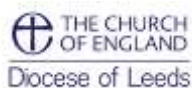


# Level 3 Cover Supervisor (Permanent)



**bdat**  
Bradford Diocesan  
Academies Trust

East Morton CE Primary School



Artsmark  
Gold Award  
Awarded by Arts  
Council England

# Contents



# About our School



**“Parents and carers say that their children find learning ‘irresistible’, and this is evident in all classrooms.”**

OFSTED

East Morton Church of England Primary School, which is an academy within [Bradford Diocesan Academy Trust](#), lies at the heart of East Morton. Together with the church, a pub/restaurant and a thriving institute, it forms the hub of this pretty Yorkshire village.

Originally founded in 1845, the school moved to its present site in 1977 and was extended with three new classrooms in 2000. We

have since been able to extend three of our smaller classrooms and our staffroom facility, and have created a purpose built music/nurture room. In Summer 2019, with funding from BDAT, we dramatically improved our Early Years provision with a major extension and dedicated outdoor area. The school grounds offer: a Multi Use Games Area; wildlife area featuring a bird hide and fire pit; a large tarmac play area with shelters and an outdoor classroom; a sloping field and a spiritual garden.

The school is very highly regarded and typically oversubscribed.

The majority of our children live in the village itself, which has several new housing developments, but some do live in the neighbouring towns of Keighley and Bingley. Our Morton Marvels wrap-around care facility extends our services to parents beyond school hours.

**“Leaders and staff set high expectations for pupils’ behaviour and learning. Pupils’ behaviour is exemplary.”**

OFSTED

There are 7 classes with 205 children currently on roll, plus a 22 place Nursery. The staff are very professional and highly skilled. There is also a very strong and supportive Governing Body which takes an active part in the continued development and improvement of the school.

**“...this school celebrates the unique God-given value of each individual pupil, and ensures that all are supported to achieve the best possible educational outcomes.”**

SIAMS



# About our School *continued*



Pupils thrive at East Morton Primary School. They love attending this welcoming and **happy school.**"

OFSTED

The school aims to encourage the full development of all children. This involves accepting that each child is different and that pupils thrive in a safe environment which provides relevant learning

**"...this school celebrates the unique God-given value of each individual pupil, and ensures that all are supported to achieve the best possible educational outcomes."**

SIAMS

based on first hand experience. Our progressive, skills-based curriculum is enriched with many visits and visitors to school. All year 5 and 6 pupils experience residential visits and there is a wide range of extra curricular activities on offer and many sporting activities taking place throughout the year. In addition to this, all children are able to take part in musical concerts before leaving our school and have a choice of musical instruments to learn to play.

Children are encouraged to be self-disciplined and to take responsibility for their own actions. Behaviour for learning is excellent and parents are extremely supportive of the school. We encourage parental involvement and welcome volunteers from the community who help in school, for example by listening to readers.

Pupils are proud to be given roles such as those of eco-committee members, school councillors and worship councillors. As a result, they develop into confident, active and responsible young

**"Staff are proud to work at East Morton. They value the training opportunities that leaders provide and leaders' support to manage their workload."**

OFSTED

The 'Friends of Morton' group work hard to raise additional funds for the school and there are strong links with the community, particularly St Luke's Church.

**citizens."**

OFSTED



# Vision Statement



## The School's Vision

All are inspired to achieve their full potential in our loving community of life-long learners, where:

- Everyone is valued;
- Every chance is provided for all to flourish in the security of God's love; and
- Every day brings the enjoyment of life in all its fullness.

**"...a second home  
for our children."**

Parent comment

## Core Values

At East Morton, 'Love' is our core value and it is from love which all of our six key values flow:

- Hope
- Peace
- Generosity
- Community
- Wisdom
- Justice



**"Your exceptional  
vision has created a  
community that celebrates  
pupils and celebrates life."**

OFSTED



# Job Description

Job Title: Cover Supervisor (Level 3)

Point: Band 6 SCP 6-11

Hours: 32.5 hours per week, Term Time Only

To start September 2024

## Job Purpose

A Level 3 Cover Supervisor will encourage pupils to participate in the social and academic life of the school, help enable them all to become more independent learners, help to raise their standards of achievement, and support teachers in the planning and preparation of lessons. They will also cover classes as required, following planning that has been left by the class teacher.

