



**Trinity**

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# JOB APPLICATION PACK

**Cover Supervisor  
Required Nov '24**

Mr David Lucas - Executive Headteacher

**PRIMARY PHASE**

Leahurst Road, London SE13 5HZ Tel: 0208 325 4551

**SECONDARY PHASE**

Taunton Road, Lee, London SE12 8PD Tel: 0208 852 3191

admin@trinity.lewisham.sch.uk  
[www.trinitylewisham.org](http://www.trinitylewisham.org)





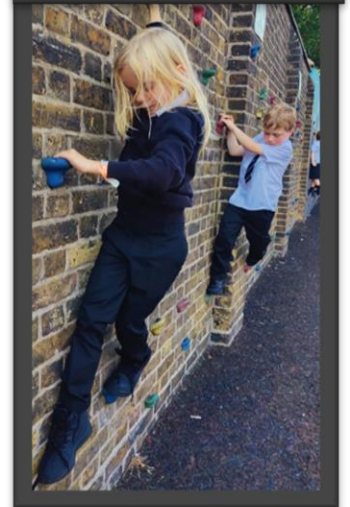
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the  
family*

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## About Trinity Church of England School

Welcome to Trinity CofE school.

Thank you for your enquiry about the post of a Cover Supervisor at Trinity CofE School Lewisham. I hope this pack gives you all the information you need at this stage, and that we can look forward to your application. If you require any additional information or have any questions, please do not hesitate to contact us straight away.

Trinity, an all-through school, is a thriving community, where our staff and pupils are enthusiastic, conscientious, talented and caring. We take appointing new staff very seriously and seek other professionals who are committed to young people and supporting Trinity to continue to move forward. We are very proud of our school and are seeking like-minded people to join us with our vision and ethos of enabling all pupils succeed in a happy and caring environment. The successful candidate will help support our inclusive vision in providing the very best education for all children and help us to achieve the next level of success.

Trinity is one school on two sites: are a two-form entry Primary School on Leahurst Road, London, SE13 5HZ; and a four-form entry Secondary School on Taunton Road, Lee, London SE12 8PD. Just a short walk between them.

The Primary Phase is in a renovated Victorian building that has a vast amount of space and facilities. We have a dedicated music room, food technology room and a large computer room alongside our library. We have 2 indoor spaces to use for PE / Whole School Worship and other events. We are lucky to have a large outdoor space as well.

The Secondary Site is a modern purpose-built building that has all the latest facilities. The building has a sense of space for all the school community. The Primary and Secondary Phase operate as one school to enable all pupils to gain the benefits from the through school ethos.



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Transition, Curriculum and Assessment is shared across the phases, as well as Staff Expertise. Students from both phases benefit from being part of a through school as well as our staff. Despite separate buildings our pupils share a set of distinctive characteristics which make them true Trinitarians.

We have a strong Character Education that ties us together from early years through to Year 11. From the start of their academic career our young people are skilled, nurtured and supported through a family structure.

We have a strong Christian community, in which children and adults can flourish. A community where pupils fulfil their potential and achieve the very best educational outcomes, enabling them to make good life choices, to uphold British Values, and to take their place as citizens of the wider world.

Our ethos says:

- We are a Learning Community
- We are a Loving family
- We are Living good lives

To find out more about our school please do visit our website, [www.trinitylewisham.org](http://www.trinitylewisham.org), where you can look at the all-through school elements or the distinctiveness of each of the two phases.

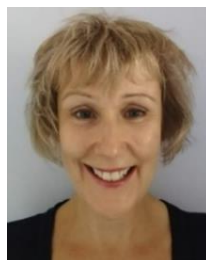
The specific Job Description and Person Specification give the details for the job, and highlight what we are looking for through this selection process. This booklet also provides you with our strategic plans which outlines our vision, ethos, distinctive characteristics and our priority work streams to help us develop towards outstanding. If you are interested please do complete the application form. The details of the deadline can be found in the job advert attached at the back of this pack, as well as on our website.

We look forward to welcoming you to our family.

Thank you,



David Lucas - BSc (Hons), MA, NPQH  
Executive Headteacher



Moira Cuthbert  
Chair of Governors



Janet Hills  
Chair of Governors



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## The Interview Process

The best way to find out about the school is to visit and have a guided tour of the site.

- The deadline for applications will be at **12:00 27/10/2024**
- Please email our Admin and HR manager at [u.ezirim@trinity.lewisham.sch.uk](mailto:u.ezirim@trinity.lewisham.sch.uk).
- In the personal statement please give your reasons for applying for this post and say why you believe you are suitable for the position.
- Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.
- Our governors are keen to ensure our staff team are representative of our schools diverse community and therefore welcome applicants from people from the BAME community.

