

Generations Multi Academy Trust

Goffs-Churchgate Academy



Cover Coordinator/ Cover Supervisor

Required for ASAP

Information for Applicants





Cover Coordinator/Cover Supervisor

H5

Term Time plus 1 weeks

Actual salary starting £22,390.79 - £24,225.41

The successful candidate for this post:

- has a passion for supporting young people to achieve their best
- has the ability to build positive relationships with students
- is able to communicate effectively, both with parents and students
- has a positive, can-do attitude with colleagues and students
- has excellent interpersonal skills and is a real team player
- is keen to go the extra mile for our students

In return, the Trust can offer you:

- The opportunity to join a supportive, collaborative and committed team
- Outstanding, highly personalised professional development opportunities
- A forward looking, innovative and oversubscribed working environment

Please contact the HR department on 01992 624375, or by email at recruitment@generationsmat.herts.sch.uk for further details.

Closing date for applications: 5th February 2024 at 9am

Interviews will be held as soon as possible thereafter.

The Trust reserves the right to process applications as they are received, and early applications are encouraged. Previous applicants need not apply.

Generations Multi Academy Trust is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

Please note that this role 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore, you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Further information is available on the school's website.



JOB DESCRIPTION



GOFFS-CHURCHGATE
JOB DESCRIPTION: COVER SUPERVISOR/COVER COORDINATOR

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|------------------------------------|---|
| JOB TITLE: | COVER SUPERVISOR/COVER COORDINATOR |
| GRADE: | H5 Actual salary starting £22,390.79 - £24,225.41 |
| PURPOSE OF YOUR JOB: | <ul style="list-style-type: none"> • Be deployed to cover lessons within the school • Coordinate cover across the school |
| REPORTING TO: | Attendance and Cover Manager |
| STAFF REPORTING TO JOB HOLDER: | All staff |
| CONTACTS WITHIN SCHOOL: | All students and staff |
| CONTACTS OUTSIDE SCHOOL: | Parents |
| MAIN TASKS AND RESPONSIBILITIES: | <ul style="list-style-type: none"> • Cover lessons for absent teaching staff • Work effectively as part of the cover team, sharing workload and supporting colleagues • Manage the behaviour of pupils whilst they are undertaking their work to ensure a constructive environment • Respond to any questions from pupils about process and procedures • Deal with any immediate problems or emergencies according to the school's policies and procedures • Collect completed work after the lesson and pass to the appropriate teacher • Report, as appropriate using the school's agreed referral procedures, on the behaviour of pupils during the class and on any problems arising • Coordinate cover across the school in partnership with the Attendance and Cover Manager • Undertake, when required, online lessons to students not accessing education in school • Other duties at the discretion of the Principal |
| KNOWLEDGE, EXPERIENCE AND TRAINING | <ul style="list-style-type: none"> • Calm under pressure with strong interpersonal skills • Ability to work to tight deadlines • Excellent communication skills • Experience in dealing with young people in a busy environment and to build positive relationships with them • Full working knowledge of child protection procedures |

| | |
|--|--|
| | <ul style="list-style-type: none">• Full understanding of Student Support services available within school and offered by outside agencies• Evidence through DBS check and recruitment process of suitability for working with children |
|--|--|

Agreed by _____ (Job holder) Date _____

Agreed by _____ (Line Manager) Date _____



PERSON SPECIFICATION



PERSON SPECIFICATION

COVER COORDINATOR COVER SUPERVISOR

The successful candidate will have the following:

- experience of working with young people
- a flexible and resourceful attitude, with the ability to adapt to changes at short notice
- excellent communication, organisational and interpersonal skills
- a positive, 'can do' attitude with colleagues and students
- strong belief in the right of every student to fulfil their potential

Preferred but not essential:

- education to degree level
- experience in working in a school and leading lessons/activities for young people in a formal setting
- excellent subject knowledge/experience in a specific curriculum area

The successful candidate will be able to:

- deliver lessons in a wide range of subject areas
- adapt to changes in requirements at short notice
- demonstrate excellent behaviour for learning strategies to maintain a calm and focused learning environment
- ensure full awareness and understanding of safeguarding requirements
- work successfully both independently and as part of a team



**INFORMATION ABOUT
GOFFS-CHURCHGATE
ACADEMY AND THE
GENERATIONS MULTI
ACADEMY TRUST**



Information about Goffs-Churchgate and the Generations Multi Academy Trust

Goffs-Churchgate Academy was the first school to join the Generations Multi Academy Trust. The school is now in its sixth year of operation and continues to go from strength to strength.

