



Eckington School

Lesson Supervisor – Maternity Cover, temporary

Applicant Pack



Outstanding Achievement for All

Contents

The vacancy.....	3
Post advert	3
Role summary	3
Job description.....	5
Specific duties and responsibilities	5
Support for the trust/school	6
Changes to these duties.....	6
Person Specification	7
Job Title: Lesson Supervisor - Maternity Cover, temporary	7
Knowledge, experience and skills	7
Qualifications	8
Other skills	8
Interpersonal skills	8
Child protection	9
Eckington School & Sixth Form	10
Chorus Education Trust	11
To apply	12
Disability confident	12
Safeguarding	12



The vacancy

Post advert

Deadline for applications:	11.59pm on Sunday 6 th October 2024
Interviews to be held:	Week beginning 14 th October 2024
To start:	As soon as possible

We are looking to appoint highly motivated, skilled and creative Lesson Supervisor who will share our vision and ambitions for our young people. The successful applicant will need to have very good numeracy and literacy skills as well as excellent communication and inter-personal skills. Experience of working with young people in a school setting is desirable.

This post offers an outstanding opportunity to join our school and is ideal for an ambitious person who is looking to develop professionally. The role may suit anyone who may be considering a career as a teacher.

Our team of lesson supervisors work across the whole curriculum and they also provide support to students as needed. You will supervise the work that has been set by the teacher and manage the behaviour of pupils in the classroom to ensure a positive learning environment.

We are looking for:

- Someone who is an excellent role model, creative and motivational
- Someone who is able to inspire and challenge young people
- Someone who has experience of working with young people preferably in a classroom environment
- Someone with exciting ideas who can build on existing good practice
- Someone who will be engaged in all aspects of a thriving school

When not required to cover lessons for absent teachers, Lesson Supervisors act as in-class support.

Chorus Education Trust is proud to support flexible working arrangements.

Role summary

Post title:	Lesson Supervisor
Profile:	LD3
Grade:	5
Grade spinal point range:	SCP 15 to 20
Salary:	£27,803- £30,296 (pro-rata £23,913 - £26,057)
Accountable SLT post:	SLT Lead responsible for Cover Management
Line manager (if different):	



Staff to be supervised or line managed by post holder:	n/a
Post holder will work with:	SLT Lead for Cover, Cover Manager Other teaching and support staff
Holiday and sickness relief:	By and for other Education Support staff
Purpose of post:	Working within an agreed framework of supervision to complement the professional work of teachers by taking responsibility for agreed learning activities, specifically delivery of pre-planned whole class cover for absent teachers. These activities can be for individuals/groups or whole classes and can include monitoring and assessment, recording and reporting on pupil achievement, progress and development.
Version revised:	September 2024
Contract:	Temporary to cover Maternity 37 hours/39 weeks Leave

Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

The specific duties and responsibilities include but are not limited to:

Specific duties and responsibilities

MAIN DUTIES AND RESPONSIBILITIES

Support for the Curriculum:

- Delivery of pre-planned whole class lesson cover for absent teachers
- Deliver learning activities to pupils adjusting activities according to pupil responses/needs.
- Under direction of the teacher, when required implement local and national learning strategies e.g. literacy, numeracy, and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select relevant resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.

Support for Students:

- Use detailed knowledge and specialist (curricular/learning) skills to support pupils' learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Assist with the development and implementation Personal Learning Plans.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

Support for the Teacher:

- Organise and manage appropriate learning environment and resources.
- Within an agreed system of supervision, when required, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.

- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Where appropriate supporting the role of parents in pupils' learning and contribute to meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Where appropriate administer and assess/mark tests and invigilate exams/tests.
- Production of lesson plans, worksheet, plans etc.

Support for the trust/school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.
- From time to time, to meet the needs of the trust, you may be asked but not expected to work hours additional to your normal working hours. The trust will give you as much notice as possible and you will be paid/recompensed for such work. Situations where this might be required are, for example: relevant key school events such as open evenings, exam results days, trips, clubs, training etc.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

Person Specification

Job Title: Lesson Supervisor

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	✓		A/I
Working knowledge of national/Key Stage curriculum and other relevant learning programmes/strategies	✓		I
Understanding of principles of child development and learning processes	✓		I
Ability to self-evaluate learning needs and actively seek learning opportunities	✓		I
Ability to relate well to children and adults	✓		I
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓		I
Can use ICT effectively to support learning	✓		I
Use of other equipment technology – video, photocopier	✓		I
Has sound speaking and listening skills to extend language in discussion	✓		I
Can plan, implement and evaluate learning activities	✓		I
Has experience of pupil assessment	✓		I
Can manage the behaviour of pupils in an effective manner	✓		A/I
Has a caring positive attitude towards pupils' welfare	✓		I
Has an awareness of pupils with special educational needs	✓		I
Can maintain trust and confidentiality where appropriate	✓		I
Can assist the school in forming a partnership with parents	✓		A/I
Has sufficient practical and organisational skills to contribute to the preparation and management of educational resources	✓		A/I
Can complete and maintain pupils records	✓		I



Experience working with children of relevant age	✓		A/I
Qualifications			
Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C)	✓		A
NVQ for Teaching Assistants or equivalent qualification of experience	✓		A/I
Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, Maths, English, CACHE etc.		✓	A
Other skills			
Can allocate some contractual time to after school staff meetings when appropriate	✓		A/I
Can allocate some contractual time to the whole of, or part of, staff training days when appropriate	✓		A/I
Can maintain personal presentation that sets high standards for the pupils	✓		A/I
Can work within the spirit of Trust Policies to do with Equal opportunities, Child Protection, Health & Safety, Finance, Smoking etc.	✓		A/I
Can allocate some contractual time to supporting after school extra-curricular activities	✓		I
Is willing to become involved in the wider life of school		✓	I
Interpersonal skills			
Ability to maintain confidentiality	✓		A
Accuracy when receiving information (verbally and written) and communicate information effectively and accurately.	✓		I
Able to make a positive contribution to the team.	✓		A
Able to reflect on performance and further develop own knowledge and skills to improve performance.	✓		I
Maintains standards set by the organisation.	✓		I

Takes responsibility for own actions.	✓		I
Ability to work alone unsupervised and manage own workload.	✓		A / I
Child protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I



Eckington School & Sixth Form

Eckington School is an 11-18 comprehensive secondary school in north-east Derbyshire with more than 1200 students on roll, including the school's Sixth Form.

