



# APPLICATION PACK

**POST REFERENCE:** 2391

**ROLE:** COVER SUPERVISOR

**START DATE:** AS SOON AS POSSIBLE

**SALARY:** C1 (ACTUAL SALARY £22,725 TO £24,745)

**HOURS:** 37 HOURS PER WEEK, TERM TIME ONLY PLUS 5 DAYS

**Leeds West Academy**  
Intake Lane,  
Rodley,  
Leeds, LS13 1DQ

Telephone:  
0113 229 5454

Email:  
[recruitment@whiteroseacademies.org](mailto:recruitment@whiteroseacademies.org)



"I think the teaching staff at Leeds West Academy are exceptional. I wouldn't be the person I am today without their outstanding support. They make this school an amazing place to learn."

**Morgan**

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# MESSAGE FROM THE TRUST

Dear applicant,

We are delighted that you are considering applying for a role within the White Rose Academies Trust. Your interest comes at an important and exciting time in the development of the trust and our relentless implementation of our 2025 vision. At the heart of this vision is the aim for more young people and colleagues to benefit from our community-focused philosophy; the belief that the education we deliver regenerates our communities and transforms lives.

In December 2020, we reached our first milestone when our first primary school joined our trust as a sponsored academy. Already, this truly community-focused academy, now named Alder Tree Primary, has enriched our trust and so, our vision is one step closer to becoming reality. Therefore, you could not be joining us at a more exciting point in our ongoing transformation.



The power of a vision is best measured by the number of detractors who claim it cannot be achieved. In our roles as Chief Executive Officer and Executive Principal of the White Rose Academies Trust, it has been a privilege to witness the drive and determination with which our staff have implemented our vision, to ensure that our academies provide:

- world-class levels of teaching and learning,
- bespoke pastoral care that nurtures our students' aspirations,
- inspiring learning environments where our students can make mistakes and overcome their personal fears to become the best version of themselves,

- industry-leading continuous professional development for all staff, as investing in our colleagues is always the right thing to do,
- local centres of community transformation.

The hard work has been recognised, and whilst we know our work is far from complete, we are proud to have reached several milestones:

- 'Good' Ofsted ratings at all three secondary academies in 2019, with an 'Outstanding' rating at Leeds City Academy for Leadership and Management.
- We welcomed our first primary in late 2020, Alder Tree Primary.
- We began an aspirational journey in 2021 by joining High Performance Learning's 'World Class' school transformation programme.

Our dedicated staff, incredible governors and amazing students are relentless in their shared aim to create truly world-class schools. The trust strives daily to empower its academy Principals to create schools that genuinely represent the communities they serve. We insist that our academies and our trust are externally focused, obsessive in their quest to learn from the very best, never leaving self-improvement to chance. We see vacancies such as this as an opportunity to attract talent, bringing the best practice into our trust. By joining us, you become a crucial part of the team that will deliver our powerful vision. Together, we will transform lives.



## THE WHITE ROSE ACADEMIES TRUST “WE SAID, WE DID”



Yours sincerely,

Mr Andrew Whitaker  
**CEO, White Rose Academies Trust**  
**Deputy CEO Teaching and Learning, Luminate Education Group**



Yours sincerely,

Sarah Carrie  
**Executive Principal**

# MESSAGE FROM THE PRINCIPAL

I am absolutely delighted to share this amazing opportunity at Leeds West Academy, as we seek to recruit another talented and aspirational colleague, committed to professional excellence, to join our team.

Our vision is that Leeds West Academy is an academy renowned for excellence and is a seat of transformation and pride in its community. We are supported on our journey towards that vision by being a part of White Rose Academies Trust. White Rose has a strong reputation of being a caring, supportive and effective organisation that puts people first.

I am sure that having read about White Rose Academies Trust, Leeds West Academy, our students, our community, and our continued journey of transformation, you will recognise the opportunity to become an integral part of building something remarkable.



Leeds West Academy is built upon a strong sense of community, underpinned by our core values and at the heart of this academy are the nurturing and supportive relationships that exist amongst our staff and students. These relationships are what makes this academy special and benefit our students each and every day. In my time in education, I have seen nothing that compares to the community we have here at Leeds West Academy: a community where staff and students thrive.

We are a 'Good' and rapidly improving academy and I am delighted that you have taken an interest in joining our community and wanting to work for us. In May 2019, Ofsted judged our academy as 'Good' in all areas and in that same year we secured the best GCSE results in the academy's history. We are proud of these achievements, but I believe that better never stops and we are constantly improving. My vision is for an academy that provides an exceptional, world class education and leads to exceptional futures for all our students and engenders this important sense of pride in the community we serve.

Our success has been down to the high expectations we have of our staff and students in committing and working together to ensure that every student at Leeds West Academy is known, valued and understood. Our broad and ambitious curriculum offers new life experiences and secures strong outcomes, so every student achieves their fullest potential.

