



BELIEF IN EVERY CHILD



WELCOME TO BLACKDOWN EDUCATION PARTNERSHIP

I hope that this recruitment pack will give you an idea of Blackdown Education Partnership, what we stand for and what it might be like to work with us.

We have a simple and compelling vision for education. We believe that our schools should sit at the heart of our communities; that there are no limits to what our children and young people can achieve; and that they should be great places to work and learn.

We are incredibly proud of our Trust and the schools within it. Strong partnerships, collaboration and generosity are the bonds which underpin our collective mission to provide great education for all children no matter what their starting point or their background.

Before BEP...I have been associated with Uffculme Academy Trust for more than 10 years, and I have no doubt that it is a very special organisation. Having moved from Headteacher to Executive Head to CEO, I know first-hand how a strong ethos, ambitious culture and compassionate environment drive success. We are lucky enough to employ brilliant people who share our vision, many of whom have started careers with us and stayed to progress these careers. We want people to join us who believe that, whatever their role, they can make a difference to the life chances of students. We are totally committed therefore to helping all our staff thrive and fulfil their professional ambitions.

We are looking for an individual who shares the same vision and values – if you believe that you have the skills, drive and vision to help us achieve our aims we would be delighted to receive your application.

We look forward to receiving your application.

LORRAINE HEATH, OBE
CHIEF EXECUTIVE OFFICER





Dear Applicant

I'm delighted that you are interested in the position we have available at Court Fields School and joining the Blackdown Education Partnership. Visitors to Court Fields School always comment on our warm, friendly and purposeful learning environment. We pride ourselves on our excellent pastoral care, our varied programme of enrichment and extra-curricular activities, our outstanding relationships with each student, our broad and ambitious curriculum and the cohesion within our staff team. Though our significant school development in the last 4 years, we have worked tirelessly with students, parents, staff and the wider community to build a positive, inclusive and aspirational environment for all our stakeholders.

We are looking to appoint a SEMH Lead at Court Fields School. The successful candidate will join a thriving department within our wider staff team. We value diversity and richness in our schools and welcome applications from support staff or teachers at any stage of their career. You will join a team who are absolutely focussed on the ongoing development of our school and increasing the life chances of our current and future students.

On a personal note, it is a pleasure and privilege to work with our students and with our staff. This is, without doubt, the best team of people I have ever worked with. Our staff are invested in educating our young people, so that they leave us ready for the challenges of the future and equipped to make a difference in the world. We need those who join us to share these very high expectations of themselves and those they work with. I look forward to hearing from you, understanding how you can complement our team and inspire our children.

Yours sincerely

Mrs Polly Matthews
Headteacher

The Opportunity



COVER SUPERVISOR/LEAD PRACTITIONER

Full time. Part time/job share considered

Monday to Friday

Term time, plus inset days (38 weeks)

Grade 11-13 (23,893-33,945 FTE) dependant on qualifications and experience

I have been overwhelmed with the support everyone gives each other at CFS.

The staff and Leadership Team are fantastic. (Staff Feedback 2023)

Court Fields is a happy and welcoming school. Pupils feel proud to attend.

Leaders have created a culture where hard work is expected.

Leaders offer high-quality professional development to staff, communicate effectively with them, and prioritise their wellbeing. As a result, staff morale is high. (Ofsted 'Good,' 2023)

This is an exciting time to join a significantly improving school and one which 82% of parents would recommend the school to another parent. As a result of increasing the student numbers, and our Year 7 cohort for September 2023 being significantly oversubscribed, we are looking to expand our team at Court Fields School.

Our school is part of the Blackdown Education Partnership, we believe that our schools should sit at the heart of our communities; that there are no limits to what our children and young people can achieve; and that they should be great places to work and learn.

Court Fields' staff and students are committed to improving rapidly to be a great school where every child, regardless of background, achieves well, feels they belong to our community and fully participates in school life to develop character and resilience to succeed.

The Cover Supervisor/Lead Practitioner has an important role within the school, supporting and supervising the learning of students when teaching colleagues are absent. In addition to this, Cover Supervisors are required to cover lunchtime supervision occasionally as well as supporting in various areas of the school when there are no lesson cover requirements.

The post does not require qualified teacher status, although applicants with this status are most welcome to apply and often people use this role as a stepping stone into teaching as a career. An enthusiasm for education and learning, and a commitment to supporting and working with young people are vital personal qualities for this role. Previous experience in a similar role is desirable but not essential, as training will be provided.

BELIEF IN EVERY CHILD

What you can expect from us:

- Fabulous students who are motivated, interested, keen to learn and enthusiastic.
- A trusting partnership with supportive parents.
- An outstanding ethos where students achieve, have a strong sense of belonging and participate in learning, enrichment, and the community.
- A comprehensive induction process, tailored to your role and previous experience.
- A structured programme of targeted, whole school or bespoke professional development, including leadership development.
- A high-quality curriculum, developed across our Trust, with a commitment to a programme of school improvement.
- A range of development opportunities for career progression within the Trust.
- Opportunities to work with or in other schools.
- Friendship, support, and interaction with a vibrant and caring staff team with a commitment to improving children's lives.
- Strong leadership, a culture of high expectation and clarity of strategic school development.
- The chance to be a part of a sustainable project, with a focus on high quality education, ambition for every child and supportive staff.

You will be joining an ambitious, committed and hardworking team of staff who offer amazing support in an academic and pastoral sense and are relentless in their drive to make a genuine difference to and lasting impact on our young people, families, and the wider community. Court Fields has been rated as a 'Good' school at a recent Ofsted inspection where 'staff morale is high' and 'pupils enjoy good relationships with staff.'

