



**BEACON
ACADEMY**

AMBITIOUS FOR EXCELLENCE

Cover Supervisor



MARK
Education
Trust

Information for applicants
January 2025

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About MARK Education Trust

From 1st September 2022, our Trust moved from being a multi academy trust operating as a single academy trust, to a fully functioning multi academy trust containing our two East Sussex based secondary schools – Beacon Academy in Crowborough and Uplands Academy in Wadhurst.

Our Trust's motto is 'ambitious for excellence' and this applies to all aspects of its work, including governance.

Our Trust's mission statement is:

MARK Education Trust provides the best possible education for our students, preparing them for life, so they can stand equally alongside their peers, locally, nationally and globally.

The guiding values of MARK Education Trust are:

M – Motivated: to create exceptional, caring and safe educational establishments

A – Ambitious: high expectations of staff and students

R – Resourceful: ensuring efficiency and value for money

K – Knowledgeable: valuing learning for life

Our vision

MARK Education Trust will create:

- Schools with their own strong identity underpinned by shared values
- Schools with expertly taught broad and balanced curriculums which give students the knowledge they need to further their education and thrive in adult life
- Schools which through collaboration constantly improve so that they are recognised for their outcomes at a local, regional and national level
- Schools which are the school of choice for their community and the employer of choice for the best professionals
- Safe and happy environments which enable students and staff to thrive and succeed
- Governance, leadership and management which is robust at all levels, ensuring that the trust is fully accountable to its stakeholders
- A strategy of 'growth with care', ensuring that the trust is able to meet the needs of and invest in its own academies as well as the capacity to support further academies



Welcome to Beacon Academy



We are a split site, semi-rural, mixed 11-18 non-selective converter academy with approximately 1664 students, including over 320 students in our Sixth Form. We are situated centrally in Crowborough on the outskirts of the Ashdown Forest, an area of outstanding natural beauty. We are close to Tunbridge Wells and the South Coast. The vast majority of our staff travel to Beacon from a variety of locations within the south-east, including Brighton, Eastbourne, Lewes and Tunbridge Wells.

Our catchment area generates our truly non-selective intake, both in terms of ability and socio-economic background. We are an oversubscribed school. We draw students from more than 10 primary schools in Crowborough and the surrounding areas. We also attract applications from an increasing number of students outside of our catchment area, however, due to our oversubscription we are generally only able to offer places to those within our pre-defined community area.

Our sixth form provision is accommodated entirely at our Green Lane site, an 800m, five-minute walk from our main Beeches site which accommodates years 7-11. We are immensely proud that we retain a high proportion of our Sixth Form students from Beacon Academy as well as recruiting students from other local and international schools.

Vision, culture and expectations

Our vision is to provide the best possible education for all of our students and to continue to be an exceptional and high-performing school, locally and nationally. We do this by relentlessly sustaining our culture that is highly aspirational and ambitious for excellence in all we do.

Our strategy for the future is rightly ambitious. We are uncompromising in our ambition, pursuing excellence at every level. We have a rigorous focus on consistent improvement and work meticulously to secure our culture of unapologetically high standards. Underpinning this is our shared belief in, and ambition for, the students of Beacon Academy, and the experienced, loyal, highly skilled and highly effective team of staff who teach them.

We ensure that teaching and learning inspires and challenges every student, enabling all to make excellent progress, regardless of their starting point. We offer a broad, knowledge rich curriculum within our disciplined standards agenda. Our environment is consistently calm, safe and orderly, enabling teachers to teach and students to learn.

We focus daily on developing and promoting our students' physical, emotional and social wellbeing via not only our curriculum, but our outstanding Student Support networks and wide-ranging enrichment programme. We ensure that teaching and learning inspires and challenges every student, enabling all to make excellent progress, regardless of their starting point

Keith Slattery
Headteacher

Anna Robinson
Executive Headteacher

TEACHERS' PROFESSIONAL DEVELOPMENT AT BEACON ACADEMY

1

Routes into teaching

- School Experience Days
- Teaching Assistant
- Individual Needs Assistant
- Cover Supervisor
- All support roles

3

Early Career Training

- University College London Early Career Teacher Training
- Bespoke mentoring
- Flexible training on SharePoint

5

Leadership

- ASCL Training
- National College of Education Level 7
- Apprenticeship
- NPQSL, NPQH, NPQ SEND
- Chartered Leader
- East Sussex Aspiring Leaders