All staff at the academy are committed to professional excellence and doing even the most ordinary things extraordinarily well. It is because of this commitment to accepting nothing but the best for our students that Leeds West Academy has become one of the most popular academies in Leeds, something of which our students and staff are rightly proud.

Leeds West Academy is a vibrant, diverse and welcoming school community and we are currently making excellent progress. As part of White Rose Academies Trust, Leeds West Academy has set its ambition to be rated Ofsted 'Outstanding'. This is a challenge that both staff and pupils alike are determined and excited to meet.

We continue this journey of transformation and are determined to provide an exceptional quality of education and culture for all students at Leeds West Academy, with the ambition that all students excel both academically and as aspirational and inspirational young people. There is no better time to join Leeds West Academy as a colleague.

Leeds West Academy is a unique and very special place to work. Our philosophy is grounded equally in securing the highest professional standards and supporting and caring for all professionals. We will create the environment for you to succeed. As a key member of the White Rose Academies Trust and ground-breaking Luminare Education Group, all professionals benefit from exceptional CPD like no other in the city. Wellbeing underpins our decisions and is embedded within the culture of White Rose Academies Trust. A broad, varied and highly personalised package of CPD is well-established, driven by the latest educational research, and focused on the development of all professionals in the organisation at each career stage. Colleagues train with us, grow with us and progress with us.

It is a privilege to lead Leeds West Academy on the next phase of our journey to 'Outstanding' and I thank you for the interest you have shown in joining our community and working with us.

## SO, NOW IT'S OVER TO YOU...

- Are you eager to join a forward-thinking organisation committed to securing the highest educational, professional, and personal standards?
- Do you feel you will thrive within a culture that is driven by clear values that permeate everything we do?
- Do you feel passionately about transforming student lives and the opportunities provided to our communities? If so, then we would be delighted to hear from you.



Yours sincerely,



Mr Dan Whieldon  
**Principal**

# JOB DESCRIPTION

**Post Reference:** 2391

**Academy:** Leeds West Academy

**Job Title:** Cover Supervisor

**Grade:** C1 (Actual Salary £22,725 to £24,745)

**Hours:** 37 hours per week, Term Time Only plus 5 days

**Accountable to:** Cover Manager

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## Role:

To provide cover for the short-term absence of teaching staff and support teams in other areas such as the development of resources.

To contribute to the key objective of the academy development plan to raise standards of achievement.

NB: All post-holders at White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the academies. Keeping Children Safe in Education and the guidance for Safer Working Practices directs the work of every adult working at or associated with White Rose Academies Trust.

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## General Duties and Responsibilities:

- To provide cover supervision for the short-term absence of teachers.
- To use specialist skills/training/experience to support students' learning.
- To establish productive working relationships with students, acting as a role model and setting high expectations.
- To promote the inclusion and acceptance of all students within the classroom.
- To support students consistently whilst recognising and responding to their individual needs.

- To encourage students to interact and work co-operatively with others and engage all students in activities.
- To promote independence and employ strategies to recognise and reward achievement of self-reliance.
- To provide feedback to students in relation to progress and achievement.
- To establish an appropriate learning environment in lessons.
- To work with the teacher in lesson planning, evaluating and adjusting lesson/work plans as appropriate.
- To monitor and evaluate student responses to learning activities within a supervised lesson.
- To provide objective and accurate feedback and reports as required to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- To be responsible for keeping and updating academy records contributing to reviews of systems/records as requested.
- To undertake the marking of students' work, which has predetermined answers and involves no element of professional judgement or assessment and to accurately record achievement/progress.
- To promote positive values, attitudes and good student behaviour, dealing promptly with conflicts and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- To administer and mark routine tests which have predetermined answers and involve no element of professional judgement or assessment.
- To carry out invigilation of internal and external examinations.
- To provide general administrative support, administer coursework, produce worksheets for agreed activities as appropriate.
- To implement agreed learning activities/programmes, adjusting activities according to student response/needs.
- To support the use of ICT in learning activities and develop students' competence and independence in its use.
- To help students to access learning activities through specialist support.
- To be part of the academy's lunchtime supervision team.

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- To recognise own strengths and areas of expertise and use these to advise and support others.
- To supervise students on visits, trips and outside of academy hours learning activities as required, which fall within the remit and hours of the post.
- Any other duties commensurate with the post.

### Other Duties:

- Any other duties commensurate with the post. Break and lunchtime supervisory duties as required and directed.
- Reception duties as required, answering general telephone and face to face enquiries, dealing with staff and visitors in compliance with safeguarding protocols.
- Any other duties commensurate with the post.

### Equal Opportunities

- To promote equal opportunities in education in order that all children and families will gain optimum benefit from the service provided.
- To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing.

