



Victoria
ACADEMIES TRUST

Cover Supervisor

Recruitment Pack

Full Time and Permanent from March 2025

Salary: UQT 1-6 + Sen Allowance

Web: victoriaacademiestrust.org

Email: enquiry@victrust.org

X @VicAcademies

#BeTheBestYouCanBe

Welcome From the CEO

Thank you for your interest in joining the team at Victoria Academies Trust.

I am delighted that you are interested in working with us. Victoria Academies Trust is a primary-only trust, based in the West Midlands consisting of a mix of sponsor, converter and free schools. We currently have ten schools open; nine mainstream and one special school.

Victoria Academies Trust was set up in 2014 with the sole aim **'to make our people the best they can be'**. We are passionate about making a difference to the lives of our pupils, families and colleagues. We want to inspire our young people to achieve more than they imagine possible, and having the right people in every role across our schools is an important part of making our vision become reality.

We have a strong board of trustees who work closely with the trust executive team to focus on our goals of investing in our school communities, growing and valuing our colleagues and preparing our children for the future. This ensures that our schools are on a continual journey to the be best they can be. We currently educate over 3200 pupils across the primary age range, and employ over 500 colleagues across our schools and in our trust central team.

We may be ten schools, but our vision and values run through our Trust and we truly are a family, united in our ambition for our people 'To Be The Best They Can Be'.

The opportunity:

We are looking to recruit a permanent, full time Learning Support Assistant at Elm Tree Primary Academy, Wednesbury from 1st September 2024.

Full downloadable recruitment forms can be found on our website at [Job Vacancies \(victoriaacademiestrust.org\)](https://victoriaacademiestrust.org)

We are committed to flexible working and are happy to have discussions with prospective candidates.



Sharron Philpot

CEO

Victoria Academies Trust



About Us

Our

Mission

Our mission is our reason for being - it is simply: to make our people the best they can be.

Our people are our colleagues, our pupils, our governors and our school communities – we work with and empower our people to be the best they can be.

Our

Vision

Our vision is the picture we paint, the future we want to create, based on our mission.

We are a family of schools, united in our passion for inspiring pupils to achieve more than they imagine possible.

We have a positive influence on children's lives in areas where we can make the most difference.

We are ambitious for our children. Our high expectations of them, the memorable experiences and opportunities they have in our schools, along with the kindness and compassion which is at the centre of our Trust means that they will be successful in whatever they choose for their future.

We are at the heart of our communities; a place where local people can turn to for help, support and guidance, working with us for the greater good of our shared community.

We are aspirational for our people, who are given opportunities to grow, develop and become experts in their chosen fields.

Our people feel valued and supported; they show ambition, courage and resilience, but most of all are kind and respectful.

Our Values

Our Values are important to us and guide our behaviours, our relationships and the way we work together. They define how we want to be.

These values of **Unity, Integrity, Courage, Curiosity and Excellence**, along with our commitment to strong ethical leadership ensure that we build a positive and powerful legacy to be proud of.



Unity

We know that by working together, we are stronger than working alone. We work together as a family, united in our shared responsibility to achieve our mission.



Integrity

We show integrity by being honest, truthful, and transparent; always doing what we believe is right and true. We show kindness and respect by treating others with dignity, empathy, and understanding.



Courage

We show courage by being ambitious, challenging ourselves and others to achieve more. We take on challenges with enthusiasm, determination, and resilience, learning from failures.



Integrity

We show curiosity by having a passion to learn, explore, and discover new things and new ways of working. We are innovative and ambitious, always seeking to be even better.



Excellence

We have a strong commitment to continuous improvement, a willingness to learn and a dedication to becoming the best we can be.

What we can offer you

Joining Victoria Academies Trust means becoming part of a vibrant and dedicated community that is committed to ensuring colleagues are supported 'To Be They Best They Can Be'

This is what we can offer you:



Competitive Pay Scales

- **Transparent Salary Framework:** We offer clear and transparent pay scales, aligned to government recommended pay, that reflect your experience and expertise.
- **Annual Pay Review:** Commitment to regular reviews to ensure our salaries remain aligned to government recommended scales for teaching and non-teaching staff.



