



## **CANDIDATE INFORMATION PACK**

### **Cover Supervisor**



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Dear Applicant,

**Our Vision:**

“Be the best you can.” This is what we ask of our pupils and our staff.

We are committed to providing the very best educational experience for our young people and invite applicants who share this commitment and want to be a part of our success story.

The Academy is on a journey from Good to Great and this has been confirmed by Ofsted in May 2022; “leaders and governors remain focused on doing the right things to improve the school further. They have developed an ambitious and clear long-term plan that outlines how they will reach their vision”. The recruitment of an experienced **Cover Supervisor** is crucial to the success of this journey.

**About You:**

- You can motivate and inspire pupils to build on their current achievements.
- You have excellent interpersonal skills and a commitment to collaborative working.
- You have the drive and energy to work to utilise your skills in innovative ways to benefit the Academy.
- You are committed to working in an inner city school and believe that such schools should provide the best possible environment for academic success and personal development.
- You are resilient and have a great sense of humour, as you never give up.

**About Us:**

- Reconfirmed as a ‘Good’ school by Ofsted in May 2022.
- We provide a world class education for boys and girls aged 11-19, in a modern state of the art building that opened in September 2010.
- We provide a welcoming, caring and stimulating environment with excellent teaching facilities.
- We have pupils who strive to maximise their achievement and are fully supported by parents who work with us in partnership.
- We have excellent transport links; 5 min walk from the bus stop or 7 min walk from Manor House tube station which serves the Piccadilly Line.
- We have a high-quality teaching staff fully committed to supporting pupil’s academic and personal development.
- We offer excellent opportunities for your own professional development
- We believe qualifications open doors but are only part of the story. All children deserve a full rounded education.

Thank you for your interest in our Academy. I look forward to receiving your application.

**Shereka James**  
**Principal of Skinners’ Academy**

# SKINNERS' ACADEMY HISTORY

Skinners' Academy, a school in the Woodberry Down (North Hackney) community for boys and girls aged 11-19, provides a world class education in a state-of-the-art building. The Academy opened in 2010 and is supported by the Skinners' Company, who is proud of the Academy being at the heart and hub of the local community.

The Academy provides a learning environment that is inspiring, exciting and motivating for every student. Therefore, with your contribution, we will challenge and support their paths to success.

Our "Be the best you can" ethos is applicable to both students and employees.

## OUR MISSION

### 'Be the best you can'

#### Our Mission:

The Principal and Governors at Skinners' Academy believe that all children will be the best they can be by working in active partnership with the Academy to achieve excellence for themselves and the wider community. The Academy will provide the necessary prerequisite skills, knowledge and experiences for children to ensure they have the opportunities to succeed. Not only will our young people be successful and productive citizens but, they will be a source of influence in the society that they live in, ensuring that they make sustainable and authentic contributions for future generations.

#### Our Values:

- Be Curious** - We will ask the right questions, learn from others, and look for ways to work smarter.
- Be Cooperative** - We will work in partnership with others to achieve our goals.
- Be Determined** - We will see challenges as obstacles that we can overcome. We will not give up.
- Be Kind** - We will be generous with our time and resources; we will show empathy.
- Be Respectful** - We are committed to upholding the values of equality and inclusion. We will not tolerate prejudice in any form.
- Be Outstanding** - Exceptionally good; this is what we strive for 100% of the time.

#### Our Specialism:

In our commitment to ensuring that our young people are not only prepared for every step of their learning journey but that they also have the agency to influence their future, we believe that Enterprise forms a crucial role in realising this. As an Academy we will ensure that students understand the skills of Enterprise and that they can use these effectively to carve out their desired futures.

*"Enterprise is about motivating young people to learn and excel in their education and to see the relevance of their studies. It is more than the creation of entrepreneurs, it is about a can-do and positive attitude and equipping people with the confidence to develop ambitious career and vocational interests. Enterprise therefore supports the development of a wide range of work and professional skills and capabilities, including resilience, risk taking, creativity and innovation, as well as a self-belief that starting a business is a viable career choice and one of the most exciting and challenging things a person will ever do."*

- Lord Young 2014

# STAFF REWARDS AND BENEFITS

## 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.

## Cyclescheme

Skinners' Academy is a registered employer of the Cyclescheme which is the UK's most popular Cycle to Work benefit, providing staff members with the opportunity to purchase a bike of their choice, tax free. Staff can save 25-39% of the cost of a new bike and accessories whilst also spreading the cost. Payments are deducted via payroll over a term of 12 months.

CycleScheme has also launched the UK's first Cycle to Work scheme for City Bike Hire, which is perfect if you can't have a bike of your own or if you want a multi-modal commute.

City Bike Hire enables staff to save 32-42% on the cost of bike hire membership. Cyclescheme has partnered with Santander and Brompton, with more exciting partnerships coming soon.