### Generic Support Staff Requirements:

- Uphold the professional standards expected of every member of academy staff in all dealings with colleagues, students, parents/carers and the wider community.
- Adhere to the principles expressed in the aims of the academy and its mission statement.

- Actively contribute to the continued development of the academy by attending training, participating in relevant meetings, and putting forward ideas for improvement.
  - Be a positive, collaborative team member.
  - Apply academy policies in all aspects of the role.
  - Improve own practice through observation, evaluation, discussion with colleagues and appropriate CPD programmes.
  - Work collaboratively with colleagues, knowing when to seek help and advice.
  - Contribute to the overall ethos, work, and aims of the academy by attending relevant meetings, training days/events as requested.
  - Be aware of and comply with the academy policies and procedures e.g., safeguarding, child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
  - Be responsible for safeguarding children and promoting their welfare and following child protection procedures.
  - Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding, and promoting the values, standards, and equal opportunities of the academy.
  - Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation, and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures.
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Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. This job description may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the academy.

All postholders are accountable through White Rose Academies Trust Performance Management Policy. The Governors and Principals of White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check. Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age, or disability.

# PERSONAL SPECIFICATION

**Academy:** Leeds West Academy

**Job Title:** Cover Supervisor

You should be able to demonstrate that you meet the following criteria which are all essential:

E= Essential D=Desirable

**Measured by:**

A=Application Form

T=Test/Exercise

P=Presentation

I=Interview R=References

QUALIFICATIONS		
E	Good Numeracy/literacy skills (GCSE A*-C English and maths)	A I
D	Working with pupils and students in the 11 – 16 age range	A I
D	'A' Levels/Undergraduate Degree	A

EXPERIENCE/KNOWLEDGE		
E	Understanding of how to respond flexibly to young people's learning needs	A I T
E	Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	A I
E	Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	A I
E	Clear knowledge and understanding of the primacy of effective safeguarding in the academy	I T

SKILLS, ATTRIBUTES AND ABILITIES		
E	Able to take responsibility and work with autonomy within set boundaries and expectations	A I
E	Possess strong interpersonal skills and able to communicate effectively with young people and adults	T I
E	Good organisation and personal management skills	T I
E	Able to work flexibly with daily cover requirements	A T I
E	Able to work successfully with students who demonstrate challenging behaviour	T I
E	Able to use ICT for recording, monitoring, and reporting	A I
E	Able to respect sensitive and confidential work	T I

BEHAVIOURAL AND OTHER CHARACTERISTICS		
E	Committed to continuous improvement	A I
E	Carry out all duties having regard to an employee's responsibility under Health & Safety Policies	A I
E	Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development	A I
E	Willing to carry out all duties having regard to an employee's responsibility under the WRAT Health and Safety Policies	I
E	To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	I
E	High level of motivation and commitment	A I
E	Commitment to own personal development and learning	A I
E	Enhanced DBS certificate and Certificate of Good Conduct if you have lived outside the UK in the last 10 years for 3 months or more. (Please note you don't have to have this when applying for the role, but it is a requirement of the postholder to hold one and a check will be undertaken for the successful candidate)	

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check.

Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

# THE SELECTION PROCESS

## HOW TO APPLY

Thank you for taking time to read and digest our information. If you wish to apply for this post with White Rose Academies Trust, then you should;

- **Download and complete the WRAT application form.**
- Complete the application form **fully**, ensuring all details are accurate and all declarations are signed. Please ensure you enclose **two** professional referees, one being your current employer (with name and email addresses if possible).
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the **person specification**, along with details of the unique contribution that you could make to the future success of the White Rose Academies Trust. If you do not complete the personal statement section of the form, you will not be considered for the role. CVs cannot be accepted.
- **PLEASE NOTE THE REQUIREMENT TO ATTACH YOUR APPLICATION FORM AS A SEPARATE DOCUMENT TO YOUR EQUAL OPPORTUNITIES FORM WHEN EMAILING YOUR APPLICATION TO US.**
- Submit your application by the deadline stated below. Late applications will not be considered.

## TIMETABLE FOR THE SELECTION PROCESS

**Closing date for applications:** Monday 8th January 2024, 9am

**Shortlisting:** Monday 8th January 2024

**Interview date:** Week commencing 8<sup>th</sup> January 2024

**Start date:** As soon as possible; upon successful completion of pre-employment checks

**\*Please note, shortlisted candidates may be called for interview prior to the closing date. We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.**

For more information, please visit our website at [www.whiteroseacademies.org](http://www.whiteroseacademies.org)

To apply for this role please complete our application form and return to [recruitment@whiteroseacademies.org](mailto:recruitment@whiteroseacademies.org) by the closing date. Please note we are unable to accept CV's.