## Support for Pupils

- be ready to receive pupils on arrival to school and from break or lunchtime;
- work with pupils on individual targets set by teaching staff;
- support pupils' learning activities, attend to additional learning needs, and help in development;
- help with the care and support of pupils;
- contribute to the health and well-being of pupils;
- establish and maintain relationships with individual pupils and groups;
- be an effective model for pupil behaviour.
- assist pupils in carrying out schemes of work and programmes set by teaching staff;
- support pupils' in their individual learning and development, for example, in their acquisition of cognitive and learning skills;
- help pupils to develop their literacy and numeracy skills, and thus to improve their attainment across the curriculum .

## Support for the Teacher

- help with classroom resources and records;
- contribute to the management of pupils' behaviour, both in the classroom and on the playground, as required;
- support delivery of the National Curriculum;
- provide support for learning activities;
- support the use of ICT in the classroom;
- assist in the maintenance of a safe environment for pupils and staff;
- assist in the presentation of display materials;
- support teaching staff or senior colleagues with routine administration.

Continued/..

## Job Description *continued*

- contribute to the planning and evaluation of learning activities;
- support teachers in planning and preparing lessons, resources and the classroom during weekly planning meetings;
- assist in the recording of pupils' progress;
- raise the awareness of teaching staff to the strengths and difficulties of individual pupils;
- assist teaching staff in the monitoring and evaluation of pupils' progress, providing them with feedback on observations undertaken;
- assist in the assessment of individual pupils;
- raise the awareness of teaching staff to any pressures on pupils which may result in behaviour problems;
- provide support for teachers in developing effective approaches to managing behaviour;
- assist in setting behaviour targets;
- assist in reviewing statements of Special Educational Needs.
- undertake appropriate planning and preparation of interventions for individuals, groups and whole classes with the support of a HLTA/Class Teacher.

### Support for the School

- monitor effective working relationships with colleagues and parents;
- attend weekly staff briefing and planning meetings;
- contribute to the maintenance of pupils' safety and security;
- recognise confidentiality, child protection procedures, Health & Safety, and the policies of the Governing Body and the MAT;
- assist the teaching staff in the smooth transition between educational phases;
- liaise effectively with parents and other parties, as required;
- actively participate in teaching and learning activities and those deemed appropriate for the role as directed by the headteacher;
- review and develop their own professional practice to enhance and support the school development plan.

# Personnel Specification: Level 3 Cover Supervisor

In addition to this personal specification, all essential qualities for Level 1 and Level 2 should also be evident.

	<b>Essential</b>	<b>Desirable</b>
Qualifications and experience	<ul style="list-style-type: none"> <li>• Satisfactory experience, demonstrating a wide range of strategies for supporting children with complex needs, and the ability to deliver cover with minimal supervision.</li> <li>• NVQ Level 3 Learning Assistant/Childcare or equivalent</li> <li>• GCSE Maths &amp; English (C+, Level 2 or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• INSET undertaken on a wide variety of learning and behaviour-management strategies.</li> <li>• Phonics Training</li> </ul>
Knowledge and understanding	<p>The Level 3 Cover Supervisor should have knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• support mechanisms for teaching staff;</li> </ul>	<p>May also have knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• the different ways in which children learn;</li> <li>• behaviour-management strategies.</li> </ul>
Skills	<p>The Level 3 Cover Supervisor will be able to:</p> <ul style="list-style-type: none"> <li>• contribute to a range of teaching, learning and pastoral activities;</li> <li>• help the class teacher to plan, monitor and assess;</li> <li>• take responsibility, with minimum supervision, for delivering work programmes over an extended period to groups of children with complex needs;</li> <li>• take the lead in whole-class situations when the teacher is not present.</li> </ul>	<p>Might also be able to:</p> <ul style="list-style-type: none"> <li>• evidence taking responsibility for whole class teaching.</li> </ul>
Disposition and Attitude	<ul style="list-style-type: none"> <li>• Emulate the ethos of East Morton CofE Primary School where: - <i>Everyone</i> is valued; <i>Every chance</i> is provided for all to flourish in the security of God's love; and; <i>Every day</i> brings the enjoyment of life in all its fullness.</li> <li>• Be able to demonstrate a commitment to working with children of the relevant age.</li> <li>• Enthusiastic and passionate about their role</li> <li>• Innovative</li> <li>• Flexible to change</li> <li>• Willing to engage fully with the local community</li> </ul>	
Personal Circumstances	<p>Ability to perform all duties and tasks with reasonable adjustments where necessary</p> <p>Ability to cope with the requirements of the post, which will include working with pupils who may have emotional/ behavioural/physical difficulties.</p>	



# About BDAT

East Morton CE Primary School is an academy within Bradford Diocesan Academies Trust. The successful candidate will be employed by BDAT although their main place of work will be at East Morton CE Primary School. BDAT strives to be diverse and inclusive employer a place where we can ALL be ourselves. We encourage and welcome applications from everyone.



