



Information Pack Cover Supervisor



'At The Bridge Academy, we believe that every child deserves the chance to succeed and we all work hard to make sure that happens'

Bravery | Respect | Integrity | Drive | Grit | Excellence

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A Bridge to Your Future

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Dear Applicant,

Thank you for requesting an Information Pack for the post of **Cover Supervisor**.

The Bridge Academy is a diverse and vibrant school that is rapidly improving and is focused on securing excellence for all our students and staff. Our award winning building is outstanding. We have state of the art facilities, which a wide variety of community groups we work with, also benefit from.

We offer a professionally stimulating and supportive working environment, with a strong commitment to professional development. We value our staff members and they enjoy a range of rewards and benefits, outlined on page 5.

Our sponsors UBS, a leading global financial services firm, has led the establishment of our school from the outset and they continue to support us significantly.

We look forward to receiving your application by the closing date: **Monday 26th June 2017**.

Thank you again for your interest in this post and we look forward to receiving your application.

Yours faithfully,

Mr C. Brown
Principal

THE BRIDGE ACADEMY MISSION, VISION AND VALUES

We are a school with a simple mission: to ensure that when students leave the Academy every one of them can go on to University or a high quality equivalent, thrive in their chosen field and live a great life. In this way, The Bridge Academy truly is 'A Bridge to their future'.

This has led us to develop The Bridge Academy values to guide our decision making and set our expectations for both students and staff:

Bravery: We meet our fears head on. We embrace challenges in order to thrive

Respect: We value everyone equally. We treat others as we would wish to be treated

Integrity: We do the right thing, even if no one is watching

Drive: We are determined to succeed. We never stop trying to get better.

Grit: We never give up, even when things get tough

Excellence: We go above and beyond, without excuses, to achieve the best.

Our Academy is an academic, inclusive and inspirational environment where innovative thinking and creativity are encouraged and aspirations are raised.

STAFF REWARDS & BENEFITS

We believe that working at The Bridge Academy is different from working at other Academies – we are always prepared to go the extra mile for our students to succeed. Our Academy has many unique aspects and one of them is the degree to which we care for our staff. A snapshot of some of the particular rewards and benefits are outlined below.

Annual Salaries

We offer competitive salaries for both Teaching & Support staff, (Inner London Weighting) including recruitment & retention allowances, in some cases.

Annual Season Ticket Loans

Staff members can apply for an annual season ticket loan where the cost of the season ticket is spread over 10 monthly payments, interest free.

Barbican Card

<http://www.barbican.org.uk/>

The Barbican card through UBS, is free for all staff members who request it. This card gives priority booking for events at the Barbican with no booking fees, unlimited access to exhibitions, discount on cinema tickets and special offers in the restaurants and bars. 25% off selected music and theatre events, 25% off all new release films, 15% off all Barbican bars and restaurants except Searcy's and Benugo.

Childcare

<http://www.childcarevouchers.co.uk/>

We understand that the cost of having children doesn't stop at keeping them cared for while you're at work. That's why you can choose to take part of your salary in Childcare Vouchers to take advantage of important tax and National Insurance savings.

- You enroll on the scheme by completing a salary sacrifice agreement.
- You receive a welcome pack, with details for your carer if they aren't already affiliated with the scheme.
- You receive paper vouchers which you give to your childcare provider. They then return them to Edenred for redemption.

Some of our staff choose to make use of the very nearby nursery at Hackney Community College which is graded Good by Ofsted and has very competitive rates. It is close enough to drop off your child and walk to work easily.

Cycle Scheme

<http://www.cyclescheme.co.uk>

Our cycle scheme provides staff members with the opportunity to purchase a bike of their choice, tax free. This for most people means a saving of around 32% of the total cost. Payment(s) are deducted via payroll over a set 12 month period.

Gift Vouchers for 100% Attendance

We really value the commitment of staff members to each working day and as a token of this, each term, staff who have achieved 100% attendance participate in a selection of prize draws, offering them the prospect of winning £100 worth of vouchers from top stores including online internet sites such as Amazon.