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check. Please note this role will

# STAFF BENEFITS

We are delighted that you are considering applying for a role with the White Rose Academies Trust. In addition to highlighting this opportunity for you to work for a progressive, highly supportive and visionary trust, we also want to share with you a sample of the amazing benefits available to all staff.



Health Assured offer free and confidential advice and support to staff and immediate family, 24 hours, 7 days per week. Services include support with family, finances, legal advice, stress, anxiety and bereavement, also providing access to structured counselling sessions.



We provide a trust-wide CPD programme and opportunities to attend national and international conferences, visit 'outstanding' academies/trusts nationally, along with access to formal qualifications up to Masters level.



Discounted monthly bus ticket, automated mobile ticket renewals, unlimited bus travel for work or leisure, tickets sent straight to your mobile.



The trust continues to support a wide number of colleagues in undertaking apprenticeships, undergraduate and post-graduate degrees and professional qualifications (e.g. CIMA).



The Local Government Pensions Scheme (LGPS) is a statutory scheme. The rules of the scheme are issued by Parliament and have the force of law. The legal status of the pension scheme rules gives it a great deal of security.



We are part of the CycleScheme. Save money on a new bike and spread the cost. Visit their website for more information on how to sign up to this fantastic scheme.



Free parking for staff at all of our academy locations.



Techscheme allows you to purchase the latest tech through your employer via salary sacrifice. Spread the cost across 12 payments from your gross salary, making NI savings. There are over 5,000 tech products to choose from.



“The last 6 years of my career have been spent supporting the learning of the Leeds West community. It gives me an immense sense of pride and privilege to witness how the students’ resilience and independence grows. As a co-professional/ Teaching Assistant, I am given the opportunity to expand my knowledge and skills set through a bespoke CPD programme. I have also been supported through the process of undertaking a foundation degree and top up course which has reflected in professional practice. I am very proud to be a member of the LWA community, thriving from the support and guidance from my team, and the wider staff body as a whole.”

**Helen Ramsdale, Teaching Assistant**

# STAFF WELLBEING

The White Rose Academies Trust is made of outstanding professionals, whose daily commitment is matched only by the pride our students feel for their school and education. The future of our society is exciting, vibrant and safe in the hands of our students and staff.

We are committed to encouraging a positive working environment that promotes the physical and mental wellbeing of our staff. The capability and wellbeing of our colleagues is a priority for the trust. Therefore, we make every effort to address and meet our employee's health and wellbeing needs.



Colleague  
Recognition

We have a great staff recognition system which is built around a system of gratitude/appreciation cards. This initiative encourages staff to submit positive feedback to their peers and allows all staff to be appropriately recognised for their hard work.



Wellbeing  
Wednesdays

Our academies have introduced Wellbeing Wednesday breakfast for all staff. Breakfast is available from 7:45am in the canteen.



Department  
for Education

We have signed up to the Education Staff Wellbeing Charter because the wellbeing of our staff is of paramount importance to us. Visit the Dfe website for further details.



MINDFUL  
EMPLOYER

Unlike other accreditations or quality standards, the Charter for 'Employers Positive about Mental Health' is about recognising those employers working towards better mental health in the workplace; no matter where they are in their journey.



TREATS

Staff Recognition Treats  
Staff are awarded with sweet treats throughout the year to thank them for their hard work.

health assured

Health Assured offer free and confidential advice and support to staff and immediate family, 24 hours, 7 days per week. Services include support with family, finances, legal advice, stress, anxiety and bereavement, also providing access to structured counselling sessions.

# MESSAGE FROM THE BOARD

Welcome to White Rose Academies Trust.

We are an ambitious trust with very high aspirations for the children and diverse communities which we serve. Our values underpin everything we do and our compassionate approach is reflected in our students and how we all work together as one.

Our Board is made up of incredibly talented and inspiring people. With backgrounds and experience spanning the public and private sector, our members bring both strong business acumen and extensive education skills and knowledge.

We are focused on building the best environment for our academies to flourish and by providing excellent governance we aim to:

- ensure clarity of vision and strategic direction,
- hold executive leaders to account for the educational performance of the organisation, its students and the performance of staff,
- oversee the financial performance of the organisation and make sure its money is well spent.

We are thrilled with the improvements and progress achieved by all our academies so far. Our rating of 'Good' by Ofsted, with Leeds City Academy also achieving 'Outstanding' for Leadership and Management is something we are incredibly proud of. We are also delighted to have welcomed our first primary school, Alder Tree Primary, to the trust. We know we have the right teams of professionals in our academies to take us further as we continue to grow the trust.

## Board of Directors



# WHITE ROSE ACADEMIES

"Our ambition is excellence.  
Every child, every teacher,  
everyone; outstanding."

The White Rose Academies Trust is a  
member of Luminare Education Group

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