The selection panel will shortlist from the application forms and candidates will be informed soon after. If you have not heard from us by 01/11/24, please assume that you have been unsuccessful on this occasion, and we do welcome future applications from you.

The interview date will be immediately after the closing date.

Each task will be scored and those with the highest score will be offered the post. We will inform you at interview of when candidates will be informed of the outcome and some feedback will be given at this time.

Interviews are a two-way process, please ask as many questions as possible and make sure you feel like this is the school for you.



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**TRINITY SCHOOL**

## JOB DESCRIPTION – COVER SUPERVISOR

<b>POST</b>	COVER SUPERVISOR
<b>RESPONSIBLE TO</b>	DEPUTY HEAD
<b>JOB PURPOSE</b>	To provide supervision of classes across the curriculum in the event of the absence (planned or unplanned) of the teacher, ensuring that pupils are engaged in pre-set work, managing pupil behaviour and ensuring a safe environment.
<b>GRADE</b>	Scale 4, £29412 - £30,771 Pro rata
<b>DETAILS</b>	35 hours a week – Term Time only

### MAIN RESPONSIBILITIES

- Supervise pupils who are understanding work that has been set in accordance with the school policy so that teaching and learning continues.
- Manage the behaviour of pupils whilst they are undertaking their work to ensure a constructive environment in line with the behaviour policy.
- Respond to any questions from pupils about the process and procedures so that they can continue with their set work.
- Deal with any immediate problems or emergencies in accordance with the school's policies and procedures to ensure that pupil/employee safety is assured.
- Collect any completed work after lessons to ensure it is returned to the relevant member of teaching staff.
- Report back on progress and the behaviour of pupils during class or any issues arising so that the relevant member of the teaching staff is fully aware of the situation.
- Student registration of form and class
- To undertake break and lunch duties as part of the school's duty system.
- Invigilate internal and /or external examinations, scribe and read as required.
- To accompany student on trips, visits and other educational activities.
- To participate in CPD opportunities to develop good practice
- Provide first aid as required to students, staff and visitors to the academy and administer medicines as required.
- Attend team and staff meetings.
- Lunch and break duties
- Attend school educational visits and participate in outdoor education.
- To work with and support students eligible for Pupil Premium funding helping them to achieve their full potential.

### General:

- Willing to undertake and make future use of any training which the school deems necessary or desirable, such as first aid training and driving the minibus (subject to licence requirements).



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- To invigilate examinations as required, for which time off in lieu will be given if the work falls outside of normal working hours.
- To supervise in the Library after school when required. For this additional working time, additional money will be paid.
- Under the direction of line manager, adopt a flexible approach to the daily routine to best meet the needs of students requiring support at any given time.
- Undertake any professional duties that may be reasonably assigned by the Deputy SENCO or SENCO.

### **Equalities**

Ensure implementation and promotion in employment and service delivery of the Council's/School's equal opportunities policies and statutory responsibilities.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.



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## Person Specification: Cover Supervisor

Qualifications:	Essential:	Desirable:
Educated to at least GCSE Grade C or equivalent in English and Mathematics	*	
5 GCSEs A-C, or equivalent		*
A qualification relating to supervision and / or directing pupil activity		*
First Aid Qualification		*
Experience	Essential:	Desirable:
Knowledge and experience of working in an educational environment	*	
Experience of working with children/young people	*	
Experience of working as part of a multi-disciplinary team	*	
Qualifications:	Essential:	Desirable:
Ability and a commitment to work flexibly and to respond to unplanned situations	*	
Ability to work independently, to manage own workload and use initiative but also able to work constructively as part of a team	*	
Knowledge of individual and specific emotional, behavioural and physical needs	*	
Classroom supervision and pupil behaviour management skills and techniques	*	
Understanding of the practical application of school procedures which impact on pupil supervision and behaviour management	*	
Excellent literacy and numeracy skills	*	
Ability to use ICT packages and equipment effectively	*	
Basic understanding of child development and learning principles	*	
Excellent communication skills, both verbal and written	*	
Personal Qualities:	Essential:	Desirable:
Ability to instil confidence in young and vulnerable children	*	
Ability to deal confidentially, impartially, and appropriately with situations.	*	
Patience, tolerance, and sensitivity	*	
Good interpersonal skills and the ability to establish rapport with individuals adults and students	*	
Efficient and meticulous in organisation	*	
A desire to develop skills and knowledge through CPD	*	
Evidence of exemplary attendance and punctuality	*	
Ability to work additional hours as required	*	