Professional Development

- **Tailored Growth:** Benefit from our bespoke professional development programmes, designed to help you reach your career goals.
- **Access to over 100 tailored CPD courses** through a mix of flexible webinars and online or face to face opportunities.
- **Opportunities to network** with likeminded individuals- through networks, meetings and our annual Whole Trust Conference.
- **Leadership Opportunities:** With a clear pathway for progression, you have the chance to advance into leadership roles within our trust – both as teaching and non-teaching colleagues.



Generous Pension Scheme

- **Teachers' Pension Scheme:** Benefit from one of the most generous pension schemes in the UK.
- **Local Government Pension Scheme:** Our support staff are enrolled in the LGPS, which is a secure and flexible pension plan that provides a valuable package of retirement and death in service benefits.
- **Employer Contributions:** We make significant employer contributions to your pension, helping you plan for the future with confidence.



Well-being and Support

- **Work-Life Balance:** We support a healthy work-life balance with flexible working options and a commitment to you through our Flexible Working Policy and People Strategy.
- **Health and Wellness:** Access to our comprehensive wellbeing and benefits scheme which includes counselling services, discounts on gym membership, childcare voucher scheme, cycle to work scheme and lifestyle voucher scheme.
- **Paid expenses** in line with HMRC guidance – and access to **free parking** on site at our schools.
- **Dedicated technology** – To enable to to fulfil your role effectively.
- **Dedicated shared working spaces** allowing colleagues to collaborate and work in way that suits them.
- **Generous holiday allowance** – many of our roles are term time only contracts.



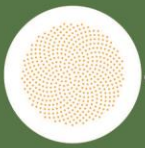
Community and Culture

- **Collaborative Environment:** Thrive in our culture of teamwork and support, where ideas are shared and successes celebrated.
- **Community Impact:** Make a real difference in our local communities through various outreach and engagement activities and events.

We are proud to offer a fantastic and supportive working environment where our passion for inspiring our children to achieve more than they imagine possible is at the heart of everything we do.

If you're ready to make a significant impact and grow with us, we would love to welcome you to our team

Our Schools, Our Journey



2012

Victoria Park
Primary becomes
Victoria Park
Academy



2014

Victoria
Academies Trust
founded



2014

Rowley Park
Academy,
Staffordshire join
as first sponsor
school



2014

Devonshire
Infant and Junior
Academies,
Sandwell join as
converter schools



2017

Birchen Coppice
Academy,
Worcestershire
join as a sponsor
academy



2016

Fibbersley Park
Academy, Walsall
join as a sponsor
academy



2015

Northfield
Manor Academy,
Birmingham join
as a converter
academy



2018

Foley Park
Academy,
Worcestershire
join as a converter
academy



2019

Poppyfield
Academy,
Staffordshire
opens as our first
Free School



2022

Elm Tree
Academy,
Sandwell opens
as our first SEND
Free School



Role Overview

Cover Supervisor – Elm Tree Primary Academy

Elm Tree Primary Academy is a new special school in Sandwell for autistic pupils from Reception to Year 6 who have additional learning needs.

Phase 1 opened in September 2022 with a Reception class and Y1 class and Phase 2 will open as a brand new build in September 2023 in Friar Park Road Wednesbury.

This is a very exciting opportunity for Victoria Academies Trust who are looking to appoint an enthusiastic and highly motivated Cover Supervisor. The position will allow the successful candidate to be part of a small team and grow with the school as it reaches its full capacity by September 2025

We are looking for candidates who:

- Creative thinkers, passionate, committed and have the determination to secure the best possible outcomes for every child
- Have the experience and skills to work with autistic pupils
- Energetic, positive and have the ability to work effectively as part of our team
- Willing to go the extra mile to make great things happen for our children

We can offer the successful candidates:

A commitment to continuing professional development

A supportive and hardworking staff team

Happy to discuss flexible working

If you would like more information and would like to apply, please follow this link:

Elm Tree Primary Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS disclosure. All shortlisted candidates will be subject to an online search as part of our recruitment process.

