



RECRUITMENT INFORMATION PACK COVER SUPERVISOR

Manor Croft Academy
Old Bank Road
Earlsheaton
Dewsbury
WF12 7DW

RECRUITMENT INFORMATION PACK

Contents

Principal letter	3
Introduction	4
Delta Academies Trust Vision and Values	5
Why work for Delta Academies Trust	6
Application Process	7
Vacancy Advertisement	8
Job Description	9
Person Specification	11
Academy Statistics	13



June 2017

Dear Applicant

Post: Cover Supervisor

Thank you for applying for the post of **Cover Supervisor**.

Manor Croft Academy converted to academy status on September 1st 2013 and is part of Delta Academies Trust. There are currently 600 students on roll and it serves the local community, with most students living within walking distance.

We are an inclusive school and we have the highest expectations for all our students. Our ambition is for all our young people to leave the Academy as well-rounded, happy and successful young people fully prepared to make their way in the modern world. We aim for Manor Croft to be a place teaching and learning brings joy to everyone and a place that both staff and students enjoy coming to every day.

We are looking for a person, who holds at the very core of their practice, the desire to improve the life chances of young people; a dynamic person who can support, motivate, inspire and challenge students to ensure they are performing to their full potential and someone who will champion the students and be genuinely committed to Manor Croft Academy.

Yours faithfully

Andrew Barnett
Principal

Introduction

Delta Academies Trust is a not for profit charitable organisation that is committed to changing outcomes for children in the academies it sponsors and the wider education system. We are a teaching school, training teachers, school leaders and other professionals who work with children.

Delta Academies Trust firmly believes that an outstanding education should be the right of every child and should not be determined by a post code lottery. The Trust will strive to ensure that all pupils and students in our academies attend an outstanding school.

We are determined that local children can attend a local school and we will place those children who need extra help first in our admissions policy.

In our family of academies we currently have a range of educational provision that includes: Secondary, Primary, Infant, Junior, Alternative Provision and Pupil Referral Units.

Delta places at the heart of its school improvement a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for the children and young people we serve.

You can find out more details about Delta and our academies at **www.deltatrust.org.uk**

Delta Academies Trust - Our Vision and Values

Our vision is based on the values and the principles of Delta Academies Trust. Our academies will:

- Change children's and young people's lives for the better, providing them with the skills, knowledge and understanding to be successful throughout life and contribute positively to their communities.
- Place learners at the heart of everything we do and ensure that we promote social responsibility, honesty, integrity and caring for others.
- Deliver outstanding academic outcomes for all pupils and students and engender in them the confidence and aspiration to be successful.
- Create a generation of young people who care about their environment and recognise that they can shape the future through their own actions.
- Recognise and appreciate the different beliefs others hold but will promote British Values and encourage active citizenship, promoting social cohesion.
- Promote scientific enquiry and the development of analytical thinking skills that enable pupils and students to question the world around them and evaluate received wisdom.
- Celebrate human creativity and the enrichment Arts bring to our lives and community.

Why work for Delta Academies Trust?

- You will be joining a team that is committed to changing lives through transforming educational outcomes. A Trust **highly committed** to ensuring that you benefit from high quality development and training.
- You will work alongside professionals in a fast-paced and **dynamic environment**.
- You will develop your skills alongside **like-minded colleagues**.
- Each of the Delta academies is committed to a climate of **mutual support** and **partnership** and to working closely with each other.
- **Career Development** - Delta Academies Trust offers personal development through a range of flexible opportunities. All new staff members receive a comprehensive induction. The Trust offers a central CPD programme involving a range of training, which can include Ofsted training, safer recruitment, pediatric first aid and Evolve training. We also have a clear strand of Teaching and Learning CPD and an innovative and exciting Leadership and Development programme.
- **Pension** - Every employee of Delta Academies Trust has access to a pension scheme.
- There is a **Cycle to work scheme**
- **Work-life balance** - We aim to be a 'best practice' employer. We understand that our employment policies need to be flexible and responsive in order to promote diversity and equality, and to attract and retain the highest quality staff.
- **Child care vouchers by Sodexo** - Child care vouchers work through a salary sacrifice and they are taken from your salary each month before your usual Tax and NI contributions.
- **Tech Salary Sacrifice Scheme** - this gives employees the opportunity of having the latest technology and the cost directly deducted from their gross monthly salary, saving on Tax and National Insurance Contributions.

