



 **SMITH'S WOOD**
ACADEMY

Cover Supervisor

Fixed Term Contract – 12 months

Candidate Information Pack

PART OF THE FAIRFAX MULTI-ACADEMY TRUST

 **FAIRFAX**
MULTI-ACADEMY TRUST



10 WAYS FAIRFAX MULTI-ACADEMY TRUST PROMOTE A GOOD WORK-LIFE BALANCE

The wellbeing of our staff is paramount to the success of Fairfax Multi-Academy Trust, and we very much strive to achieve a healthy work-life balance amongst our colleagues. Community spirit is at the heart of the Trust and school-to-school support is key to the wellbeing of all employees, regardless of post or career stage.

- No pressure to 'put on a show' in lessons. A culture of coaching and development is reinforced through no lesson grades.
- Comprehensive support package for NQTs, and a development package for NQTs + 1.
- No requirement to work late and emailing after 7pm is strongly discouraged.
- Centralised behaviour detentions including lates.
- Everyone has the highest expectations and there is a clear system of sanctions to support staff in managing behaviour.
- Open door policy to access Senior Leadership support, i.e. accessible and approachable SLT.
- Flexible working is supported wherever possible.
- Collaborative planning and co-creation of resources is encouraged, and staff are given regular dedicated faculty time and opportunities to network across Trust academies.
- A supportive Special Leave Policy.
- Effective administrative team to support teachers including Reprographics, ICT Support and data analysis completed centrally.



WELCOME - CEO of the Trust

Dear candidate,

Thank you for considering joining one of the Academies within the Fairfax Multi-Academy Trust (FMAT).

FMAT was established in 2014 and now comprises four Academies which serve a student community of almost 4500 students. The MAT has a small core team in addition to all the academy-based staff, and the organisation as a whole works collaboratively to ensure that everything we do can positively impact the lives of our students. All of our Academies are located within the West Midlands and are situated within a maximum distance of 14 miles of each other.



I became the CEO of FMAT in February 2020, having previously worked in a wide range of senior MAT roles in other Trusts within the Midlands. I chose to lead FMAT because I genuinely believe in its core mission "enriching lives and transforming futures". We are looking for individuals who share that passion and feel they can make a positive difference to everyone within our community.

I do hope you find this pack informative, and I look forward to hearing from the Head of Academy about your application. You will be joining an organisation that can offer you many opportunities to progress and make a real difference!

Yours sincerely,

A handwritten signature in black ink, appearing to read "S. Jones". The signature is fluid and cursive, with a long horizontal stroke at the end.

Simon Jones
CEO

WELCOME – *Head of Academy*

Dear candidate,

Thank you for expressing an interest in Smith's Wood Academy.

At Smith's Wood we do things *the Smith's Wood Way*. This means that we strive for excellence in all that we do; we are dedicated and ambitious for ourselves and each other. We truly believe that there is dignity in hard work and effort and we believe in taking a traditional approach – manners, courtesy and respect are integral to our work. We believe in being open and transparent and in working with absolute integrity. I am proud to say that this is a school where staff and students support each other and take collective responsibility.

Having converted to an Academy on 1st April 2017 Smith's Wood is currently at a pivotal point in its long history; this is an exciting opportunity to be involved in transforming the future direction of Smith's Wood to make it one of the leading schools in the country. I am relentless in my drive and ambition to improve the outcomes for all who choose to join us on our journey.

Smith's Wood Academy is a special place to learn and work; I urge anyone considering applying for a post with us to visit us, talk to existing colleagues and to our students to find out exactly what it is that makes us so special. I hope that you like what you read and that you choose to take the first steps in joining the Smith's Wood Team.

Yours sincerely,



Katy Craig
Head of Academy



CONTEXT - *Our school*

Smith's Wood Academy is located in the north of Solihull. There are approximately 1200 students on roll. Smith's Wood is located in the north of the borough and falls within one of the most deprived areas in the country; the proportion of pupils in receipt of the Pupil Premium is well above average.

Smith's Wood converted to an academy on the 1st April 2017, working in partnership with the Fairfax Multi-Academy Trust (FMAT) – already this partnership is highly effective in bringing about real and sustainable changes to the school and its community. The newly established leadership team is making important and rapid gains in terms of school improvement. We absolutely need to keep this momentum going and hope that you choose to join us as we move forward.

