



**UPLANDS
ACADEMY**

AMBITIOUS FOR EXCELLENCE

Cover Supervisor

Information for applicants
December 2024

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Headteacher

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Welcome to MARK Education Trust

After operating as a Single Academy Trust for several years, we were delighted to become a fully functioning Multi Academy Trust when Uplands Academy joined our first school, Beacon Academy, on 1st September 2022.

Our Trust's motto is 'ambitious for excellence' and this applies to all aspects of its work, including governance. 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 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 from the Chief Executive Officer and Executive Headteacher Anna Robinson and Headteacher Chris Connor

Welcome to Uplands Academy

We know that choosing a place to work in is one of the most important decisions you will make for yourself and your family so we thank you for your interest in our school and hope that the following information will assist you with knowing a little more about who we are and what we stand for at Uplands Academy.

Who we are and what we stand for

At Uplands, the relationships between our staff and our students are excellent and ones that we are proud of. Our staff have high expectations, are ambitious for our students, and they know them well. We pride ourselves on our rigorous focus on the child as a unique individual, including our most disadvantaged and those with SEND. We ensure that the lessons that our students receive are personalised and inclusive, enabling them to be actively engaged in their learning.

Uplands Academy Vision

At Uplands Academy, we want our children to be happy, successful and confident by providing the best possible education for all our students. We want to be an exceptional educational establishment for our community.

- **Our curriculum.** At MARK Education Trust, our overarching purpose is to cultivate well-rounded individuals who excel academically and socially. Our curriculum is fully inclusive so that students with SEND have the same broad, balanced experience. Expert teaching supports all our students, including our most disadvantaged, and our ambitious curriculum strategically builds the most important knowledge.

- **We have uncompromisingly high expectations** for the quality of education that our students receive, including the most disadvantaged and those with SEND - there is no room for complacency.
- **We support and encourage our school community** – we expect everyone to Make their MARK academically by being motivated, articulate, resilient and knowledgeable, both in their lessons and beyond, and socially both inside and out of our school environment by having excellent manners, being accepting, respectful and kind. These expectations are reflected in the excellent relationships that exist between our board of trustees, staff, students, parents, carers and the wider community.
- **We recruit, retain and develop exceptional staff and trustees** to ensure that through every aspect of their experience of Uplands, our students are inspired, engaged and challenged, enabling them to make excellent progress and attain well. This includes our most disadvantaged and those with SEND.
- **Our staff care deeply** - each day they strive to be positive role models, thus supporting the inclusive culture of our school environment. Our staff want our students to feel safe and happy and listened to academically, socially and in terms of their well-being. We have a culture that is highly aspirational and ambitious for excellence in all we do and where commonalities are identified and celebrated and that differences are respected, accepted, valued and nurtured.
- **As staff we model what we want to see from one another and our students** – we promote and expect a positive and motivated commitment to education from our students and their parents and carers.
- **Our standards are unapologetically high** – this applies to both our staff and students, thus enabling our teachers to teach and our students to learn and excel, at Uplands Academy and beyond.

We encourage you to come and see this and Uplands Academy for yourself during this exciting new phase for our school.

Anna Robinson & Chris Connor
Executive Headteacher & Headteacher

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.

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

- Uplands 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> <ul style="list-style-type: none"> • XX 	<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

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.

Applications

Once again, thank you for your interest for the post of Cover Supervisor.

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.

Uplands 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 786611, or email hr@uplands-academy.org



How will **you**
make your **MARK?**



Manners



Acceptance



Respect



Kindness



How will **you**
make your **MARK?**



Motivated



Articulate



Resilient



Knowledgeable



MARK
Education
Trust