The school is a fully mixed comprehensive school from 11-16 years of age, with 605 on roll.



The school has rapidly established a very strong reputation in the area, and is now consistently oversubscribed. In addition, the school recently received its OFSTED report from May 2022, which graded the school as “good” with outstanding features.

One of the school’s key strengths is its highly cohesive and supportive community. As such, the decision to cap student numbers at 600 is entirely deliberate, enabling us to maintain a strong sense of community where everybody knows everybody else - if you visit, you cannot fail to be struck by this. It is a very special part of who we are.

The post offers a genuine opportunity to work in a school community that changes the lives of the young people we care for.

Professional Working and Learning Environment

The school has benefited from brand new facilities, opened in October 2016, including professional teaching and learning facilities for all subjects. The school also benefits from a recently installed 3G playing surface for PE; a gym with a professional sprung floor; a Dance Studio; recent refurbishment of additional classrooms and an indoor swimming pool. The new facilities provide a light, modern, professional, and fit for purpose working environment for all. The Trust has also invested significantly in modernising additional teaching spaces, providing a fantastic environment for our students and staff.



The Generations Multi Academy Trust

Generations MAT, GMAT, was established from 1st September 2016. Subsequently, the Trust took over the former Cheshunt School and established Goffs-Churchgate Academy, which is now a thriving secondary.

Recognising that not all children thrive in large secondary schools, the Trust made a deliberate decision to offer both a larger and much smaller secondary school for local parents to choose between. As such, the decision to cap student numbers at 600 is entirely deliberate, enabling us to maintain a strong sense of community where everybody knows everybody. Both secondaries enjoy extremely high levels of Year 6 applications, with both being fully over-subscribed.

Flamstead End Primary joined the MAT from 1st January 2023, and is another highly successful, thriving and nurturing community, rated “Outstanding” by Ofsted.

All of the schools are within close proximity of each other and share many activities, including CPD for staff. One of the Trust’s fundamental principles is that no one school is in any way more important or successful than the other. As such, CPD and other events are rotated through all schools in the Trust, with everyone learning from and sharing with each other. This collegiate and collaborative approach permeates our Trust.



In Spring 2023, the MAT opened nursery provision on the Goffs-Churchgate site, with subsidised and term-time only places for staff. The nursery is run by Ashbourne Nurseries - <https://ashbournedaynurseries.com/>.

The MAT is extremely clear about its daily purpose, reflected in its motto of “No Set Destiny for Any Child.” All of our schools, leaders and staff fiercely believe in the life-changing nature of education and work tirelessly to that end, day in and day out. There is no set destiny for any of the children in our care; rather, our daily work across the piece allows children to forge new futures and destinies.

The MAT is extremely financially secure. Finances are overseen by a Chief Finance Officer with considerable financial expertise in the private sector, plus a highly experienced Finance Manager. The Trust deliberately created an Income Generation function, and extensive lettings and business development work now takes place across all sites in the MAT. This additional income – now yielding in excess of £500k per annum – underpins generous levels of staffing at both schools, plus many “extras” that would otherwise be unaffordable in the current funding climate. As one example, all teacher loadings were reduced from 19/20 as a direct result of the additional monies coming into the Trust via this income generation work.

Further information about GMAT can be found here: <https://generationsmat.com/>.

Outcomes

Our strategy for continuous school improvement has had huge success and we are actively committed to ensuring that our very popular and successful schools continue as centres of excellence in the community.

Goffs-Churchgate secured an impressive set of GCSE outcomes in 2023. For the third successive year of published performance measures, the score achieved outstanding progress measures which are significantly above National Averages (2023 +0.32, 2022 +0.47, 2019 +0.47).