## General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi- Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford and is part of the Diocese of Leeds. BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at [www.bdat-academies.org](http://www.bdat-academies.org).

## Our Mission Statement

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable them to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working. We believe this means we are big enough to achieve business economies of scale whilst being small enough to retain our family of schools approach where we are truly able to know, understand and support each other.

## Our Christian ethos

BDAT is a proudly Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England academies, as well as those within the faith.

## ICARE

At BDAT we have considered the importance, effectiveness and sustainability of how we tackle issues like racism and other types of discrimination across all areas of our MAT and within each of our schools. We have led a Trust wide consultation to ensure we understand what we mean by inclusion and to look at what we can do differently centred around the Trust values: "ICARE". To download our ICARE consultation documents please [click here](#)

## BDAT People: Our Faculty of Professional and Career Development

The BDAT Faculty of Professional and Career Development brings together into a single entity all that we currently do to recruit, develop and retain our staff. The Faculty provides the strategic direction to ensure that our professional and career development supports school improvement and drives our vision of BDAT as an employer of choice. By bringing all our work in this area under 'one umbrella' it ensures our staff know about BDAT's development offers and how they can be accessed. <https://bdat-people.org/>

## Level 3 Cover Supervisor

32.5 hours per week (8.30am-3.30pm) term time only

Scale: Band 6 SCP 6-11

Actual salary £17,775-£19,305 pay award pending

This is an exciting opportunity to join a successful, values-centred  
**school in which “children find learning ‘irresistible’”**

We can offer:

- Confident children who have a genuine thirst for knowledge
- A 'nurturing culture' for staff and learners alike
- A 'broad, balanced and creative curriculum'
- A comprehensive employee benefits scheme through BDAT, along with development opportunities across the trust.

The successful candidate will:

- Cover classes as required; following curriculum planned by the class teacher.
- Support pupils' learning activities, attend to additional learning needs, and help in development.
- Help pupils to develop their English and Maths skills, and thus to improve their attainment across the curriculum.
- Undertake appropriate planning and preparation of interventions for individuals, groups and whole classes with the support of a HLTA/ Class Teacher.
- Have a Level 3 (or equivalent qualification)
- Have Mathematics and English GCSE grade C or above (or equivalent qualification)

Visits to the school are encouraged for all potential candidates please contact Jackie Kelley, Office Manager on 01274 569447 to arrange

Interested candidates are requested to apply online through [mynewterm.com](http://mynewterm.com) which can be accessed via [www.eastmortonprimary.co.uk/about/vacancies/](http://www.eastmortonprimary.co.uk/about/vacancies/)

**Application deadline: Monday 1st July, 5pm**

**Interviews: Friday 5th July**

All posts are subject to a probationary period of one term.

East Morton CE Primary School is an academy within [Bradford Diocesan Academies Trust](http://www.bradforddiocesanacademies.com). The successful candidate will be employed by BDAT although their main place of work will be at East Morton CE Primary School.

BDAT strives to be diverse and inclusive employer a place where we can ALL be ourselves. We encourage and welcome applications from everyone. As a Trust we are an inclusive employer. We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, sexual orientation or disability. The person specification sets out the criteria used to assess candidates through the selection process.

*East Morton Church of England Primary School is committed to safeguarding and promoting the welfare of our pupils, expecting all staff and volunteers to share this commitment. All staff are subject to vetting checks including an enhanced DBS check.*

# Contact Details

## School Contact Details

Executive School Business Manager: Suzanne Wahed

Office Manager: Jackie Kelley

East Morton CE Primary School, Street Lane, East Morton, Keighley, West Yorkshire BD20 5SE

Telephone: 01274 569447 Website: [www.eastmortonceprimary.co.uk](http://www.eastmortonceprimary.co.uk)

## How to find us

East Morton CE Primary School is located on the junction of Carr Lane and Street Lane in East Morton village, which is located between the towns of Keighley and Bingley in the Aire valley.

