



**LION**  
**ACADEMY**  
**TRUST**

**Cover supervisor – Maple Grove Primary School  
Information for Candidates**

**October 2023**

# Welcome from the CEO

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Dear Candidate,

Thank you for taking the time to apply for a role at the Lion Academy Trust. I am extremely proud of what our teams do on a daily basis - from teaching in classes that cater for the broadest range of needs and abilities through to the support teams that make sure that everything runs smoothly and ensures that our pupils, staff and visitors experience the very best of what primary-phase education can offer.

By seeking to engage with the Trust in applying for a new role, I would encourage you to explore our websites, social media feeds and where possible, speak to our staff about working for the Lion Academy Trust. We have high standards and expectations and work hard to make sure every pupil is afforded the education they deserve - but we cherish the staff we have and work as hard to ensure that we support and develop all our teams to achieve their full potential.

You will find all the details you need in the materials provided - if you are looking for an employer that will match and exceed your ambition to positively change the lives of the pupils and communities we serve, then the Lion Academy Trust may well be the employer for you.

Good luck on your journey to finding the right job and next steps in your career.



**Justin James**  
**Chief Executive Officer**

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# About the Trust

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The Lion Academy Trust was established in 2012 and has grown to run schools in London, Essex and Wellingborough. As a values-driven multi-academy trust, our moral foundations are the basis for the successes we have achieved:

## **The right to an outstanding education**

We believe that all children and students have the right to an outstanding education and access to outstanding facilities. Proven school improvement strategies and resources are deployed to meet local needs.

## **The relentless pursuit of excellence**

Our teams take responsibility to ensure that we deliver “good or better, every day”. Obstacles and barriers are overcome by clear, targeted support that drives the culture of sharing outstanding practice in the relentless pursuit of excellence.

## **Our pupils are the reason we exist**

Outstanding teaching and learning is central to every decision made and every development introduced. The Trust is tightly focused on pupils as our “stakeholders” and as the reason why the Trust and schools exist.

## **Centrally defined, locally implemented hubs of excellence**

Centralised design of pedagogy, policies and strategies are deployed via the three hubs with local relevance retained through transformative practice being implemented and developing communities of practice all working to achieve the same high standards and outcomes.

## **Investment in teams and practice is key to the transformation of education**

At the core of our ethos is the belief that investment in high-quality, bespoke training and development is critical to our continued ability to successfully transform education. This is to enable both staff and pupils to develop as individuals and as professionals in order to achieve excellence.

You will find that as a Trust and education service provider, we pride ourselves on the consistent application of what we can evidence that makes a difference; staff are measured by the impact they create, not the workload they manage. Our drive to make a tangible, positive difference in every community we serve, recognising the contribution and challenges our families can offer and are facing, means that we go beyond context or reasons ‘why not’ - and never lose sight of why we are here: every pupil in our schools.

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# About the School

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At Maple Grove Primary school, we live, work and learn through our five values:

- **ASPIRATION** – aspiring to be the best that we can be.
- **KINDNESS** – being kind to everybody – our peers, staff and the community.
- **RESPECT** – we listen to one another, we take feedback and we improve.
- **HONESTY** – we always tell the truth.
- **RESPONSIBILITY** - we take responsibility for our actions.

We are a popular and fully inclusive Primary school and serve the community in the Essex area. We are committed to playing a leading role in the enhancement of all our pupils and set equally high standards for every member of our team. Every role, in every setting, can and will directly impact on how our pupils thrive during their time with us - we operate as one team, with one common goal - to ensure that we deliver the best possible education for every one of our pupils.

As a school, we benefit from being part of the Lion Academy Trust and deploying the proven systems and pedagogies to inform how we operate. From the highly resilient IT infrastructure to the fully resourced and sequenced curriculum - we proudly function as part of the family of Trust schools and celebrate the opportunities that being part of a high performing trust afford us.

We are looking for an exceptional candidate to become a Cover Supervisor at Maple Grove Primary school as soon as possible. If you are ambitious, hardworking and are looking for progression as well as benefiting from research based school improvement then this is the school to further develop your career. We are looking for an individual who is a passionate, committed, and confident practitioner. We want to recruit staff that engage and inspire both pupils and colleagues. Ideal candidates will be resilient, hardworking and willing to go the extra mile to ensure that our provision is 'Good or better, everyday'.

The opportunities, skills, professional development, school improvement understanding and knowledge added to the opportunities for career progression in Lion Academy Trust and the success of the Trust through its approaches and track record mean that candidates can develop into highly successful leaders.

As an employer, we are forward-thinking, caring and, most important of all, a happy school where pupils of all abilities and social backgrounds achieve. Our values are at the heart of everything we do and all decisions we make. Our pupils are well-behaved and always aspire to be “the best versions of themselves”. The Trust believes in no ceilings and staff are promoted and supported on their abilities, merit, effectiveness and commitment to our children, not on hierarchy or length of service.

Thank you for taking the time to complete your application - you will find all the answers to any questions you may have in the supporting documents. Good luck with your application.



# Why work for the Lion Academy Trust?

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To support all our staff, the Trust is committed to finding ways to ensure that your personal, financial, professional and pastoral needs are met during your time with the Trust. Wherever possible, we seek out innovative and impactful ways to add real benefits to our teams - from helping with cost-of-living pressures, ensuring that professional development is readily and easily accessible through to wellbeing assistance - to ensure the work-life balance is being managed effectively.

Professional support is key - and the Trust has worked extensively to fund critical benefits such as:

- Additional non-contact time for teaching staff - over and above statutory PPA time; this equates to 15% non-contact time for class teachers.
- Deploying a fully-resourced, sequenced curriculum across 11 subjects;
- Unlimited access to CPD and career development through providers such as The National College and The Key;
- Funding annual pay increments - having previously provided a boost even when these are frozen nationally;
- Meeting or exceeding the terms set out in nationally agreed terms and conditions - for both teaching and support staff;
- Clear and well-implemented policies and professional standards - in key areas like behaviour, managing parental engagement and supporting staff in challenging situations.

