

# CANDIDATE PACK

Cover Supervisor and Manual Handling Lead



**Start date:**  
ASAP

**Location:**  
Heron Road  
London  
SE24 0HZ

# About Us

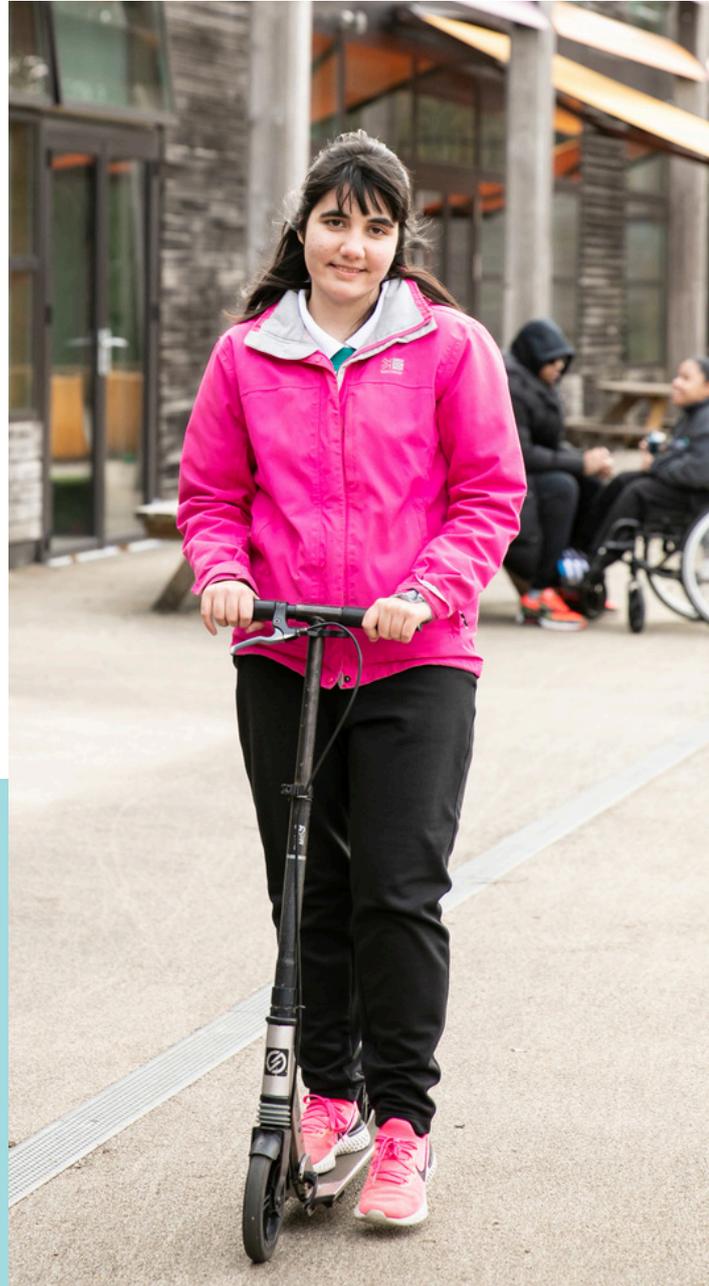
Heron Academy a SLD/ PMLD with complex needs school, committed to providing outstanding education to young people.

At Heron, we aim to enrich lives, by providing a secure, caring and supportive environment where our pupils are valued, understood, respected and challenged.

We strive to deliver a curriculum that promotes lifelong learning and stimulates pupils' creativity through specialist technology and high-quality learning experiences in school and the community.

We believe every pupil has the right to achieve their full potential, and our commitment to a strong partnership with all stakeholders is the key to this success. We welcome you on this journey as we endeavour to provide the best quality education for our pupils.

HERON  
ACADEMY





# About the Trust

Our school is part of London South East Academies Trust - a multi academy trust sponsored by London South East Colleges. In 2024 the Trust was formally recognised and awarded as the TES Small Trust of the Year.

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools

Read more on the trust website:  
[LSEAT.co.uk](https://LSEAT.co.uk)

# Our Values

Heron Academy is a place where pupils flourish. We put the pupil's needs at the heart of everything we do. Providing lifelong learning opportunities for all.

**Communication** is at the heart of all we do, to ensure all our pupils have a voice.

**Consistency** creates reassurance, which provides a sense of control.

**Commitment** - We are here for you! Helping us stick to our goals and clarifying our vision.

**Confidence** helps us try again. It helps us feel ready for life's experiences.

**Challenge** - By challenging yourself and others, you push the boundaries of what you and they can achieve. Challenges build confidence, resilience, and motivation.

**Compassion** - We are kind to each other.

# Job Description

**Job title: Cover Supervisor and Manual Handling Lead**

**Salary: Scale 6 point 19 on Lambeth Payscale**

**Contractual Hours: 35 hours per week**

**Contractual Weeks: Term Time Only**

**Position Status: Permanent**

**Reporting to: Deputy Headteacher**

## About our vacancy

At Heron Academy we are seeking especially gifted and talented individuals who can bring fun and entertainment to teaching and learning for groups of pupils with severe and complex learning difficulties.

We are seeking to appoint a highly organised, proactive and committed Cover Supervisor & Manual Handling Lead to join our dedicated team. The ideal candidate will preferably have experience of working with individuals and groups of pupils with SEND including having experience of manual handling.

Demonstrating your passion for education, play and care, you will be a welcoming presence to pupils, peers and stakeholders, juggling multiple deadlines and thinking on your feet.

