



Plantsbrook School

'Be the best that you can be'

COVER SUPERVISOR

Application Pack

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Welcome from the CEO

Thank you for your interest in this opportunity. I hope you find this information pack helpful, and that it furthers your aspiration to work with us. Please do take some time to read our values statement, contained within, which very much sets the scene for our work ethic.

We are a small academy trust with big ambitions. We're here to give children and young people a lifelong love of learning and equip them with the skills they need to realise their personal ambitions. Our schools are places where children flourish, in environments that celebrate success, deliver academic excellence and foster curiosity, inclusivity and creativity.

If you join us, you can expect equal emphasis on your development as a professional. We will support you in continually developing your skills and career, which could take you anywhere within our expanding network of schools.

We create exciting futures – both for our learners and our staff, and we'd love to welcome you on board.

I look forward to hearing from you.



Claire Pritchard, CEO



About Our Trust

Our Vision

Broadleaf Partnership Trust will lead and enable community centred schools that raise and realise aspirations, celebrate successes, and promote a lifelong love of learning.

Our Values

Aspiration- We celebrate a culture of continuous improvement, where all stakeholders are motivated to achieve the very best for every child. We aspire to create learning environments that foster curiosity, inclusivity, talent and creativity so that every child is encouraged to recognise their potential and develops ambitions that reflect their future goals.

Alliance- Working in partnership across our schools and in affiliation with stakeholders, across the education sector and beyond, we can access information and networks that help to continually develop our people, communities and practice. Our collaborative approach enhances the strength of unity across our Trust whilst simultaneously recognising the uniqueness of our schools. We align many of our operational aspects whilst empowering learning leaders to meet the curriculum needs of their community.

Agility- We are agile in our approach, embracing change, and focused on excellence. We ignite and harness people's passion by encouraging experimentation and innovation to make learning meaningful, build organisational resilience and ensure our approach stays current. We adopt a culture of shared and servant leadership across our Trust that enables action and provides the flexibility to respond and adapt to the ever-changing climate.



Broadleaf Partnership Trust
Upper Holland Rd
Sutton Coldfield
Birmingham
B72 1RB



Plantsbrook School
Upper Holland Rd
Sutton Coldfield
Birmingham
B72 1RB



Perryfields Academy
Oldacre Rd
Oldbury
West Midlands
B68 0RG



Town Junior School
Ebrook Rd
Sutton Coldfield
Birmingham
B72 1NX



Holland House Infant School & Nursery
Ebrook Rd
Sutton Coldfield
Birmingham
B72 1NX



Welcome from the Headteacher

Welcome to Plantsbrook School, and thank you for your interest in us and in this post.

At Plantsbrook we are fully committed to providing the best opportunities for our students to allow them to develop into fine young people and to achieve success. We want all Plantsbrook students to enjoy school and to make the most of each and every opportunity that comes their way. We want them to enjoy learning and recognise its importance in enabling them to be the best version of themselves. We want them to feel safe and comfortable in their school community and to feel part of the Plantsbrook family, which is supportive yet challenging. Above all we want them to be committed to hard work, good behaviour and to have respect for each other and themselves.

At Plantsbrook we firmly believe in strong partnerships, which informs our approach to working with parents and supporting our students to meet their full potential. We value being part of Broadleaf Partnership Trust and the opportunities this creates for our staff and students. We strive to keep getting better at what we do and we work tirelessly to live by our school motto, "be the best that you can be", always expecting our students to perform to their best. We offer a broad and challenging curriculum that seeks to develop the key skills, values and knowledge and understanding that will allow our students to be inquisitive, informed and prepared for the challenges of the modern world.

At Plantsbrook we understand the informed choices that education brings, which is why we focus our energies on enabling our students to make the right choices in all that they do. We are committed to creating a caring and supportive environment with high expectations and excellent behaviour. I am very proud to be Plantsbrook and I hope you will be too.



Kerensa Neal, Headteacher



About Our School

Welcome to Plantsbrook School

At Plantsbrook School, we have a simple motto: be the best that you can be. That applies equally to our students and our staff, as we are passionate about releasing potential and giving people the finest possible future. We provide an exceptional education for everyone, from the most able to those with learning difficulties and visual impairments.

A broad and balanced curriculum, delivered with flair by our talented teachers, gives pupils the skills and qualities they need to take them to the next stage of their lives. Through extension work and a rich extracurricular programme, we do whatever it takes to expand their minds and broaden their horizons – and we want to do the same for you.

A career with us could create opportunities across the multi-academy Broadleaf Partnership Trust, so we are looking for the brightest and best. Our location in the Birmingham suburb of Sutton Coldfield places us right at the heart of the country – and to release your full potential we will place you at the heart of our heavy investment in professional development.

In return for your passion and commitment, you can expect an exceptional package including a cashback healthcare plan, free GP helpline service for you and anyone in your household, employee assistance scheme (offering free and confidential advice and counselling), opportunities to receive career coaching and a cycle to work scheme.

We are #ProudToBePlantsbrook, and you will be too.

Quick Facts



Headteacher: Kerensa Neal

Pupils: 1560

Staff: 157

Ofsted: 2019 Good

Information correct as of Sept 2023



Job Description

Title of Post: Cover Supervisor

Status: 32.5 hours per week, Term Time only 8.20am - 3.20pm
30 minutes Lunch break

Salary: Grade 3 £25,119 - £31,364 per annum, pro rata
Actual salary £19,641 - £24,524

Job Purpose

- Supervision of classes in the short-term absence of the class teacher under the guidance of teaching/senior staff
- In-class support within a designated range of subject areas
- Curriculum support, including planning and administration
- Cover Supervisors are an established team and must be prepared to work in any subject.