Rehabilitation of Offenders Act

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this post is subject to an enhanced DBS disclosure which confirms the appointee is not on the Children's Barred list being obtained. If you are shortlisted you will be asked to disclose any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)





Job Description

Responsibilities of the role

Cover Supervisor – Elm Tree Primary

School	Elm Tree Primary Academy
Post title:	Cover Supervisor
Responsible to:	Head Teacher or Line Manager
Remuneration:	UQT 1-6 + SEN allowance £2679 per annum.
Hours:	As per teachers pay conditions
Start Date:	March 2025

This job description will be reviewed annually and may be amended at any time following discussion between the Head Teacher and member of staff.

PLANNING

When planning, a cover supervisor will be required to:

- Implement and deliver an appropriately broad, balanced and relevant curriculum, incorporating the school Curriculum requirements in line with the curriculum policies of the school;
- Identify clear, relevant, challenging teaching and learning objectives, and specify how they will be taught and assessed;
- Set tasks which engage, involve and challenge pupils, whilst ensuring a high level of interest and enjoyment;
- Set appropriate and high expectations;
- Set clear, aspirational targets, building on prior attainment;
- Respond to individual needs appropriately and according to planned outcomes
- Provide clear structures for lessons in order to maintain pace, motivation challenge and engagement
- Make effective use of assessment to inform planning of teaching and learning, whilst ensuring coverage of identified programmes of study

TEACHING

- Develop key skills as an integral part of all curriculum and communication and independence strategies
- Personalise learning, and cater for a wide range of learning styles, interests
- Use ICT effectively in teaching and learning, and as an embedded part of the curriculum;
- Establish a purposeful learning environment, where diversity is valued and pupils feel safe, secure and confident;
- Organise and manage teaching and learning time effectively;
- Build successful relationships centred on teaching and learning;
- Recognise and respond effectively to equality issues as they arise in the classroom, challenge stereotyped views, bullying and harassment in accordance with school policy and procedures;
- Evaluate their own teaching critically to improve effectiveness;
- Organise and manage Teaching Assistants and other helpers in the classroom to maximise the outcomes for pupils' learning.

CLASS MANAGEMENT

All cover supervisors will be expected to:

- Establish a clear framework for classroom behaviour and conduct, in line with the school's policy, in order to anticipate and manage pupils' behaviour constructively, promote self-control and independence;
- Set high expectations for pupils', and promote mutual and self regulation fostering positive relationships;
- Use effective strategies in order to establish and maintain a calm and purposeful learning environment,

MONITORING, ASSESSMENT, RECORDING, REPORTING

As part of Monitoring, Assessment, Recording and Reporting all cover supervisors will be required to:

- Assess pupils' level of learning and understanding in relation to identified learning objectives, and use monitoring and assessment information to inform planning, teaching and learning;
- Use Assessment for Learning strategies to monitor and assess the effectiveness of learning activities, provide immediate and constructive feedback to support pupils as they learn;
- Involve pupils, as appropriate, in reflecting on, evaluating and improving their own performance and progress;
- Assess pupils' progress accurately against appropriate standards;
- Record and track pupils' progress and attainment systematically, in order to provide evidence of development, identify strengths and areas requiring improvement, inform teaching and learning targets;
- Use assessment data to inform planning and provision ;
- Report on pupils' attainment to parents, carers, other professionals and pupils as appropriate;
- Analyse assessment and tracking data, identify strengths and areas or pupils requiring targeted improvement.

OTHER PROFESSIONAL REQUIREMENTS

In addition, all cover supervisors will be expected to:

- Have a working knowledge of teachers' professional duties and legal liabilities;
- Operate at all times within the stated policies and practices of the school and Trust
- Establish effective working relationships, set a good example through presentation, personal and professional conduct;
- Endeavour to give every child the opportunity to reach their potential and meet high expectations;
- Take on the responsibility, as appropriate, for leading and managing one or more curriculum areas or aspects of the school's provision, as delegated;

- Contribute to the corporate life of the school through effective participation;
- Contribute to the delivery of extra-curricular provision;
- Liaise effectively with parents and governors;
- Take on any additional responsibilities which might from time to time be determined;
- Actively engage in appraisal , training, continuous professional development and other learning activities as required;
- To be aware of and comply with policies and procedures relating to child protection and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Work collaboratively with other professionals.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably requested, allocated or delegated to them by the Head Teacher.

