world.

Application forms and an information pack are available via our school website or on request by telephoning the Academy.

For further information, please contact Malvina Jenkin HR Manager at Mounts Bay Academy 01736 352399 or email: mjenkin@mountsbayacademy.org

Closing date for applications: 02/09/2024

Interviews: TBC

Start date: Asap

MBA is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment

Please send your completed application form to Malvina Jenkin mjenkin@mountsbayacademy.org

The successful candidate will be subject to reference checks with previous employers and an enhanced DBS disclosure check.

Welcome

Dear Applicant,

Thank you for expressing an interest in the post of Cover Supervisor. I hope you find this information pack helpful and that, in due course, we shall receive an application from you.

Mounts Bay's reputation for excellence has grown from over half a century of generating new ideas, encouraging divergent thinking and nurturing a learning community of highly motivated staff and students.

We are passionate about developing talent and have created an environment where everyone is empowered to reach their true potential. We pride ourselves in fostering a natural ability, ambition and confidence in students to become forward thinking, highly employable entrepreneurs who drive creativity and inspire new levels of academic and professional success.

Secondary education is a key stage in the life and development of each young person and so we aim to work together with parents and carers to support the children; enabling them to develop and grow within our community and in building together a real sense of identity within Mounts Bay Academy

The Academy is committed to a leadership approach at all levels. We are all empowered to make a difference in terms of the school's ability to address its core purpose. We encourage creative planning to challenge and inspire both students and staff alike.

Mounts Bay Academy is an exciting place in which to work. We always seek to appoint new colleagues who enjoy challenge and believe that they can make a contribution in helping us improve what we offer our students.

I look forward to hearing from you.

Yours sincerely



Simeon Royle

PRINCIPAL

Job Description

Post Title:	Cover Supervisor
Purpose	<p>The Cover Supervisor is responsible for the organisation and smooth running of cover in lessons. The Cover Supervisor acts as the primary liaison between teachers and students. They will be familiar with the requirements and cover expectations needed to deliver efficient lessons in the teacher's absence.</p> <p>To ensure that the tasks pre-prepared by the absent teacher are carried out by the students and that the school's Behaviour Policy is followed.</p>
Main Duties and Responsibilities:	<p>Cover Supervisor</p> <p>To act on behalf of the teacher in ensuring the health and safety of students in the classroom.</p> <ul style="list-style-type: none"> • To collect completed work and return it to the appropriate class teacher or Head of Faculty as requested. • To report back to the class teacher or Head of Faculty on issues arising from the lesson, passing on any positive student performance or concerns. • To cover for morning or afternoon registration. • To escort and supervise pupils on educational visits and out-of-school activities as required. • To ensure presence of suitable cover work prior to the lesson for known absences and report any issues to the Cover Administrator. • To feedback issues with cover work set for unknown absences to the Cover Administrator. • To supervise classes or groups of students for whom work has been set, establishing and maintaining positive and productive working relationships with students. • To assist students in understanding the work set in order to minimise the effect of the teacher's absence upon their learning and progress. • To liaise with Teaching Assistants and support their deployment in line with the teaching staff member's guidance; • To promote high standards of behaviour and follow Behaviour for Learning guidelines at all times. • To maintain the classroom learning environment such that it is conducive to student learning and left neat and tidy for use by subsequent classes using the room. • To register students for all lessons and to log praise, incidents, lateness as requested. • To provide additional assistance in the classroom if not required for cover at any time, which may include supporting students with SEND or undertaking other administrative duties as appropriate as directed by the Senior Leadership Team. • Undertake training as appropriate for the role. • To engage actively in the Performance Management Review process.

Other Specific Duties

- To remain and adhere to the Trust's Safeguarding Policy and child protection procedures.
- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To actively promote the Trust's and Academy's corporate policies.
- Be responsible for your own continuing self-development, undertaking training as appropriate.
- To be aware and adhere to applicable rules, regulations, legislation and procedures e.g. the Trust Equality and Diversity Policy, Staff Code of Conduct, national legislation and GDPR Data Protection Regulations.
- To comply with the Academy's Health and Safety Policy and undertake Risk Assessments as appropriate.

As a restorative organisation we:

- Apply the principles of mutual respect and responsibility in all our internal and external relationships.
- Actively work to prevent, address and repair harm.
- Engage in continuous learning to further develop our communication and problem-solving skills.

Reporting to:	Vice Principal: Academic Development
Responsible for:	Ensuring that lessons are covered appropriately and learning is completed.
Liaising with:	Senior Leaders, staff, students.
Working time:	37.5 hrs per week, term time only.
Salary/Grade:	G
Disclosure level:	Enhanced DBS

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal. This job description may be amended in consultation with the postholder.

Person Specification

Requirements		Demonstrated By
Essential	<ul style="list-style-type: none"> • Good educational background with GCSE or equivalent in English Language and Maths Grade 5 or above. • High standards of achievement and professionalism • Ability to communicate effectively, orally and in writing • Good organisational and planning skills including prioritising tasks • Ability to initiate within own role • Thinking creatively to anticipate and solve problems • High expectations of students • Successful experience of working within teams. • Staying calm and cheerful when working under pressure. • Confident in offering support and guidance to staff and students. • Commitment to the personal development of all students, staff and self. • Being prepared to take advice, recognising own need for development and being keen to learn new skills. • Support the ethos of Mounts Bay Academy • A commitment to safeguarding children and young people and an awareness of current national legislation relating to safeguarding and child protection. • Polite and effective interpersonal skills • Competent with common IT systems, e.g. Excel, Microsoft Office, MIS • Effectively analyse data • Ability to follow policies and procedures set by the school and external agencies 	Application Form / Interview
Desirable	<ul style="list-style-type: none"> • Successful experience in an educational setting • Educated to Degree level or hold a teaching qualification 	