Job Description

Specific Duties:

Cover Supervision

- Report to the Cover Manager at the start of each day.
- Supervise whole class to undertake pre-set work and/or activities during the absence of the regular teacher.
- Take register – paper or electronic.
- Begin and end the lesson in line with school guidance, ensuring students are provided with the necessary resources for their learning.
- Maintain good order and manage pupil behaviour and deal promptly with conflict and incidents in line with established school policy.
- Keep students on task as necessary.
- Respond appropriately to questions raised by students.
- Collect any completed work and return it to the appropriate teacher/department.
- Ensure the room is left tidy and ready for the next lesson.
- Provide a brief report on each class covered at the end of each day and return this to the Cover Manager.
- To liaise with either the Subject Leader, Achievement Co-ordinator or Form Tutor re any behaviour difficulties experience during lessons.

In Class Support

- When not required to cover for absent teachers, you will provide in-class support This may include assistance to individual students or to a group of students, as directed by the class teacher.

Curriculum Support

- To work alongside an identified form tutor and tutor group.
- To attend assemblies and tutorials (if not needed for cover).
- To provide administrative support as required e.g. data input, photocopying, inventory check etc.

Job Description

Supervision

To ensure pupils' safety and wellbeing and that they behave in an appropriate manner.

To be part of a weekly rota system in operation to supervise playgrounds, corridors/crossroads, queues for the dining room, toilets, dining and sandwich areas.

General

Responsibility for promoting and safeguarding the welfare of children and young persons. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with young people.

Contribute to the overall ethos/works/aims of the school.

Act as a first Aider (qualification course) training will be provided.

Attend and participate in such Staff Meetings/other working groups as are appropriate to the role.

This Job Description is current at July 2024, and is representative of the duties/responsibilities expected of the post. These duties and responsibilities are neither static nor exhaustive and, at the discretion of the Headteacher, are liable to variation to reflect any future changes required of this post.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for the role.

The successful candidate will be requested to apply for for Enhanced Disclosure from the Disclosure and Barring Service (DBS), although a criminal record will not necessarily be a bar to obtaining the position.

Broadleaf Partnership Trust is committed to the highest standards in protecting and safeguarding the welfare of the children and young people entrusted to its care at all times.

Closing Date: 15 September 2024

Job Description Person Specification

	Essential	Desirable
Qualifications	GCSE English and maths A*-C or 9-4 or NVQ equivalent including Maths and English.	A Level (or higher) qualifications HLTA Child Protection Certificate/DSL trained
Experience, Skills and Knowledge	<ul style="list-style-type: none"> • Experience of supporting young people 11-19 years • Previous experience in a school environment working with pupils • High level written and oral communication skills • Good organisational skills and efficient working practices • Ability to work as a member of a team and work on own initiative • Ability to summarise and record information accurately • Prioritise own work and ability to work on own initiative • Committed to the provision and improvement of quality service provision • Ability to use conflict resolution strategies and breaking down barriers to education • Understanding of the role of the class teacher, the parent or carer and external agencies in developing and maintaining an effective learning environment 	

Personal Qualities

- Confidence, authority and excellent interpersonal skills
- Ability to work in a demanding environment
- Able to plan own workload and respond flexibly to changing circumstances
- Effective time management skills
- Reliable and punctual
- Creativity and ability to think laterally
- A 'can do' approach and positive outlook
- An interest in educational issues
- Have a sense of proportion and humour
- Ability to adapt to a variety of situations
- Be committed to safeguarding and promoting the welfare of children and young people

Benefits Beyond the Classroom

Employee Assistance Programme

Our EAP provides 24/7 access to a range of health and wellbeing services either via the phone or online, including structured counselling sessions, wellbeing resources, and financial and legal advisory services from trained experts.

24/7 GP Service

This service enables you and your immediate family access to a private GP service at any time of day or night. Appointments can be booked at a time to suit you, allowing you easy access to medical advice and diagnosis, private prescriptions and fit notes.

Health Cash Plan

Our health cash plan allows you to reclaim costs related to dental, optical, therapeutic and other health related expenses, including diagnostic consultations, screening, hearing aids, surgical appliances and NHS prescriptions.

Cycle to Work Scheme

This salary-sacrifice scheme allows you to purchase tax-free bicycle and safety equipment, spreading the cost over 12 or 18 months.

Shopping and Lifestyle Discounts

Wider Wallet is an online discounts platform providing a range of offers and discounts from well-known retailers and high-street brands as well as discounts on dining, travel, technology, entertainment and days-out.

Other Benefits

- Opportunities for career progression within an innovative and collaborative Trust
- Excellent CPD opportunities, including Coaching, tailored to support you throughout your career
- High-quality and comprehensive ECT development programme
- Flexible Working practices & supportive Time Off Work Policy
- Generous pension schemes



How to Apply

If you are enthused by this exciting opportunity and want to join our team at Plantsbrook School we'd love to hear from you.

For further information and to apply visit our career site:
www.mynewterm.com/school/Plantsbrook-School/137053

Closing Date*: Midnight, Sunday 15 September 2024

*We reserve the right to close the advert early if a strong field of applicants is received prior to the closing date.

If you would like to speak to someone in advance of your application, or arrange an appointment to visit us, please email HR at hr@broadleafpt.co.uk

Further information including an Applicant's Guide, Privacy notices and our Recruitment and Selection Policy can be found on our career site.

We are committed to equality and value diversity, and therefore particularly welcome applications from under-represented groups.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020, which means certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers. If they are disclosed, they will not be taken into account.

Broadleaf Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an Enhanced DBS check, including a Barred List check.