Initial Teacher Training

2

- PGCE (University of Sussex, University of Brighton)
- School Direct, University of Brighton, Teach Kent and Sussex
- Assessment Only (University of Sussex)
- Apprenticeship (funded route)

Development for experienced teachers and middle leaders

4

- Become a Chartered Teacher
- National Professional Qualifications in Teacher Development, Leading Literacy, Behaviour and Culture, Leading Teaching Pedagogy group
- Ongoing curriculum training
- Exam board training
- Behaviour Working Party
- Mental Health First Aider
- Spending time in Student Support
- Supporting quality assurance
- Exam marking
- BAT duties
- INSET days
- Making Our MARK blog
- Research Lead Programme

Job Description

JOB TITLE	Cover Supervisor
PAY SCALE	Single Status Pay Scale 5 (£25,183-£25,583 full time equivalent)
JOB PURPOSE	To supervise students in the absence of the class teacher. The successful candidate will play an important part in the Academy's cover team to support its mission and ethos of realising potential and to be a role model for staff and students.
ACCOUNTABLE TO	HR Officer

Main Duties and Responsibilities:

- To supervise students in class to carry out pre-prepared lesson plans ensuring that students remain on task with the work they have been set during teaching staff absence including:
 - To set work (including homework) previously prepared by the class teacher or curriculum leader and to follow Academy procedures when guiding students e.g, homework and behaviour;
 - To develop curricular knowledge as required by the Academy;
 - To apply the Academy's Behaviour policy;
 - To undertake registration as required and in-line with Academy Attendance and Registration policies;
 - To follow the Academy classroom protocol;
 - To accompany staff on educational visits and work under the direction of the trip organiser;
 - To undertake exam invigilation when required, maintaining the rules set out by the external examination boards and in-line with Academy policy;
 - To observe Health & Safety regulations at all times;
 - To gain experience across all Departments;
 - To report any issues to the Head of Department/Head of Year/Assistant Head of Year/Senior Team as appropriate;
 - To return work etc. to the class teacher/Head of Department and inform them of the point reached by students;
 - To liaise with Teaching Assistants during cover lessons;
 - To operate at all times within the stated policies and practices of the Academy;
 - To establish effective working relationships and set a good example through own presentation and personal and professional conduct;
 - To endeavour to give every student the opportunity to reach their potential and meet high expectations.

Job Description Continued...

Performance Management

- Participating in the Academy's arrangements for performance management, professional development and that Academy's arrangements for quality assurance and internal verification;
- Attend relevant CPD opportunities.

General Responsibilities

- To undertake such other duties appropriate to the grade of the post as the Headteacher may from time to time reasonably determine.

Safeguarding

Beacon Academy is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Person Specification

ESSENTIAL	DESIRABLE
<p>Qualifications and knowledge</p> <ul style="list-style-type: none"> • GCSE grade A* to C pass or equivalent or NVQ Level 2 in Maths/numeracy and English/literacy • Right to work in the UK • Understanding the role regarding safeguarding and child protection • Knowledge of a range of strategies to promote good behaviour; • Awareness of confidentiality issues lined to home/student/teacher/school-work; • Knowledge and understanding of the different classroom roles and responsibilities in relation to this post; • Awareness of policies and procedures relating to child protection, health, safety and security, equal opportunities, confidentiality, data protection and other relevant legislation. 	<p>Qualifications and knowledge</p> <ul style="list-style-type: none"> • L3 and/or qualified to degree level and above; • Personal and/or professional development training relevant to this post, including First Aid training; • Ability to understand the aims, content and intended outcomes of teaching and learning in relation to the National and Academy curriculum; • Understanding of principles of child development and learning processes.
<p>Experience</p>	<p>Experience</p> <ul style="list-style-type: none"> • Experience of working in an educational setting; • Experience of working with young people.
<p>Philosophy</p> <ul style="list-style-type: none"> • Working collaboratively with other team members • Equality of opportunity • The responsibility of contributing to whole team effort 	<p>Philosophy</p> <ul style="list-style-type: none"> • An understanding of Academy status • An understanding of SEND as part of the whole curriculum
<p>Skills</p> <ul style="list-style-type: none"> • Ability to manage behaviour of students to promote and maintain order and a calm working environment; • Ability to motivate students; • Ability to develop positive relationships and relate well to children and adults; • Ability to support the processes and procedures for student learning; • Ability to work on own initiative and as part of a team; • Ability to work under pressure; • Ability to manage time effectively and prioritise workloads. 	<p>Skills</p> <ul style="list-style-type: none"> • Demonstrate very good competence in numeracy, literacy and excellent communication skills; • Understanding when to consult, make decisions and defer to others; • Ability to use ICT effectively to support learning.