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Commitment to the highest standards of child protection and safeguarding of our students	*	
Recognition of the importance of personal responsibility for Health and Safety	*	
Commitment to the school's ethos, aims and its whole community	*	



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**2023-24 Strategic Plan**

<u>Our vision</u>			
<p>The Trinity community will live “life in all its fullness” by:</p> <ul style="list-style-type: none"> <li>✓ Establishing a unique and personalised learning journey through Trinity and beyond</li> <li>✓ Continuing to nurture our warm and caring family environment to support all to flourish.</li> <li>✓ Inspiring all to achieve and celebrate ongoing and future successes.</li> </ul>			
<b>Ethos</b>	<b>Learning</b>	<b>Loving</b>	<b>Living</b>
Distinctive characteristics: Terrific Trinitarians	Open minded. Knowledgeable. Insightful.	Caring. Principled. Resilient.	Reflective. Courageous. Independent.
<b>Priority work streams</b>	<b>Preparation:</b> <b>Metacognition</b>	<b>Socialisation:</b> <b>Faith</b>	<b>Autonomy:</b> <b>Self-Regulation</b>
	<ul style="list-style-type: none"> <li>● Writing</li> <li>● Assessment</li> <li>● Feedback</li> <li>● Home Learning</li> <li>● Reading</li> </ul>	<ul style="list-style-type: none"> <li>● Personalised Curriculum</li> <li>● Character Education</li> <li>● Marketing</li> </ul>	<ul style="list-style-type: none"> <li>● Embed parent curriculum</li> <li>● Trinity Culture</li> </ul>
<b>Evaluation process</b>	<b>System measures</b> Regular School Improvement Plan reviews; Staff Appraisal Process; Central data tracking system to provide feedback on progress throughout the year (see assessment cycle); Quality Assurance of Teaching, Learning and Assessment (learning walks, lesson observations, book looks); Governors reports and meetings.		<b>Accountability measures</b> Staff Appraisal Targets set for each staff member. Governors will hold the school to account through the scheduled meeting cycle.





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## VISION

### Trinity Standards

Our Trinity Standard is expressed in the grid below – showing the different strands expected under each of the 7 categories. These are not expected to be seen in every lesson, but instead they should be evident over time. Observations will be looking at areas of strengths and highlight areas to develop from these categories.

#### Intent

To deliver the content of the national curriculum augmented with knowledge and understanding which will enable our pupils to **“live life in all its fullness”**.

Trinity has created a **knowledge engaged progress model** which clearly outlines the:

- **key knowledge and vocabulary** to the delivered and;
- **character developing experiences** to be offered

at specific milestones from reception through to Year 11

#### Implementation

Through seven key principles that make up the Trinity Standard for Teaching and Learning.



#### Impact

For our pupils to:

- achieve academic success;
- be prepared for the next step of their journey through Trinity and beyond;
- gain cultural and social capital;
- be able to procedurally engage with a rich web of knowledge;
- become courageous advocates who fight social injustices.

Please visit: [www.trinitylewisham.org.uk](http://www.trinitylewisham.org.uk) for more information



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## JOB ADVERTISEMENT



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### **Trinity Church of England School Lewisham**

Executive Headteacher: David Lucas BSc (Hons) MA NPQH  
Secondary Phase: Taunton Road, Lee, London, SE12 8PD  
Primary Phase: Leahurst Road, London SE13 5HZ

Trinity is a successful 4-16 co-educational Church of England school with a passion for learning.

**Cover Supervisor**  
**Scale 4 Inner London (£29,412 - £30,771)**  
**Permanent Post**

**Required November 2024**

Trinity has a vacancy for a dynamic and inspirational Cover Supervisor to join our flourishing family. Trinity is a fantastic place to work with motivated and well-behaved pupils, a committed and experienced governing body, dedicated staff and supportive parents. Children of all abilities thrive.

We are Outstanding from our SIAMs inspection and Ofsted rated Good with Outstanding features.

If you think you can contribute to the future success of Trinity and wish to join our thriving community, please review our application pack and apply for the position. For any questions or if you wish to visit the school, please contact our Admin and Human Resources Manager Mrs Uloma Ezirim on 0208 8523191, email [u.ezirim@trinity.lewisham.sch.uk](mailto:u.ezirim@trinity.lewisham.sch.uk) or visit our website for more information: [www.trinitylewisham.org](http://www.trinitylewisham.org).

**Closing date: 27/10/24- 12noon**

**Interview:** Immediately after the closing date.

*Our governors are keen to ensure our staff is representative of our school's diverse community and would therefore welcome applicants from people from the BAME community.*

*We reserve the right to close this application earlier if we find the right candidate.*

*Trinity is committed to safeguarding and promoting the welfare of children and young people*