SENIOR LEADERSHIP

The Team

Head of Academy

Mrs Katy Craig

Deputy Head of Academy

Mr Richard Cornell

Assistant Head of Academy – Student Welfare

Mrs Jackie Mace

Associate Assistant Head of Academy – SENDCO

Mr Simon Lynch

Associate Assistant Head of Academy – Science

Mr Stephen Thorpe

Associate Assistant Head of Academy – Humanities

Mr Daniel Giles

Associate Assistant Head of Academy – Creative & Performing Arts

Mrs Louise Ellis

Associate Assistant Head of Academy – Curriculum & Raising Standards Leader

Mrs Kaye Downing

Academy Teaching & Learning Lead

Miss Joti Odedra

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must have qualified teacher status and be registered with the Teaching Agency. Any offer of employment will be subject to receipt of a satisfactory DBS certificate.

JOB DESCRIPTION

Cover Supervisor

POST HOLDER:**RESPONSIBLE TO:** Cover Manager**LINE MANAGEMENT OF:** N/A**WORKING HOURS:** 37 hours per week (no TOIL)
Term time only**WORKING PATTERN:** Your normal working pattern is Monday to Friday and includes an unpaid half hour lunch break each day**SALARY:** SC 6**HOLIDAY ENTITLEMENT:** A paid entitlement of 25 days' annual leave and 8 statutory bank holidays**JOB PURPOSE**

To supervise whole classes during the absence of the class teacher under the guidance of teaching/senior staff; including implementing work programmes, managing student behaviours and assisting students in relevant activities in line with the Academy's policies and procedures.

MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST

1. Deliver effective and engaging lessons based on lesson plans and materials provided by absent teachers
2. Contribute to the behavioural philosophy of the school, cultivating a safe and respectful learning environment
3. Collect any completed work after the lesson and return it to the appropriate teacher
4. Report back to the teacher as appropriate using the Academy's agreed referral procedures on the behaviour of students during the class, and any issues arising
5. Provide administrative support with lesson cover e.g. input and retrieval of data into computerised and manual systems, taking registers, etc. as required
6. Accompany staff and students on educational visits, trips and out of school activities as required and take responsibility for a group under the direction of the teacher/organiser
7. Participate in student enrichment and extra-curricular activities
8. As required and under the guidance of teaching/senior staff, undertake a range of other activities to support students learning that may include: contributing to lesson planning, evaluating and adjusting lessons, developing of IEP's, implementing agreed learning strategies, etc.
9. Establish and maintain appropriate records of students' progress and investigate, as appropriate, the cause of any failure to meet targets set
10. To work in partnership with staff and parents to identify and address student concerns
11. To encourage students to develop social and independence skills whilst providing support when it is needed
12. Attendance at appropriate staff meetings and parent's evenings
13. To undertake break time and lunchtime supervision duties
14. To support after-school homework club
15. Act as a role model, setting high expectations of conduct and behaviour
16. Any other duties as commensurate within the grade in order to ensure the smooth running

of the school

GENERAL

1. Promote and safeguard the welfare of students you come into contact with.
 2. Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
 3. Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner.
 4. Be aware of, support and ensure equal opportunities for all.
 5. Contribute to the overall ethos/work/aims of the Trust.
 6. Appreciate and support the role of other professionals.
 7. Attend and participate in relevant meetings as required.
 8. Participate in training, other learning activities and performance development as required.
 9. Engage actively in the performance review process.
 10. Perform any other such duties as the Head of Academy may from time to time determine.
-

I have read and accept this job description.

NAME: _____

SIGNED: _____

DATED: _____

PERSON SPECIFICATION
Cover Supervisor

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Fairfax Multi-Academy Trust (FMAT) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

Experience/knowledge/qualifications	Essential	Desirable
Educated to A Level or NVQ Level 4	✓	
A*- C in GCSE English and Mathematics	✓	
Knowledge of the secondary school curriculum	✓	
Successful experience of working with young people	✓	
Able to establish good relationships with young people	✓	
Flexible and able to work on own initiative	✓	
Knowledge of how ICT is used to support students' learning and ability to use ICT effectively in a classroom setting	✓	
Ability to contribute to assessment and monitoring of student progress	✓	
Good communication and interpersonal skills	✓	
Good organisational and time management skills	✓	
Ability to work collaboratively with teachers and others	✓	
Experience of working in a school setting		✓
Experience of SIMS		✓

Understanding of strategies for teaching and learning		✓
Understanding of the national curriculum		✓
Personal qualities and attitudes	Essential	Desirable
Willing to undertake job related training	✓	
Evidence of continuing professional development	✓	
Commitment to the safeguarding and welfare of children and young people	✓	
Awareness of and adherence to relevant health and safety regulations	✓	
Excellent punctuality and professional conduct	✓	
A commitment to the ethos, vision and values of the Trust	✓	