Person Specification Continued...

Personal Qualities

- A positive outlook, well-motivated, enthusiastic and energetic;
- Commitment to own professional development;
- Self-awareness, empathy and ability to manage feelings in a professional way;
- Commitment to supporting the day-to-day life of the Academy;
- A sense of humour and patience, particularly when facing difficult and challenging situations;
- Ability to work flexibly and in a responsive way;
- Ability to work with tact, discretion and confidentiality;
- An excellent record of punctuality, attendance, reliability and integrity;
- Able to demonstrate resilience, motivation and commitment to driving up standards.

Department Information

Beacon Academy currently has a team of five friendly, supportive and proactive Cover Supervisors who are managed and supported by the HR Officer and wider HR team.

Under the guidance of the HR Department, the team of Cover Supervisors has become a cohesive and efficient team. Each individual brings their own unique strengths, from strong communication skills to a deep understanding of classroom management. They work seamlessly together, supporting one another and sharing best practices. Their mutual respect and commitment to the students' well-being create a positive and structured learning environment, where pupils feel engaged and supported. Cover Supervisors also play an integral role in ensuring continuity for our students during teaching absence.



Here is what one of our current Cover Supervisors has to say about the role...

'Being a cover Supervisor at Beacon Academy is a rewarding role for anyone interested in education or working with young people.

The role provides a great opportunity to understand classroom dynamics in many subjects without the responsibility of planning and marking. It would be a good step into education for anyone considering becoming a teacher.

We are a small, supportive team and every day is unique, allowing you to gain a wide understanding of many different subjects and educational areas.

Cover supervisors play a vital role in the school, ensuring students continue to learn and develop their subject knowledge in the absence of their regular teacher.

Building relationships and contributing to students' well-being and education can be rewarding and the role requires a good sense of humour, patience and the ability to communicate with both staff and students.'



A centre of excellence

Our high expectations and inclusive culture ensure that all students are inspired, challenged and supported to make excellent progress.

Judged by Ofsted to be “Outstanding” in all five inspection categories. May 2024

Staff Testimonials

Beacon Academy is a friendly, supportive and inclusive place to work. The staff here show a positive commitment to the students who attend Beacon Academy and also to each other in the roles we do. Each member of the team is made to feel as though they fit in at Beacon Academy, with opportunities given to progress in their professional development and in remits they wish to pursue. I recommend this school to anyone who wishes to work in an open and inclusive environment and who really values their time as a teacher. It will not be wasted at this outstanding school with high values and dedication to the profession.

Teacher of English



Joining Beacon Academy back in September was and will always be a focal point of my career. I have found our colleagues here at Team Beacon to be extremely kind and welcoming which in turn has helped me to feel comfortable and safe here in my new role. I feel like no question is a silly question and I am genuinely valued for my contributions to the community. It is an honour to work here. People are kind to students and students are often kind in return. It is a feeling here like no other and I feel privileged to be a part of this fantastic school.

ECT – Teacher of History

Beacon Academy is like one big family, all staff are supportive not only to the students but also to all of their colleagues whether they be teaching or support staff. The Trust encourages and supports staff in continuing their own educational studies which improves the knowledge of individuals and their departments.

Support Staff

How to Apply

Once again, thank you for your interest for the post of Teaching Assistant.

Please note that applications will be considered as they are received and you are therefore advised to submit your application as early as possible, as some interviews may take place, and an appointment may be made, before the closing date is reached for this position.

If, like us, you are passionate about providing the best possible education for all students in an outstanding school with a culture of high expectations and ambition, please ensure you:

1. Complete the statutory application form. Applications for this post should be made through [My New Term](#)
2. Provide Information to support your application, paying particular attention to the Person Specification. Please include any achievement data that is applicable to the role you are applying for.
3. Provide two references, one of whom must be the Headteacher from your current school or most recent significant employer.

Beacon Academy is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people. The Academy is also committed to providing a supportive and flexible working environment to all its members of staff.

The Academy recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment. Please refer to our Recruitment, Selection and Disclosure Policy and Procedures which supports our statutory obligation to comply with Keeping Children Safe in Education 2024.

If you wish to arrange a visit or have an opportunity to discuss this post informally, please contact our HR department on:

01892 603000, or email hr@beacon-academy.org

