



Recruitment Information Pack

Cover Supervisor

David Nieper Academy
Grange Street, Alfreton, Derbyshire, DE55 7JA
T: 01773 832331

July 2017

Dear Applicant

Thank you for showing an interest in the post of Cover Supervisor at the David Nieper Academy.

Our Academy is sponsored by the David Nieper Education Trust, together with local employer partners, who are highly committed in supporting the development and achievements of our students. With an innovative approach to teaching, hands-on learning and brand new purpose-built facilities, which opened in February 2017, we believe that this is a truly exciting time to join the academy.

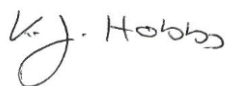
Our aim is to raise standards, expectations, inspire excellence and to encourage students to achieve their full potential. We will help them develop confidence and key lifelong learning skills and to obtain the qualifications required as they look to future careers and explore the many opportunities in further education, apprenticeships, university and beyond. The opening of our Business and Enterprise Sixth Form Centre is a further development in our growth. The Sixth Form will provide a first class education combined with fully integrated employability skills, cementing our ongoing working relationships with our business partners.

The David Nieper Academy has a clear distinctive character due to the integrated involvement of its prestigious business partners. High profile local businesses, most, being either international or national household names such as Thorntons, Denby Pottery, John Smedley, Owen Taylor, Bowmer and Kirkland alongside David Nieper are committed to bringing the world of work and 21st Century employment practices into every classroom. Practical contextual applied learning has been proven to assist all students in retaining and understanding more fully the concepts and principles taught in the classroom. We are looking for a candidate who will embrace this approach and ensure that David Nieper Academy is adopting this approach through its world class learning pedagogies.

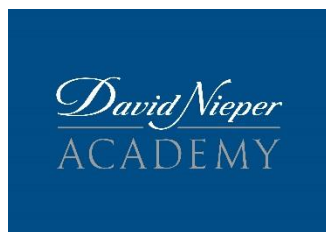
If you like the sound of the academy, and are keen to be instrumental in its future success, then we would like to hear from you and look forward to receiving your application by Monday 21st August 2017. Interviews will be held shortly after the closing date.

If you have any queries or if you would like to visit prior to making an application, please contact Mrs Michelle Hackett, PA to Headteacher, via email at mhackett@davidnieper.academy from the 14th August 2017.

Yours faithfully



Kathryn Hobbs
Headteacher



David Nieper Education Trust

Cover Supervisor

David Nieper Academy, Grange Street, Alfreton, Derbyshire, DE55 7JA
Age Range – 11-18

37 Hours / 39 Weeks per year

7.35am-3.35pm Monday to Thursday

7.35am-3.05pm Friday

(Term-time only plus five INSET days)

Responsible to Relevant Head of Subject and Assistant Headteacher Academic

Start: September/ October 2017

Salary: FTE £16,264 - £17,080 (Pro rata £13,927 - £14,625)

Do you want to support our students onto greater things? Are you excited by the opportunities and possibilities for students available through applied learning and working in partnership with local employers? Can you offer support and guidance to ensure that our students can make progress?

The David Nieper Academy is a newly formed academy in Alfreton, Derbyshire. A brand new school building was opened in early 2017 with the Business and Enterprise Sixth Form Centre opening in September 2017. A key aspect of our vision is our focus on applied learning within all subject areas and across year groups. This year we have seen an increase in student numbers within each year group and we are looking to build on this year on year. This is an immensely exciting time to be joining the academy and being a key driver in enhancing the academic and social achievement of our students.

The Governing Body is seeking to appoint an enthusiastic trainee teaching assistant who has the determination and drive to become an outstanding practitioner.

The Governing Body is committed to the safeguarding of children and young people so all staff appointments are subject to employment checks and a satisfactory enhanced DBS check.

Job Description: Cover Supervisor

General Responsibilities

- To promote the corporate image of the academy and high standards of behaviour and courtesy among students.
- To communicate effectively with the public and wider community and provide effective support for teaching staff and students.
- To promote and support the implementation of academy aims, policies and values.
- To work flexibly as part of the support staff team to contribute to the smooth operation of the academy.
- To use academy computer hardware and software packages where appropriate.
- To commit to safeguard and promote the welfare of children and young people.