The Application Process

Further details about the work of Delta Academies Trust including academies it currently sponsors can be found at www.deltatrust.org.uk

Completed applications should be returned to jobswest@deltatrust.org.uk or by post to Delta Academies Trust, Recruitment Team, Education House, Spawd Bone Lane, Knottingley, WF11 0EP

All applications that have been submitted electronically will receive an email from the recruitment team confirming receipt.

A letter will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within 2 weeks of the closing date please assume your application has been unsuccessful.

Queries

If you have any queries on any aspect of the application process or need additional information please contact the Recruitment Team on 0345 196 0095.

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on our recruitment website at: <http://recruitment.deltatrust.org.uk>



Cover Supervisor
Permanent / Term Time only (+ 5 days) / 32.5 hours per week
Grade E, pts 20-22, £19,430 to £20,661 pro rata
Required as soon as possible

Manor Croft Academy are seeking to appoint a Cover Supervisor to start as soon as possible.

This is an exciting opportunity for someone to join our supportive and dedicated team. Your responsibilities will include opportunities to work with our Students from across the whole Academy.

- You will be expected to deliver pre planned lessons to KS3 and KS4 students in a variety of different subjects.
- To monitor and evaluate the progress of selected groups of students using agreed assessment strategies.
- Assist teachers/senior staff with the development and implementation of Individual Education/Behavioural plans and behaviour management strategies.

The successful applicant will be:

- excellent numeracy and literacy skills- GCSE at C+ or equivalent in Maths and English would be desirable
- the ability to support pupils across the whole curriculum
- an individual who seeks out and relishes professional development challenges and has a positive attitude to innovation and change

Delta Academies Trust is committed to pursuing the very best for every student to ensure that “no individual is left behind”.

Closing Date: Friday 30th June 2017
12 Noon

An application pack can be downloaded from
<http://recruitment.deltatrust.org.uk/>

or by contacting our recruitment team on
0345 196 0095
or email
jobswest@deltatrust.org.uk

The Trust is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced Disclosure and Barring Service Check.

JOB DESCRIPTION

Post: Cover Supervisor
Grade: Grade E (pt. 20-22)
Responsible to: Vice Principal

Purpose of the role:

To provide supervision of students across the 11-16 age range. Successful candidates will need to respond to questions, generally assist students to undertake set activities and to uphold standards of behaviour in the classroom. In addition to cover needs, there will also be a requirement to work alongside existing staff in specific curriculum areas providing general support for departments. This is a key role in supporting the day-to-day running of the school and the successful applicant must be IT literate and competent in using a variety of software packages.

Main Duties and Responsibilities:

- To supervise student learning by delivering cover work that has been set in accordance with academy policy, following the supportive learning framework.
- To manage the behaviour of students while they are undertaking their work ensuring a positive and purposeful classroom environment is established.
- To respond to questions and generally assist students to undertake the set activities within the lesson.
- To promote the inclusion and acceptance of all pupils within the classroom.
- To provide feedback to pupils in relation to progress and achievement.
- To deal with problems or emergencies according to the school's policies and procedures.
- To ensure that all work is collected and returned to the classroom teacher.
- To provide accurate and effective feedback and reports to the teacher on pupil achievement, progress and other matters ensuring the availability of appropriate evidence.
- To recognise student achievement in accordance with the schools rewards policy.
- To work with and liaise with the Learning Facilitator's who may be supporting individuals within the cover lesson.
- To provide additional support to identified classes during times when cover lessons have not been allocated.
- To support lunchtime duties.
- To support whole school detentions
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- To undertake the role of form tutor.
- To contribute to the invigilation of public examinations.
- There may be a requirement to work across the group of SPT academies in a cover supervisor capacity within the local geographical area by negotiation.
- During periods when no cover lessons are allocated, to fulfil other responsibilities as delegated by Principal and the Vice Principal.
- These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.
- To be responsible for managing and organising cover for absent staff both teaching and non-teaching.
- To be responsible for organising and providing induction and support for supply staff both teaching and non-teaching.