Health Matters Portal

The well-being portal is in partnership with our sponsor, UBS. This site hosts a wide range of health and wellbeing topics and resources for all staff to access online. The site includes articles on topics such as healthy eating, fitness, smoking and drinking, health at work, mental wellbeing, travel advice, health issues, with a wealth of links to further information and other well-known sites.

Our Award Winning Building

The quality of the working environment at The Bridge Academy contributes to the positive working atmosphere. We offer our staff members state of the art facilities & fantastic resources at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London. Our facilities include the following:

Art Floor

- 3 designer classrooms
- A Kiln room
- An Art terrace affording views of London landmarks including the Olympic Park, Canary Wharf and the City and the BT Tower

ICT suites

- 3 purpose built ICT suites, with retractable I-desks
- ICT facilities on all floors within the Academy

Music Facilities

- A large separate and dedicated, fully equipped music area, with three large classrooms and 12 practice rooms
- A separate music media suite, equipped with bespoke Mac desks and music keyboards
- Hi-tech recording studio

Performance Hall

- 370 seat auditorium with bleacher seating and a retracting dividing wall to create spaces on two levels.
- Cinema projection capability, instruments and AV lighting and sound systems.

Sixth Form

- A bespoke Sixth Form block
- The only Academy in the UK, which provides both Cisco training and a Microsoft Academy in-house at the Sixth Form

Sports Facilities

- A large sports hall, with a variety of sports resources
- Basketball facilities including the latest specification National League court markings
- An Off-site Multi User Games Area (MUGA) and two Astro turf football pitches

Pension Scheme Contributions

We pay in a high percentage of monthly contributions for teaching staff (Teachers' Pension Scheme) and Support Staff (Local Government Pension Scheme) members enrolled in these pension schemes.

Relocation Support for Teaching Staff

New appointees joining The Bridge Academy on an annual salary below £30,000 may be eligible for additional support towards relocating to London. Applicants whom wish to be considered, should provide an additional statement with their application form, confirming details of the proposed relocation. Relocation support is not mandatory and the decision to provide support will be based on the applicant meeting a set of criteria.

Social Events

Lively staff social events are organised during the year, to ensure that staff members get the opportunity to unwind and enjoy a well-deserved break from work.

Work and Family Webinars

Staff members have access to webinars on a range of subjects relating to family life. These webinars run live during the day, but can be accessed at any time after the event.

JOB DESCRIPTION

Post:	Cover Supervisor
Reporting to:	Senior Leader
Contract Type:	Term Time Only (Excluding INSET days)
Hours:	30 Hours Per Week, Mondays - Fridays: 8:30am - 3:00pm
Spine Point Range:	27 - 30

Role Profile

- To work under the direction of the Data Manager and the Assistant Vice Principal to carry out cover supervision duties.
- To understand and be able to use a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs; to promote effective behaviour.
- To provide a calm, constructive working environment to enable the pupils to carry out the planned work/activities in the absence of the class teacher.
- To support the school ethos by promoting a purposeful, orderly and supportive environment.
- To promote the inclusion of all pupils.
- Work may be carried out in the classroom or outside the main teaching area including, small group work and trips.

Accountabilities of the role

1. Within a framework of supervision, to take charge of a group of pupils to supervise work that has been set for the pupils by the regular class/subject teacher. To ensure own prior understanding of the planned lesson/activity by liaising with the teacher or relevant member of staff wherever possible, and to ensure the availability of resources for the lesson, as appropriate.
2. To assist the pupils by ensuring their understanding of the lesson/activity and to respond to queries about process and procedures as necessary. To ensure that pupils understand the requirements for homework, if set as part of the lesson plan.
3. To maintain high expectations of students' behaviour and achievement, and to establish excellent relationships with students.