## Discounted Mortgages for Teachers

Endorsed by the NEU, Teachers Building Society was established specifically to help teachers with smaller deposits buy their very first home. As the only building society dedicated to teacher lending, they not only reserve their best (cheapest) mortgage deals especially for teachers, but they also use their expert understanding of the education industry to make the home buying process as smooth and simple for teachers as possible. Buying a property with someone else? No problem, only one applicant needs to be a teacher.

## Electric Car Salary Sacrifice Scheme

Skinners' Academy has partnered with a leading company in the field, WeVee, who provide a scheme designed to save Academy staff money on the cost of a brand new car, whilst simultaneously cleaning up the air in the community and leading to a reduction in the carbon footprint, by helping you switch to electric.

By lowering your Income Tax and National Insurance payments, you can save you up to half your motoring costs and a designated Account Manager is available to provide answers to any bespoke queries you may have.

## Employee Assistance Programme

Our Employee Assistance Programme (EAP) is a package of emotional and practical support that provides the following:

- A range of counselling options including telephone, online or face-to-face sessions, and a mindfulness module.
- A dedicated coaching service for line managers, aimed at developing soft skills and building confidence for handling challenging situations.
- Financial, legal and practical support from qualified professionals on a range of personal issues.
- Access to online health and wellbeing resources and a specialist information service.

This free service is confidential and can be used to support staff with any personal or work-related issues that may be affecting their wellbeing.

### **Gift Vouchers for 100% Attendance**

We really value staff commitment to each working day and as a token of this, each term, staff members who have achieved 100% attendance participate in a prize draw, offering them the prospect of winning £100 worth of LOVE2SHOP vouchers which is accepted in over 20,000 stores, restaurants and attractions.

### **Local Café Discount**

One of our local cafés, [215 Hackney](#) kindly offers all Skinners' Academy staff a 15% discount on food and drinks upon presentation of their staff ID card.

They are a casual café and restaurant serving Middle Eastern breakfast, brunch/lunch and dinner with an East London Twist.

### **London Borough of Hackney School Staff Offers**

All employees of London Borough of Hackney schools can register for the borough's savings and discounts scheme where employees can enjoy 100's of offers on big name brands such as BT Broadband and supermarket digital gift cards. Employees can register for free using their school email address and Scheme ID Number.

### **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.

### **Running Club**

Skinners' Running Club gives staff the opportunity to get active and join other runners within the Academy along a route which passes a climbing castle and sailing club, with beautiful views. All staff are welcome to join in, every Tuesday after the Academy day.



### **Social Events**

The Skinners' Social Committee helps to connect staff during this challenging time by organising lively staff social events to ensure that staff get the opportunity to unwind and enjoy a well-deserved break from work.

### **Staff Wellbeing**

Regular guided mindfulness meditation takes place remotely via the Skinners' Academy All Staff Wellbeing Channel in MS Teams.

Regular Wellbeing Audits occur throughout the year, followed by a Wellbeing Action Plan, giving opportunities for staff, students and parents to suggest strategies that would positively impact wellbeing.

We encourage a culture of celebrating each other. 'Staff Shout Outs' can be sent via a link for members of staff to nominate a colleague they particularly want to celebrate each week.

### **Techscheme**

The Techscheme is powered by Apple and Currys PC World and lets staff members choose from over 5,000 tech products, from tablets televisions, fitness trackers and phones, to games consoles and kitchen appliances. Staff can spread the cost from their salary via a salary sacrifice across 12 months and make a National Insurance saving of up to 12%.

## JOB DESCRIPTION

<b>Post Title:</b>	Cover Supervisor
<b>Grade:</b>	Scale 4, Spine Point Range 18 - 21 £24,911 - £26,808 (FTE) <b>£21,845 - £23,509 (pro rata)</b>
<b>Hours:</b>	Full Time, 36 hours per week Term Time Only (39 weeks per year)
<b>Responsible to:</b>	Data Manager

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### Job Summary

To supervise whole classes during short-term absence of teachers and maintain standards of students' behaviour in the classroom, ensuring that students engage in learning activities as directed by teachers. To also provide appropriate classroom support or group supervision when not supervising academic classes.

### Principal Accountabilities

The duties outlined in this job description may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

### Cover Supervision Duties:

- Cover for short term planned or unplanned absence of a Teacher by taking registration and supervising lessons. In all cases work will have been set, either by the 'absent' member of staff or the appropriate Head of Department .
- Ensure suitable cover material has been provided for the lesson and, where no work is provided or where work is inappropriate or below an agreed standard, to source suitable work from the relevant Head of Department and to inform the Cover Manager of the lapse.
- Work with Teachers and Heads of Department to plan cover work for an absence known in advance.
- To accurately interpret the work set for pupils by absent teachers.
- To build and maintain successful relationships with pupils and be concerned for their development as learners.
- Give clear instructions for the work provided by the teacher and respond to questions and requests from students, within the limits of previous experience.
- To support pupils, and clarify (on an individual basis if necessary) the instructions given.
- Ensuring that learning outcomes for the lesson are achieved, and providing feedback to the class teacher, where possible, on the performance and conduct of students.
- Manage the students' behaviour in line with Academy policies, thus ensuring learning continues to take place.
- Report, as appropriate and in line with Academy policies and procedures, any problems such as incidents of disruptive or unacceptable behaviour during the lesson.
- Collect all work done during the lesson, retaining it until it can be passed on to the class Teacher, via the agreed route, upon their return.
- To seek to establish a bank of suitable cover work for use in subjects at the appropriate level, with the agreement of the relevant Heads of Department, for unexpected absence.