Eckington School joined Chorus Education Trust in April 2023, at which point we also welcomed a new headteacher, whose proven track record in developing a positive ethos under strong leadership is enabling the school on its journey of improvement. Further appointments to the senior leadership team have created a school with ambition to deliver on the Chorus Trust ethos of outstanding achievement for all.

The school itself is situated on the outskirts of Eckington on the Derbyshire/Sheffield border, overlooking open countryside. The campus is arranged around a shrub-filled courtyard that enables easy access to outside spaces for all.



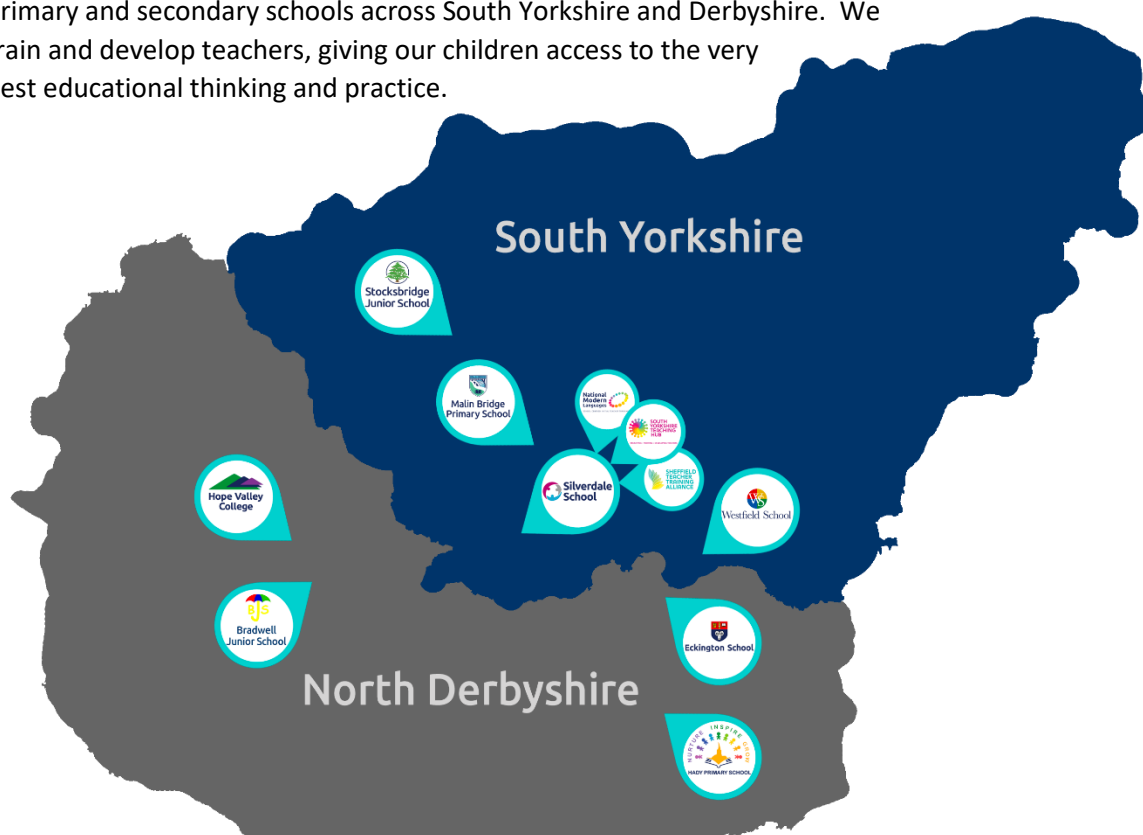
In addition to trust-wide benefits for all staff, those at Eckington School also have access to:

- Supportive and friendly staff and leadership team.
- Free staff parking.
- Opportunity to be part of the varied extracurricular offering, including Duke of Edinburgh's Award programme.

You can view the school website at: www.eckington.chorustrust.org.

Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is 'Outstanding Achievement for All'. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:

- 

An ethos of being a **force for good**; of being part of a team that enables 'outstanding achievement for all'.
- 

Leading edge **training and development** through the South Yorkshire Teaching Hub.
- 

A **collaborative environment** encouraging knowledge sharing and support.
- 

Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes.
- 

Competitive **pension schemes**: Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff).
- 

Term-time only contract postholders have the freedom of having **school holidays** off.
- 

Career progression opportunities within a growing, local trust.
- 

Support for **flexible working** arrangements.

You can read more about Chorus Trust at www.chorustrust.org.

To apply

- Full application pack and application forms available from: www.chorustrust.org/vacancies
- Completed application forms are to be sent to: Sharon Foster (HR Administrator) at: sfoster@chorustrust.org
- Please note that CVs and council application forms will not be accepted.
- Deadline for applications: 11.59pm on Sunday 6th October 2024.
- Interviews to be held: week beginning 14th October 2024.

Disability confident

Chorus Trust is part of the disability confident scheme. We guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.



Safeguarding

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at www.chorustrust.org/policies.

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.