



Cover Supervisor **Required with Immediate Effect**

We are seeking to appoint a permanent full time Cover Supervisor with immediate effect. The post offers an excellent opportunity to work within our collaborative cover team in our highly successful academy which holds a good Ofsted status.

The Department has a strong team working ethos, and supports all faculties where excellent schemes of work for all courses are in place. A departmental mentor will work with the appointee to support their development in their first year. There is also an excellent academy wide support and development programme for all new staff.

The core purpose of the role will include supervising classes across all areas and faculties in the academy and undertaking pre-set work in the short term absence of teaching staff within both campuses determined by the day to day needs.

Personal Qualities

The successful applicant should have qualifications in Maths and English at minimum C grade GCSE or equivalent Level 2 qualification, A levels, and be confident and competent in using ICT. It is desirable that the applicant has further relevant qualifications.

Applicants should be hardworking, enthusiastic and have a high level of commitment and ability to focus on fostering the teaching and learning and personal development of Year 7 to 13 students. They should have an interest in new teaching and learning developments and a high level of integrity. Experienced candidates should be able to evidence excellent levels of value-added achievement and high retention levels.

Responsibilities of the Post Holder

In accordance with the job description for Cover Supervisor, the major responsibilities will be as follows:

Support for Students

- supervise students engaged in learning activities
- act as a role model and set high expectations of conduct and behaviour

- promote the inclusion and acceptance of all students within the classroom
- keep students on task and respond to general queries.

Support for Teachers

- provide objective and accurate feedback to the teacher on the conduct of the lesson
- keep appropriate records as agreed with the teacher
- promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.

Wider Contribution

Full time support staff may also have opportunities to contribute to the extra-curricular programme. This is very wide ranging and can often enable staff to contribute particular skills and interests where they meet academy needs. Applicants should indicate if they have particular interests and this would be discussed at the time of interview.

Remuneration

Annual salary for a teaching assistant will be in accordance with the academy Local Government Pay Scale, which for appointment for a full time post currently involves a salary of up to £21,528 pro-rata (Band 3 Point 21 - 24 2020/2021 pay awards), however, actual salary offered will be £17,795, pro rata equivalent of point 21 including an allowance for holiday pay. Salaries are reviewed by national negotiation with effect from 1st April each year. Progression through the pay scale is subject to an acceptable annual performance development review process.

Application Process

If you are interested in the position and wish to discuss the post prior to application, please email Mrs Sarah Freeman, Director of HR at s.freeman@plume.essex.sch.uk, to arrange a telephone conversation. We are very proud of our academy and what we can offer new members of our collaborative team. The Director of HR will be pleased to discuss the post and provide more information about the post and the academy in general.

To apply please complete the Plume Academy application form (please see link via our website). This must be completed and submitted to HR@plume.essex.sch.uk by the closing date stated (unaccompanied CV's or third party application forms will not be accepted). If submitted by post, please send to:

Mrs Sarah Freeman
Director of Human Resources
Plume, Maldon's Community Academy
Fambridge Road
Maldon
Essex
CM9 6AB

Closing Date: 12 noon 4 October 2021

Interviews are likely to take place week commencing 4 October 2021