Other duties

1. To participate in the operation of the Trust's Appraisal Scheme
2. It is your responsibility to carry out your duties in line with the Trust policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.
3. Such other duties as may be appropriate to achieve the objectives of the post to assist the school or Trust in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes
4. The post holder must at all times carry out his/her responsibilities with due regard to the Trust policy, organisation and arrangements for Health and Safety at Work.

Person Specification

Teacher- Rowley Park Academy

Qualifications and experience	Degree Experience of working in special schools
Training	Willing to attend relevant training
Knowledge and skills	Knowledge of the National Curriculum and Trust curriculum Knowledge of effective teaching and learning strategies A good understanding of how children learn Ability to adapt teaching to meet pupils' needs Ability to build effective working relationships with pupils Knowledge of guidance and requirements around safeguarding children Knowledge of effective behaviour management strategies Good ICT skills, particularly using ICT to support learning Add any further skills and knowledge needed

Personal qualities	<p>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</p> <p>High expectations for children’s attainment and progress</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p> <p>Add any further qualities needed</p>
Commitment to the following	<p>Pupils with additional needs.</p> <p>Raising standards for pupils</p> <p>Setting a good example in terms of dress, punctuality and attendance.</p> <p>An enthusiasm and determination to support the vision and values of the school community.</p>
Legal Requirements	Enhanced DBS Clearance

WORKING TIME

A cover supervisor employed full time must be available for work 195 days in any school year, of which:

- 190 days must be days on which s/he may be required to teach pupils and perform other duties; plus
- 5 days must be days on which s/he may only be required to perform other duties.

Those 195 days will be specified by the employer, or if the employer so directs, the Head teacher

A cover supervisor employed full time must be available to perform such duties at such times and such places as may be specified by the Head teacher for 1,265 hours in any school year. The 1,265 hours will be allocated reasonably throughout those days in the school year on which s/he is required to be available to work. Time spent travelling to or from the place of work shall not count against the 1,265 hours.

In addition to the hours a cover supervisor is required to be available for work, s/he must work such reasonable additional hours as may be necessary to enable him/her to discharge effectively his/her professional duties as outlined in the current School Teachers' Pay and Conditions Document. The amount of time required for this purpose between the 1265 hours and the times outside the 1265 specified hours, will not be defined by the employer but shall depend upon the work needed to discharge effectively the teacher's duties.

Accountability to and for: Accountable to the Head Teacher accountable for the supervision of the persons providing classroom support.

Job description takes into account new teachers standards

Job description issued by Victoria Academies Trust

*Note: Due to the nature of how a multi-academy trust operates there is an expectation that all staff are willing and able to travel across the MAT (via their own car) to provide school-to-school support from time to time, as required. This means that a clean driving licence and acceptance of these terms is essential. Travel expenses will be reimbursed at the agreed rate.



Safeguarding

Victoria Academies Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and child protection practices of the Trust.

Equalities:

Victoria Academies Trust has a strong commitment to achieving equality of opportunity in its academies and in the employment of people. The post will ensure that the Trust meets its statutory obligations in relation to all aspects of equalities legislation.

Flexible Working:

Victoria Academies Trust is committed to ensuring that all colleagues have working conditions that meet their own needs, as well as the needs of their schools and children. Details of our Flexible working policy can be found on our website: [VAT-Flexible-Working-Policy-v1.0-.pdf](#) (victoriaacademiestrust.org)



Victoria Academies Trust

Ballot Street,
Smethwick,
West Midlands
B66 3HH

Web: victoriaacademiestrust.org

Email: enquiry@victrust.org

X [@VicAcademies](https://twitter.com/VicAcademies)