- The overall P8 of 0.32, remains significantly above the national average
- The outcomes across all the headline measures are comfortably above the national average
- English and Maths progress scores, continue to be comfortably above the national average
- The outcomes in the 'other' element are very strong, and significantly above the national average, with an overall P8 score of 0.62
- Male outcomes are significantly above the national average, and above female outcomes. This is in contrast to the national trend where an achievement gap of around 0.50 remains with Females outperforming Males
- SEND outcomes are significantly above the national average and comparable to non-SEN.
- The combined pass rate for English and Maths at grade 4+ was 62%
- The proportion of students who achieved English and Maths at grade 5+ was 45%, a 28% increase in the last three years

To achieve such fabulous progress in such a short period of time, is testament to the school's staff and students. We know that this success represents just the start of their journey, and that very exciting times lie ahead.

Community

Goffs-Churchgate prides itself on its sense of community – both within the school and in the wider locality. We are members of Cheshunt Extended Services (ChExS), offering a variety of extended school and community-based activities for both students and parents. Our students actively support local charity work and maintain strong links with our local primary schools.

We firmly believe in every student feeling a strong sense of community, and on entering the school, each student is placed in one of four Houses: Attenborough, Rashford, Seacole, and Trott. Each House is led by a team of student House Captains and has a clear sense of identity. Regular competitions and assemblies strengthen this sense of community. Students within each House arrange a variety of fundraising events throughout the school year. The

House raising the most money in the year for our school charity is awarded the annual Charity House Shield. Our new House names were introduced in September 2021. This was part of a wider school project on diversity to ensure that our school community reflects the diverse culture that it serves. An example of this project, is the impact that it has had in English. As a result of the diversity project, there has been a complete overhaul of the Key Stage 3 curriculum, with students now studying books representing a very diverse range of authors.

Our students have a wide range of student leadership opportunities open to them as part of actively encouraging leadership development. These student-led groups include:

- Student Executive
- Community Captains
- Wellbeing Champions

Across the Multi Academy Trust, a large variety of annual school trips give students the opportunities to sample different cultures, while an extensive programme of off-site visits provides opportunities for students to experience the diversity that exists within the UK, including theatre, galleries, and museum visits.

Goffs-Churchgate is proud to be a genuinely comprehensive school, with students and staff from different religions and several languages spoken in the school. We recognise and celebrate what makes us unique and different and acknowledge that we are also part of one community. Our aim is for everybody to feel valued and respected, and we strive hard to ensure we create a positive culture within the school to enable this to happen.

Care, Guidance and Support

Successful learning occurs when students feel safe, confident, respected, valued, and are engaged. Goffs-Churchgate believes in supporting and nurturing all students in their quest to become successful learners. As such, we place a high value on pastoral care as an integral part of the school's life. We have an extensive pastoral care system to support the welfare and progress of all our young people.

Staff Development

The Trust has an extremely strong reputation for staff development, both teaching and support staff. Developing the next generation of school leaders, both middle and senior, and future Headteachers for those who wish to pursue this, is a responsibility that we take very seriously.

We have a full suite of staff leadership development which staff can join be they an ECT or highly experienced colleague, whilst I chair the national Leadership Partner School network, a group that brings together schools dedicated to developing outstanding leadership skills throughout their communities, and which allows us to visit other network schools, to attend national conferences and to share best practice.

In addition to innovative whole staff training days, we disaggregate a number of hours for training every year. This allows staff development to be highly personalised as staff can opt for the training which best meets their needs, including the opportunity to do a research project in partnership with Cambridge University. Many use their disaggregated time to coach others or to receive coaching. Moreover, there are specific training sessions for ECTs and other interested staff which run each week after school.

We also place a lot of emphasis on 'on the job' training and support. A thorough induction scheme is available to all new staff, and mentors/buddies are assigned to guide you through those new routines. Finally, external courses can of course be booked if, on very rare occasions, we cannot cater for a particular training need in house.