We offer a comprehensive and bespoke CPD programme throughout the year and have a good record of upskilling staff at all levels. As all children have an EHCP and are working significantly below age-related expectations, the role is more likely to suit those who are trained/experienced within Early Years, Primary or Special settings.



# Job Description

As a Cover Supervisor, you will play a vital role in securing cover for classes in the absent of permanent staff. You will work with agencies to secure agency staff (both TA's and teachers) and you will support the school with all cover arrangements. This will include managing midday supervisors and leading our play provision. When needed you will deliver pre-prepared lessons or provide learning support in the classroom. You will also lead on the delivery of physio programs from 9-12.



## Key Responsibilities:

- Supervise and organise daily cover across the school.
- Manage midday supervisors.
- Ensure physio programs are followed. (Supporting staff to provide these sessions daily) Moving and Handling training will be provided for any successful candidate.
- Build positive, trusting relationships with pupils that encourage participation, self-esteem and progress.
- Providing cover when needed in the mornings only. This would be following prearranged planning.
- Work collaboratively with the senior leadership team to ensure all trips and internal events are correctly supported
- Lead lunchtime activities daily. This could also include enrichment activities and wider school life where required.
- Engage actively in training and professional development opportunities provided by Heron Academy and LSEAT

London South East Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced DBS check and provide two satisfactory references prior to appointment

## General requirements

**Safeguarding:** Demonstrate a clear commitment to safeguarding and promoting the welfare of children and young people, adhering to all policies and statutory guidance, and reporting concerns promptly in line with our procedures.

**Equity, Diversity and Inclusion:** Promote an inclusive culture that values diversity, ensures equality of opportunity, and challenges discrimination in all its forms.

**Health and Safety:** Take reasonable care for your own health and safety and that of others, complying with all relevant policies, procedures and risk assessments.

**STARS Values:** Consistently model and promote the our STARS values, contributing positively to our culture and reputation.

**Sustainability:** Support our commitment to environmental sustainability through responsible use of resources and sustainable working practices.

## What a day looks like at Heron Academy

The day begins at 8.30am, and you will work with your team to ensure that the learning areas are prepared prior to the pupils' arrival. You will assist pupils in their transition from the bus to the classroom.

During the Morning Routine, you will conduct Circle Time, encourage pupils to sing and dance, and check in on their wellbeing.

Lunch time presents pupils with an opportunity to take part in sports, music, dance, sensory activities and reading. Many pupils complete their Daily Mile around the playground prior to their afternoon sessions. You'll take a 30 minute lunch break in our staff room or offsite.

In the afternoon pupils take part in Community Learning, Art, Independence, PE, Drama, Yoga, swimming, Enterprise, ending with Story Time before preparing to go home at 3.20pm. Teaching assistants then work to capture learning highlights using Evidence for Learning, record CPOMs, and complete CPD. On Wednesdays, between 3.30pm and 4pm, Whole School Training is carried out.

Whole School Assemblies take place every Friday between 2.50pm and 3.15pm, and the school day for Teaching Assistants ends at 4pm.

## What we offer

- Friendly, enthusiastic, delightful pupils and students who teach us something new every day
- A committed and caring staff team who support and develop each other
- A proactive and supportive SLT who are actively mindful of workload
- A collaborative approach to planning and problem-solving
- A comprehensive induction and an ongoing extensive CPD programme
- Opportunities to develop your skills and talents
- Small class sizes with high staff/pupil ratio
- Free parking on site
- Advantages of belonging to a multi-academy trust, e.g. discounts on gym and wellbeing services, access to free and confidential Occupational Health and Employee Assistance Programmes
- Free financial and mortgage advice for employees
- Excellent pension schemes, including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest
- Professional development, with access to high-quality training, leadership development, and career progression opportunities
- Employee Assistance Programme, providing free, confidential support
- Travel Support, with an annual season ticket loan and cycle-to-work scheme
- Wellbeing and Lifestyle Benefits, including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments
- Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.

# Person specification

<b>Qualifications</b>		<b>Essential</b>	<b>Desirable</b>
Level 2 Maths and English or equivalent		X	
TA qualification or equivalent qualification or equivalent experience		X	
Appropriate training in relevant learning strategies e.g., literacy, Makaton, Symbols			X
Team Teach or equivalent positive behaviour management training			X
<b>Experience</b>			
Experience of working with children or young people in an educational, youth work or educational setting		X	
Experience of managing challenging behaviour in a calm and consistent manner		X	
Experience of delivering or supporting learning in a classroom environment			X

Experience of working within a special or alternative provision		X
<b>Knowledge &amp; Understanding</b>		
Understanding of strategies to support pupils with SLD to PMLD needs	X	
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Awareness of safeguarding, child protection and equality policies	X	
Understanding of the barriers to learning faced by vulnerable or disadvantaged pupils	X	
Knowledge of the moving and handling process		X

<b>Skills &amp; Abilities</b>		
Ability to build positive, trusting relationships with young people	X	
Strong communication and interpersonal skills	X	
Ability to maintain order, motivate learners and manage classroom routines	X	
Flexible and adaptable to the changing needs of the school	X	
Good organisational and record-keeping skills	X	
Ability to work effectively as part of a multi-disciplinary team	X	
<b>Personal Attributes</b>		
Empathy, patience and resilience when working with challenging behaviours	X	
Commitment to promoting inclusion, equality and diversity	X	

Professional integrity and commitment to the Trust's values	X	
Willingness to undertake further training and development	X	
Commitment to safeguarding and promoting the welfare of children and young people	X	

# How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form, please view our vacancies page [here](#).

