Birches Head Academy
Stoke-on-Trent

Recruitment Pack

Cover Supervisor

Frank Field Education Trust



INFORMATION FOR APPLICANTS

Thank you for downloading this application pack and for your interest in becoming a Cover Supervisor at Birches Head Academy, in Stoke-on-Trent.

As an Academy within the Frank Field Education Trust, schools will particularly benefit from the Trust's access to services that will improve the support we can offer to all pupils and families and also from the opportunity to work with like-minded people, who want the best for children and young people.

The Academy works in partnership with a number of schools both locally and nationally, including our primary feeder schools and colleges to ensure all pupils have the very best opportunities and outcomes.

Our vision is to provide:

- An exceptional academic education to all children (Intellectual Capital)
- A values led approach to education for every child (Cultural Capital)
- The right environment for every child to flourish by building learning communities in partnership with parents and carers (Social Capital)

Achieving these commitments will ensure that, when pupils leave the Academy, they are ready for the next step in their journey; leaving with the necessary skills and knowledge, and the desire to serve others, to become the next generation of leaders.

Our determination to do this, in its fullest sense, resonates with our Academy motto inspired by the words of Oscar Romero "Aspire to be More". I have very high aspirations for the young people at Birches Head Academy. I want the very best for them. I want them to 'Aspire to be More'.

If you feel you can make a contribution to this important enterprise and help our children to be the best that they can be, then I look forward to receiving your application.

If you would like to discuss this vacancy or visit the school please contact Mrs D Schifano, by email at: DSchifano@bircheshead.org.uk

Mrs L. Toach
Head of School

A WELCOME FROM THE CEO OF THE FRANK FIELD EDUCATION TRUST

Frank Field Education Trust

The Frank Field Education Trust (FFET) is a multi-academy trust (MAT) based in two Regional Schools Commissioners areas (L&WY and West Midlands) which aims to build on the work of the Outstanding teachers, leaders and schools within the Trust to serve the most disadvantaged schools and communities in England.

The founder of the Trust, the Rt. Hon. Lord Frank Field, served for almost 40 years as the Member of Parliament for Birkenhead. During this time, Frank has written extensively on education and, in 2010, wrote "The Foundation Years: preventing poor children becoming poor adults" report, which is regarded as a landmark document regarding the importance of education and Early Years care in ending disadvantage. The review found that the gap in cognitive, social and emotional skills between the most and least disadvantaged pupils starts well before children enter the education system. This gap widens still further during school years.

Our intention is to work with schools that buck this national trend, with the aim of equalising or bettering life chances by the time our young people leave school. We believe social justice can be achieved through excellence in education.

We welcome applications from people who share our ambition to provide an education for children that is unparalleled in this country and have the enthusiasm and drive to make this a reality.



Mrs C Green
CEO of The Frank Field Education Trust



STOKE-ON-TRENT

The City of Stoke-on-Trent is in the West Midlands and has a population of 270,000, which is predominately white British, but with a significant minority ethnic community. Ambitious plans are underway to transform and renew the City through major investment in health, housing, economic development and education.

The ‘Potteries’ as Stoke-on-Trent is affectionately called, is renowned for its world-class ceramics industry and industrial heritage. The Midlands power house is driving economic growth and renewed prosperity.

The City boasts a strong cultural tradition with its ceramics and Performing Arts heritage. With an increase in the number of children, education is of critical importance to the future prosperity of the City.

JOB DESCRIPTION:
Cover Supervisor

Grade/Salary Scale: Grade 5
Reports to: Office Manager & Vice Principal
Team: Support Staff

Purpose of the Post:

Supervise whole classes of pupils, in the absence of a teacher, and ensure that work set is completed. Cover is provided for the short-term absence of teaching staff so that an effective and tailored cover provision is delivered.

Duties:

- Supervise pupils who are undertaking work that has been set in accordance with the Academy's policy so that teaching and learning continues.
- Manage the behaviour of pupils whilst they are undertaking their work, to ensure a constructive environment, in accordance with the Academy's policies and procedures.
- Respond to any questions from pupils about process and procedures so they can continue with their set work.
- Deal with any immediate problems or emergencies in accordance with the Academy's policies and procedures to ensure that pupil / employee safety is assured.
- Collect any completed work after lessons to ensure it is returned to the relevant member of teaching staff.
- Report back, using the Academy's agreed referral procedures, on the behaviour of pupils during class and on any issues arising so that the relevant member of teaching staff is fully aware of the situation.