4. To use effective behaviour management strategies to ensure that pupils are able to work through the planned lesson/activity within a supportive and calm working environment, maintaining good order and keeping the pupils on task.
5. To give sanctions to pupils as appropriate within the agreed behaviour management system. To report back to the Teacher/Subject Leader on pupils' responses to the learning activity and their behaviour in class during the lesson if follow-up action is required, using the school's agreed referral procedures.
6. To support the use of ICT in learning activities; to use audio visual equipment as required if part of the planned lesson/activity, including IAWB.
7. To undertake limited marking of student work as time allows.
8. To collect any completed work after the lesson and ensure that it is returned to the appropriate teacher. To complete feedback sheets for class teachers
9. To deal with any immediate problems or emergencies within the class, according to the school's policies and procedures.
8. To provide support for pupil's emotional and social needs by encouraging and modelling positive behaviour in line with the School's Behaviour policy and demonstrating high expectations of work and behaviour.
9. To assist with the general pastoral care of the pupils, including helping pupils who are sick, distressed or injured.
10. To be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to the safeguarding lead.
11. To assist with the supervision of pupils out of lesson time, as necessary for their safety. E.g. break, lunch times, referral, trips
12. To undertake any other clerical/administrative duties to support teaching e.g. administer coursework, produce worksheets for agreed activities, organise trips.
13. To attend relevant meetings and participate in training opportunities and performance development as required.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
PROFESSIONAL QUALIFICATIONS AND ATTRIBUTES <ol style="list-style-type: none"> 1. Degree or equivalent. 2. Relevant qualifications and experience in teaching at all Key Stages and all abilities. 3. Good classroom practitioner. 4. Commitment to improving practice through reflection, appropriate professional development and through being open to advice and feedback. 	 ✓ ✓	 ✓ ✓
PROFESSIONAL KNOWLEDGE AND UNDERSTANDING <ol style="list-style-type: none"> 1. Evidence of commitment to the principles and policies of equal opportunities. 2. Secure knowledge and understanding of a range of Assessment for Learning strategies. 3. Secure knowledge and understanding of how to make effective personalised provision for all students, including those for whom English is an additional language and students who have special educational needs. 	 ✓ ✓	 ✓

<p>PROFESSIONAL SKILLS</p> <ol style="list-style-type: none"> 1. Ability to manage student behaviour and exercise authority 2. Good communication skills. 3. Ability to work as a member of team. 4. Ability to motivate students and to recognise and respond to the diverse needs of learners. 5. Ability to design opportunities for learners to develop their literacy, numeracy, ICT and thinking and learning skills within your subject area. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
<p>PERSONAL QUALITIES</p> <ol style="list-style-type: none"> 1. Energy, enthusiasm and a sense of humour. 2. Ability to relate to students, parents and carers, colleagues and other partners. 3. A passion for the value your subject can bring to students and a commitment to the ethos of the wider life of the Academy. 4. Self-management - the ability to plan time effectively and to organise oneself. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

Cover Supervisor

Dates:	Apply by 9:00am on Monday 26 th June 2017
Job start:	September 2017
Location:	South Hackney
Salary:	£19,056 - £20,886
Contract type:	Term Time Only, Monday - Fridays, 8:30am - 3:00pm
Contract term:	Permanent

Do you want to join a team that believe every child deserves the chance to succeed and will work hard to make sure that happens?

Do you want to join a school that is rapidly improving and is focused on securing excellence for all of our students and staff?

The Bridge Academy is the most improved secondary school in Hackney with progress in the top 15% nationally. We are looking for committed and highly skilled individuals to join our team as we work towards achieving our mission: to ensure that all our students will go on to university or a high quality equivalent, thrive in their chosen field and live a great life.

We are currently seeking a Cover Supervisor. This is a great opportunity for someone who is passionate about attaining the highest standards. If you are up for the challenge, then we would love to hear from you.

Key features of working at The Bridge Academy:

- Our approach to teaching is simple. We share common foundations such as a sensible marking policy and consistent use of language to enable teachers to innovate and use their expertise to teach excellent lessons.
- An effective and supportive behaviour management approach, which expects high standards from students and enables teachers to teach excellent lessons.
- We value our staff and know how important their well-being is. We have a collaborative approach to planning, supportive professional development and are always looking at ways to address workload.

Our sponsors UBS provide significant support to the Academy, and we also work with a wide variety of community groups to ensure the best for all our students. Our award winning building is outstanding and is based at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London.

To apply for this position, please download the information pack, and complete the online application form.

The Bridge Academy is committed to safeguarding children and all appointments will be subject to receipt of a satisfactory Enhanced DBS check and references.