You'll find a raft of programmes through our Perks at Work platform that includes benefits like:

- An electric car-lease scheme, through Tusker;
- Support for bicycle and IT equipment purchases via salary sacrifice schemes;
- Cash-back on large purchases across a range of leading retailers and chains;
- Access to our employee assistance programmes and wellbeing schemes like free eye tests for display screen users; and
- Comprehensive access to support for staff and their families - including online fitness sessions, counselling and legal and financial advice.

And as an employer, we know the little things add up to happier, more productive member of staff - so we ensure:

- Free tea and coffee in all our settings;
- Actively implementing workload reduction measures around marking, lesson planning and data tracking;
- Paying staff to run clubs - and fully funding all after school clubs for our pupils;
- Minimising the impact of twilight and INSET days by planning these and managing these clearly throughout each term;
- Systems and core infrastructures work - printers, IT devices and networks, data management platforms - all are extensively vetted, tested and maintained - reducing stress, disruption and aggravation for busy staff; and
- Consistently applying our policies in every setting - and priding ourselves on being a fair and transparent employer.

And set above all this - the biggest benefit of working for The Lion Academy Trust is the pupils who come to our schools every day. The impact we have on their life chances and the preparation for the secondary phase of education and beyond is critical. By joining the Lion Academy Trust, in any role or function, you will directly benefit from being part of the team that has transformed the lives of every child who has attended one of our schools.

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# Lion Learning Pathways

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In addition to a leading CPD programme and published resources, to support every school role, every Trust school has access to the Lion Learning Pathways. A programme of tried-and-tested guides and lesson formats to help build and enhance the progression of learning required by the National Curriculum. An invaluable resource providing all your teaching and learning content requirements – split by key stage to support Year 1 to Year 6.

As an educator within our Trust, the Lion Pathways Teacher supports workload reduction - the provision of content-rich, fully resourced subjects - via planning aides and digitised lessons means less time / resource on sourcing material; more time and focus on precision teaching. Learn more at <https://lionpathways.net/>

## Reap the benefits:



**Quality lessons**



**Engaging content**



**Class collaboration**



**Easy assessments**

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## Job Profile

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Job Details	
Job title	Cover Supervisor
School	Leigh Beck Junior School
Responsible to	Head Teacher/Deputy Head Teacher
Location	Essex
Salary	Essex Pay Scales 5-6, Points 11 to 17 (£18,675 - £20,784)
Contract Type	Permanent

### Main purposes of the job

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities

### General Responsibilities:

- Use specialist (curricular/learning) skills/training/experience to support pupils.
  - Assist with the development and implementation of IEPs.
  - Establish productive working relationships with pupils, acting as a role model and setting high expectations.
  - 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.
  - Provide feedback to pupils in relation to progress and achievement.
  - Work with the teacher to establish an appropriate learning environment.
  - Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
  - Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
  - Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
  - Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
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- Undertake marking of pupils' work and accurately record achievement/progress.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
- Administer and assess routine tests and invigilate exams/tests.
- Provide general clerical/admin, support e.g. administer coursework, produce worksheets for agreed activities etc.
- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Implement local and national learning strategies e.g. literacy, numeracy, KS1 and KS2, and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- 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.
- Be aware of, support difference, and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required

*This Job description is representative only. Other reasonable duties may be allocated from time to time commensurate with the general character of this post and its grading. There will be an annual review of the roles and responsibilities of members of The Lion Academy Trust. This may result in changes to designated roles and responsibilities in line with the emerging priorities of The Lion Academy Trust.*

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# Person Specification

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This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

**Essential:** Requirements without which the job could not be done.

**Desirable:** Requirements that would enable the candidate to perform the job well.

**Evidence:** A = Application Form, I = Interview, R = Reference.

Qualifications and Professional Development	Essential	Desirable	Evidence
NVQ 3 for Teaching Assistants or equivalent qualification or experience	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A
<b>Experience</b>			
Experience working with children of relevant age in a learning environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A,I,R
Very good numeracy/literacy skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	<input checked="" type="checkbox"/>	<input type="checkbox"/>	I,R
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A,R
Use of other equipment technology, video, photocopier	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A
Working knowledge of curriculum and other relevant learning programmes/strategies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A,I,R
<b>Professional Knowledge and Understanding</b>			
Understanding of principles of child development and learning processes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A,I,R
Full working knowledge of relevant polices/codes of practice/legislation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A,I,R
<b>Personal Skills and Attributes</b>			
Can use ICT effectively to support learning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A,I,R
Ability to relate well to children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	I,R
Ability to self-evaluate learning needs and actively seek learning opportunities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	R
<b>Other</b>			
First aid training or willingness to undertake	<input type="checkbox"/>	<input checked="" type="checkbox"/>	I

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# How to Apply

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The closing date for applications is 20th November 2023 at 23:59 pm with interviews to be confirmed.

Application forms must be completed in full and applicants should directly address the skills and experience outlined in the person specification.

Further information about the role and an application form can be found [here](#).

For more information about this position or to have a confidential discussion about the role please contact Karen Egleton, Operations Manager, via [k.egleton@maplegroveprimary.net](mailto:k.egleton@maplegroveprimary.net)

Details about the school can be found at: <https://www.maplegroveprimary.net/>

The successful candidate will require two positive references from current and previous employers. The position is subject to an enhanced DBS and medical checks.

***The Lion Academy Trust is an equal opportunities employer and is committed to safeguarding and protecting the welfare of children.***