Staff Benefits

Alongside our very strong focus on outstanding professional development and promotion opportunities, we also offer a range of benefits including:

Competitive base salary with a tailor made development plan aimed at enhancing your future [earnings] potential through:

- High quality, personalised CPD
- Bespoke leadership development programmes
- Subsidies for Masters and Degree courses
- Secondment and shadowing opportunities
- As part of our Multi Academy Trust, "Generations", potential to work across more than one school to develop career enhancing skills and knowledge
- Supported Nursery provision with Ashbourne at any of their nurseries in the Buckinghamshire, Essex, Hertfordshire, Northamptonshire, and Bedfordshire area:
 - 15% discount for all Trust staff.
 - Term time only places are available
 - A school day would be 9.00am – 3.00pm
 - "Sundries" would be applied to a child taking up a funded only space (e.g. 30 hours funding only). This covers the cost of: meals, snacks, nursery resources and consumables
- Onsite car valeting at a reduced price for Trust staff
- Substantially discounted membership to Lifestyle Fitness's state of the art purpose built gym, at Goffs Academy

Additional financial incentives and tax efficient benefits, including:

- Exam marker payment of £400 plus 2 days paid leave to do the marking (1st year)
- Payments for staff taking weekend sporting fixtures: staff paid £200 for leading a minimum of six Saturday fixtures plus 6 weekly training sessions
- A daily allowance of £50 for school trips taken over a weekend or any school holiday

- A £1,000 Employee Referral Scheme (i.e. finder's fee) for any qualifying positions that you refer the successful candidate for: £500 on the person starting, and £500 if the person is still at the school 12 months later

Access to a wide range of health and well-being resources including:

- New, professional and fit for purpose working environments
- Free use of a range of sports and leisure facilities including a fully equipped gym and swimming pool
- Occupational Health & counselling support
- Free flu jabs
- Subsidised social events
- 100% attendance reward – day in lieu, taken at each school's discretion
- Free tea, coffee and milk for staff

Thomas Sparks
Principal



**GENERATIONS MULTI
ACADEMY TRUST REFERENCE
REQUEST FORM**



| | | | |
|--|--------------|------------|--|
| Candidate's Name: | | | |
| Post: | | | |
| Name of Referee: | | | |
| School/Company | | | |
| Referee's Tel No: | | | |
| How long have you known the candidate and in what capacity? | | | |
| | | | |
| What is (or was) the candidate's job? | | | |
| What is his/her current salary (or salary when leaving your post)? | | | |
| When did the candidate work for your organisation? | From: | To: | |
| If the candidate has left your employment, please state the reason: | | | |
| | | | |
| How many days was the candidate off work sick over the last 2 years? | | | |
| How many periods of sickness over the last two years? | | | |
| Please comment on the candidate's performance history and conduct as your employee: | | | |
| | | | |
| Has the candidate had any current disciplinary warnings, or time-expired warnings that concern the welfare or safety of children, if so please give details here: | | | |

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Do you have any concerns about the candidate's suitability for working with children and young people, then please give details here:

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Please comment, if you can, on the candidate's suitability for the post above:

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Please comment, if you can, on the candidate's ability to manage difficult behaviour of children and young people:

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Your signature:

Date of this reference:

Your name:

Your position in your organisation:

Section 1 – SUPPORT STAFF

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|-----------------|---------------|----------|-------------|-------------------|--|
| 1 = Exceptional | 2 = Very Good | 3 = Good | 4 = Average | 5 = Below Average | 6 = Not Observed/ Unable to comment |
|-----------------|---------------|----------|-------------|-------------------|--|

| Area of Evaluation | 1 | 2 | 3 | 4 | 5 | 6 | Further comments if necessary |
|------------------------------|---|---|---|---|---|---|-------------------------------|
| Workload Management | | | | | | | |
| Work Knowledge | | | | | | | |
| Flexibility | | | | | | | |
| Forward Planning | | | | | | | |
| Use of Resources | | | | | | | |
| Relationships with: Students | | | | | | | |
| Parents | | | | | | | |
| Colleagues | | | | | | | |
| Others | | | | | | | |
| Communication Skills | | | | | | | |
| Reflective Thinking | | | | | | | |
| Team Work | | | | | | | |
| Commitment | | | | | | | |
| Adaptability | | | | | | | |
| IT Skills | | | | | | | |
| Creativity | | | | | | | |
| Leadership | | | | | | | |
| Punctuality | | | | | | | |
| Attendance | | | | | | | |
| Reliability | | | | | | | |
| Overall Performance | | | | | | | |