If you are able to meet the requirements of these roles, we would love to hear from you. For an informal conversation to find out more about the role, or to visit us at Court Fields, please contact Polly Matthews, Headteacher.

All applications should be made by completing the online application form via E-teach available at www.bep.ac/vacancies and include evidence of how you meet the person specification for the role. For full details of the role, please see the job description and person specification.

CVs are not accepted, please complete the application form in full.

Further details are available within the job description and person specification.

INTERVIEWS MAY BE CARRIED OUT BEFORE THE CLOSING DATE FOR THE RIGHT CANDIDATE SO EARLY APPLICATION IS ADVISED.

Closing date for applications: 9am Monday 19th February 2024

Provisional Interview date: W/C 26th February 2024

The Blackdown Education Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all who work here to share this commitment. The successful candidate will be subject to employment checks, including an Enhanced DBS disclosure.

Job Description & Person Specification



Key Purpose of job:

Job Title:	Cover Supervisor/Lead Practitioner
Location:	Court Fields School
Responsible to:	Deputy Head Teacher
Salary Grade:	Grade 11-13 (23,893-33,945 FTE)
Hours:	37 hours per week; 38 working weeks per year. Part time/job share considered

Main Purpose of Job

To supervise the learning of Students when teaching colleagues are absent for short-term periods, together with supporting teaching and learning across the school. To support within other areas of the school at times when there are no cover requirements. To supervise students during lunchtime, either inside or outside of the school building, as directed.

Role

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties may vary or be amended from time to time without changing the level of responsibility associated with the post.

Duties and accountabilities of post

Supporting the assigned teacher of a class by;

- Supervising whole classes during pre-planned learning activities, which have been set in accordance with the school policy, i.e. relevant to the age group and point reached in the curriculum to assist with continuity.
- Collecting finished work as necessary and returning it to the appropriate teacher.
- Promoting positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with the established policy, and encouraging students to take responsibility for their own behaviour.
- Reporting, as appropriate, using the schools agreed referral procedures on the behaviour of students during the class, and any issues arising.

Supporting students by;

- Responding to students and providing general guidance or advice about process and procedures.

- Establishing productive working relationships with students, acting as a role model and setting high expectations for behaviour.
- Promoting the inclusion and acceptance of all students within the classroom.

Supporting the curriculum by;

- Helping students to access pre-planned learning activities.
- Ensuring that any pre-determined equipment and resources are available to students.

Supporting the school by;

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring all students have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the school.
- Undertaking the role of teaching assistant when there are no cover requirements.
- Supervising students during lunchtime in accordance with the School Behaviour Policy, being especially vigilant as to the health, safety and security of students.
- Undertaking other non-teaching duties to support learning and the curriculum. This could include providing additional support for individual students, exam invigilation, accompanying educational visits or support to administrative departments and pastoral teams.

Standards and Quality Assurance;

- Support the aims and ethos of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Attend team and staff meetings.
- Be proactive in matters relating to health and safety across the school.

Other responsibilities

- To undertake additional duties as required, commensurate with the level of the job. To contribute to the effective working of the school/team.
- Maintain positive, professional relationships with students, parents/carers, and colleagues.
- Maintain a presence around the school to ensure that the highest standards of behaviour are upheld.
- To participate in induction training, staff review processes and professional development opportunities.
- Commit to Equal Opportunities and Anti-Discriminatory Practice.
- The school operates a Smoke-Free Policy, and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and vehicles.
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.

- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust Policies and Procedures.
- The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

This job description is current at the date shown but in consultation may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands, or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

You have a duty of care for your own health and safety at work and that of others who may be affected by your actions at work.

Person Specification - Knowledge, Skills & Experience

The successful candidate must be able to demonstrate the following specific attributes.

Qualifications	Essential	Desirable
GCSE or equivalent in English or Maths at grade 4 or above	✓	
Relevant Level 3 qualification		✓
Experience		
Experience of working in the Education Sector		✓
Experience in a compatible role working with children		✓
Skills and Knowledge	Essential	Desirable
Excellent communication skills both verbal and written	✓	
Well organised and able to plan well	✓	
Excellent people skills	✓	
Ability to follow written and verbal instructions.	✓	
Ability to work on own initiative	✓	
Able to motivate and inspire others	✓	
Knowledge of the national curriculum		✓
Behaviours		
Understanding of and commitment to equality and diversity.		
Understanding of and commitment to Trust Values		
Capacity to work as part of a team as well as individually without supervision and under pressure		
Demonstrate a positive and pro-active approach to work and focussed on outcomes		
Demonstrate creativity, flexibility and responsiveness to change		
Commitment to continuous professional development of self and others to maximise skills/experience.		
Other		
Willing to undergo training and staff development to maximise skills and experience relevant to the post.		



We believe in the potential of every child

OUR MISSION

- To nurture and develop the ambition, talents and interests of every child
- To break down the barriers that inhibit the opportunities and achievements of disadvantaged pupils so that they can go on to lead lives of choice and opportunity
- To create a family of schools that are deeply and purposefully connected to their communities.

Our Schools



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LOCATIONS

All our schools are situated in the beautiful countryside of Devon and Somerset, within easy commuting distance of Exeter to the west and Bristol to the North, being close to some of the most beautiful coastlines of Devon and Dorset.

Our schools' varied locations allow our staff to access not only beautiful beaches, but also some of the best areas for walking, biking and other outdoor activities; yet the cities of Exeter, Bristol and Bath are close by.