Specification

Main Duties

- To arrange for cover staff as required on a daily basis in liaison with the Assistant Head – Academic
- In the absence of a teacher provide supervision of and be solely responsible for a class of students during lesson time.
- Manage the behaviour of students to promote and maintain order and a calm working environment for students, including implementation of the school's behaviour policy. Report back as appropriate on the behaviour of students during lesson, and any issues arising, using the school's agreed referral procedures.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all students within the classroom and school. Ensure the health, safety and welfare of students is maintained at all times.
- Establish constructive relationships and communicate with other relevant professionals, in liaison with the teacher, to support students' learning and progress.
- Liaise with teachers and other relevant professionals regarding the work set for a class.
- Communicate the work set by the class teacher to the students and ensure that students are aware of the teacher's expectations during the course of the lesson with regard to task completion.
- Motivate students to complete tasks set by the class teacher and encourage students to interact and work co-operatively as appropriate with others to ensure all students are engaged on the set task. Respond to any questions from students about process and procedures.
- Deal with any immediate problems or emergencies in accordance with academy policies and procedures.
- Provide comfort and immediate care in case of minor incidents, and report serious incidents to the appropriate person for action, in accordance with the academy guidance, policies and procedures.

Job Description

- Collect any completed work after the lesson and return it to the class teacher as appropriate.
- Invigilate examinations.
- Provide administrative support for designated curriculum areas eg preparation of worksheets, display materials, etc.
- Accompany teaching staff and students on educational visits as necessary.
- Contribute to the overall ethos, aims and work of the school.
- Be aware of, uphold, and contribute towards the development of the school's policies and procedures.
- Participate in appropriate school-based meetings and training activities.
- Undertake any administrative duties relevant and appropriate to this post.
- Create and maintain displays around the academy.
- Undertake any other duties which may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post. Any changes of a permanent nature will be incorporated into the job description in specific terms, following consultation with the postholder.

The postholder will be expected to:

- Take an active part in appraising their own work against agreed priorities and targets in accordance with the academy performance management and supervision arrangements.
- Undertake any necessary training associated with the duties of the post.
- Maintain confidentiality at all times and to observe Data Protection guidelines.
- Understand and comply with the academy equal opportunities and other policies.
- Comply with all Health and Safety.

Job Criteria:	Essential	Desirable
Skills	<ul style="list-style-type: none">• Ability to coordinate in a consistent manner the daily cover requirements of the academy.• Ability to manage the behaviour of students to promote and maintain order and a calm working environment for students• Ability to motivate students.• Ability to work at own initiative, and as part of a team.• Ability to work in a flexible and responsive way with tact, discretion and confidentiality.• Ability to relate well to children and adults.• Ability to work under pressure.• Flexibility• Competency in numeracy and literacy.• Excellent communication skills.	<ul style="list-style-type: none">• Ability to use ICT effectively to support learning.• Ability to use IT to set and record cover requirements.• Ability to support the processes and procedures for students' learning.
Knowledge	<ul style="list-style-type: none">• Knowledge of appropriate classroom skills to support student progress and learning• Knowledge of a range of subject areas so that tasks can be described and explained to students as required	<ul style="list-style-type: none">• Understanding of the aims, content, and intended outcomes of teaching and learning in relation to the national and the school's curriculum.• Understanding of principles of child development and learning processes.

	<ul style="list-style-type: none"> • Awareness of confidentiality issues linked to home/student/teacher/academy work. 	<ul style="list-style-type: none"> • Knowledge of a range of strategies to promote good behaviour. • Awareness of the statutory frameworks relevant to their role. • Knowledge and understanding of the different classroom roles and responsibilities in relation to this post. • Awareness of policies and procedures relating to child protection, health, safety and security, equal opportunities, confidentiality and data protection and of other relevant legislation.
Experience	<ul style="list-style-type: none"> • Experience working with children, young people. • Administrative duties. 	<ul style="list-style-type: none"> • Experience of using cover software for setting and recording cover requirements.
Qualifications	<ul style="list-style-type: none"> • 5 GCE, GCSE pass or equivalent of NVQ Level 2 including Maths/numeracy and English/literacy. 	<ul style="list-style-type: none"> • Appropriate first aid training. • A level/Level 3 qualification.

Method of Application

1. We will only accept applications on the David Nieper Academy application form. Curriculum Vitae will not be accepted.
2. The statement in your application should focus on:
 - Candidate's previous experience which will help in successfully undertaking the role
 - Personal skills to benefit the learning by students at the David Nieper Academy.
3. For any queries or if you would like to visit, please email enquiries@davidnieper.academy and a member of staff will be in touch.
4. Completed application forms to be returned via email for the attention of the Headteacher's PA, Mrs Michelle Hackett, to enquiries@davidnieper.academy no later than Monday 21st August 2017.
5. The school operates a NO SMOKING policy on site.
6. Interviews - Candidates invited to interview will:
 - (a) Lead a lesson of prepared activities
 - (b) Have the opportunity to tour the school
 - (c) Complete an In-tray exercise
 - (d) Have a formal individual interview with the selection panel.