## **Other**

- Filing, shredding and other general administrative duties.
- To support individual students or small groups as directed by the class teacher when providing in-class support.
- To assist with administration and exam invigilation (both public and internal) when not covering lessons.
- To maintain personal and professional development as appropriate to the post.
- To undertake such other duties as may be reasonably required and which are consistent with the general level of responsibility of the post.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. They may be required to do other duties appropriate to the level of the role, as directed by the Principal.

## **Key Organisational Objectives**

The Postholder will contribute to the Academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the Academy's Equalities policies, demonstrating commitment and contribution to improving standards for students as appropriate.
- Attend staff meetings.
- Develop links with Governors, LEAs and neighbouring schools/Academies.
- Adopting Customer Care and Quality initiatives.
- Fulfilling the role of Personal Development Advisor if required.
- Contributing to the maintenance of a caring and stimulating environment for young people.
- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy.

## **Conditions of Service**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Governing Body.

## **Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

This post allows substantial access to children, candidates are required to comply with Academy procedures in relation to DBS checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Academy to ascertain details from the Disclosure and Barring Service (DBS) regarding any convictions against them and, as appropriate the nature of such convictions.

## **Equal Opportunities**

The postholder will be expected to carry out all duties in the context of and in compliance with the Academy Equalities Policies.

**Person Specification**

**Job Title:** Cover Supervisor

	Essential	Desirable
<b>Qualifications</b>		
Educated to Degree level or equivalent		✓
<b>Experience and ICT skills</b>		
Experience of using Microsoft Office Suite	✓	
Word processing and typing skills	✓	
Experience of using Email/Internet	✓	
Experience of using Microsoft Outlook	✓	
Experience of using SIMS or similar database	✓	
Managing and implementing recording and reporting systems	✓	
<b>Skills</b>		
<b>Personal</b>		
Must be well organised	✓	
Must be well presented	✓	
Excellent oral and written communication and organisational skills in at all levels	✓	
Ability to work hard under pressure while maintaining a positive, professional attitude	✓	
Ability to work as part of a team	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Ability to communicate effectively with staff, students, parents and agencies/statutory bodies etc. and maintain good working relationships	✓	
Ability to accurately input information on a database	✓	
<b>Administrative</b>		
Experience of setting up, maintaining and developing administrative systems	✓	
Problem solving	✓	
Attention to detail in communication and planning	✓	
<b>Relations</b>		
Have excellent interpersonal skills and be able to communicate effectively	✓	
Ability to build good relationships at all levels	✓	
Ability to develop good relations with staff and pupils and the wider school community	✓	

# Cover Supervisor

**Salary: Scale 4, Spine Point Range 18 - 21  
£24,911 - £26,808 FTE (£21,845 - £23,509 pro rata)**

**Contract Type: Permanent, Term Time Only  
Required: September 2023  
Location: North Hackney**

We are seeking to appoint an enthusiastic and experienced Cover Supervisor to supervise whole classes during short-term absence of teachers. You will have the relevant drive, determination, experience and skill set to maintain standards of students' behaviour in the classroom, ensuring that students engage in learning activities as directed by teachers.

## **Our Vision:**

"Be the best you can." This is what we ask of our pupils and our staff.

We are committed to providing the very best educational experience for our young people and invite applicants who share this commitment and want to be a part of our success story. We believe in the power a community can have and so intentionally have developed a strong Academy community of dedicated and friendly support staff to inspire our pupils.

The Academy is on a journey from Good to Great and this has been confirmed by Ofsted in May 2022; "leaders and governors remain focused on doing the right things to improve the school further. They have developed an ambitious and clear long-term plan that outlines how they will reach their vision". The recruitment of an enthusiastic and committed **Cover Supervisor** is crucial to the success of this journey.

## **About Us:**

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- We have a high-quality teaching staff fully committed to supporting pupil's academic and personal development.
- We offer excellent opportunities for your own professional development.
- We believe qualifications open doors but are only part of the story. All children deserve a full rounded education.

## **How to Apply:**

Please send a completed application form and monitoring form to: [recruitment@skinnersacademy.org.uk](mailto:recruitment@skinnersacademy.org.uk).  
Please note that we do not accept CVs.

**The closing date for applications is 9am on Monday 19<sup>th</sup> June 2023. Interviews will be held w/c 26<sup>th</sup> June 2023.**

Skinners' Academy is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. An enhanced criminal record check via the Disclosure & Barring Service (DBS) will be undertaken for the successful candidate, including a check of the DBS Children's Barred List. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with the DBS and at least two satisfactory references.

It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.