- To be responsible for ensuring that safeguarding requirements and other relevant regulations are in place and adhered to including the completion and recording of necessary checks.
- To be responsible for the management and maintenance of the school diary
- To arrange and communicate day-to-day changes in staffing and rooming (eg: planning for timetable/staffing changes as a result of exams, in-house events, educational visits etc)
- To buy in additional cover as required
- To communicate unplanned absences to learning and faculty leaders/ line managers
- To ensure appropriate cover work is available for cover staff in line with academy policy
- To use the Sims system to keep a record of staff absence and provide accurate reports
- To work under the guidance of senior teaching staff to provide cover for planned and unplanned absence of teachers within the agreed system of supervision

General

- Undertake any other duties as reasonably required by the Principal.
- Contribute to the life of the school community, and to support its ethos and policies.
- Appreciate and support the role of other professionals
- Participate in appraisal, training and professional development as required
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Be aware of the specific issues relating to Health & Safety in your area and make appropriate assessments of any risk.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- This is not an exhaustive job description and does not intend to specify the proportion of time spent on any of the duties outlined herein.
- The job description is not prescriptive, nor necessarily a comprehensive definition of the post. As such it may be subject to amendment after consultation to meet the changing needs of the academy

To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

This job description may be subject to change, following consultation between the post holder and the Academy.

PERSON SPECIFICATION

Cover Supervisor

	Ess	Des	MOA
KNOWLEDGE/QUALIFICATIONS			
GCSE or equivalent in English and Maths at Grade C	✓		A/C
Knowledge of general office procedures and practice	✓		A/C/I
Knowledge of SIMS	✓		A/I
A recognised and relevant vocational qualification (NVQ level 3) and/or equivalent practical work experience	✓		A/C/I
HLTA status		✓	C
EXPERIENCE			
Communicating and working effectively, confidently and respectfully with senior colleagues whilst maintaining confidentiality	✓		A/I/R
Working within a school and team environment	✓		A/I
Working within a partnership context, including co-ordinating collaborative activities and plans	✓		A/I
SKILLS			
Highly organised and self-motivated, with the ability to manage time to ensure that deadlines are met	✓		A/I/R
ICT skills to produce quality reports and documents, and to create and manage simple databases	✓		A/I
Able to communicate effectively both orally and in writing with a wide range of people	✓		A/I
Ability to work as part of a team	✓		A/I
Ability to work independently, with good awareness of when to take initiative and when to check and confirm actions	✓		A/I
Ability to be well organised and accurate in all aspects of the role with the ability to prioritise	✓		A/I
Ability to work well under pressure and to respect sensitive and confidential work	✓		A/I/R
Ability to form strong and effective working relationships with colleagues, within the academies and in partner organisations, even when working remotely	✓		A/I/R
Ability to use SIMS	✓		A/I/R
Ability to use other ICT packages as required	✓		A/I/R
BEHAVIOUR AND OTHER RELATED CHARACTERISTICS			
Diplomacy and discretion and the ability to appropriately manage confidential information	✓		A/I
Proven ability to work as a team member to achieve goals in effective co-operation	✓		A/I
To display a responsible and co-operative attitude to working towards the achievement of the organisation aims and objectives	✓		A/I
Commitment to own personal development and learning	✓		I

A commitment to abide by and promote the Academies' Equal Opportunities, Health and Safety and Child Protection Policies	✓		A/I
The ability to travel independently across the Trust		✓	A/I
The post holder will require an enhanced DBS	✓		C

Key: MOA=Method of Assessment, A=Application, I=Interview and assessment, R=Reference, C=Certificate

ACADEMY'S STATISTICS PAGE

Academy Facts and Statistics (Results for Manor Croft Academy)		
Type of School	Comprehensive	
Age Range	11-16	
Location	Dewsbury, West Yorkshire.	
Denomination		
Co-educational or single sex	Co-Educational	
Specialisms		
Number of students on roll	606	
Value Added	951.7	
Attendance	94.8%	
Date school established	1955	
School Awards		
Number of teaching staff	36	
Number of associate staff	32	
% of students on free school meals	27%	
Number of students with SEN-statemented	1%	
% of students with EAL	15.4%	
GCSE results 5+ A* to C (and equivalent including English and Mathematics)	2009	40%
	2010	32%
	2011	29%
	2012	33%
	2013	45%
	2014	38%
	2015	37%
A Level Results 2011	APS per entry = n/a APS per student = n/a	
University Admissions	2010	n/a
	2011	n/a
No of students in 6 th Form	n/a	