Notwithstanding the detail in this job description, in accordance with the Academy's Flexibility Policy the job holder will undertake such work as may be determined by the Head of School/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.

Monitoring: As specified by the Head of School and in accordance with the Academy calendar
Meeting Attendance: As directed
Other: As a Cover Supervisor, perform whole-school duties and other reasonable tasks, commensurate with the post, as requested by the Head of School.

PERSON SPECIFICATION:
Cover Supervisor

The following lists provide the Essential and Desirable Skills, Qualities, Experience and Qualifications at Birches Head Academy.

Experience & Knowledge

Essential:

- Knowledge and experience of working in an educational environment.

Desirable:

- Classroom supervision and pupil behaviour management skills and techniques.
- Understanding of individual pupils' requirements.
- Understanding of the practical application of school procedures which impact on pupil supervision and behaviour management.

Key Skills and Attributes

Essential:

- Enthusiasm, commitment and flexibility.
- Positive disposition towards implementing the Trust's educational vision.
- Classroom supervision and pupil behaviour management skills and techniques.

Generic:

- High personal standards in terms of attendance, punctuality and meeting deadlines.
- High level of personal organisation skills.
- Good communication skills, both written and spoken.
- Solution focused disposition and a positive attitude, particularly towards challenge and change.
- Understanding of and commitment to Equal Opportunities issues and principles and the need to apply an equal standard of care to all pupils.
- Positive disposition towards inclusion of all pupils, including those with learning difficulties, in main-stream learning and education.
- Able to work as part of a broader pupil support system.
- Ability to work as a team player and be supportive of team working.
- Ability and willingness to develop own understanding and capability through advice and training.



PERSON SPECIFICATION:
Cover Supervisor

- Ability to work without constant supervision, to provide assistance as and when required, to seek tasks when unoccupied and think clearly and calmly in an emergency.
- Understanding of the principles of accountability and quality assurance to achieve best possible pupil outcomes.

Specific:

- Understanding and practical application of technology used to support learning, including commonly used IT tools and equipment.
- Commitment to and belief in the aspirations of inclusion and equality of opportunity for all pupils.
- Working knowledge of relevant policies / codes of practice / legislation.
- Resources preparation to support Learning Programmes.
- Be familiar with Child Protection Policies and protocols.



HOW TO APPLY

If you decide to apply for this position, please complete an application form: curriculum vitae alone will not be accepted. Your formal letter of application (supporting statement) should be no longer than two sides of A4 and should address:

- Why you are attracted to this position and Academy
- How your experiences and achievements match the job description and person specification

Please return your completed application to:

Danielle Schifano (PA to the Head of School)
at: **dschifano@bircheshead.org.uk**

Academy Location

Birches Head Academy
Birches Head Road
Stoke on Trent
ST2 8DD
01782233595
Email: info@bircheshead.org.uk

Additional Information

Ofsted Reports: www.ofsted.gov.uk
Information about Stoke City Council: www.stoke.gov.uk
Frank Field Education Trust: www.ffet.co.uk



ABOUT THE FRANK FIELD EDUCATION TRUST

The Frank Field Education Trust (FFET) is a Multi Academy Trust (MAT) formed with the explicit intention of delivering world-class education. We do this by delivering a curriculum that focuses on developing intellectual, social and cultural capital in our young people, that will enable them to become adults who will have choice-filled lives and be good people. Our Trust has a particular focus on working with the most disadvantaged in our society and we believe, through excellence in our schools, we can ensure that social justice will prevail for all our pupils and families. There are currently three schools in FFET (and two Associate Schools):

The Ellesmere Port Church of England College
Based in Ellesmere Port, Cheshire, this 11-18 school has been transformed into a high performing College. It is a faith school and, as such, reflects our vision within a Christian context.

Handforth Grange Primary School
Based in Handforth, near Manchester, this outstanding primary school and National Support School leads the way in innovative curriculum development and inclusion.

Birches Head Academy
Based in Stoke, BHA is our newest school to join the Trust and is rapidly growing in pupil numbers as its reputation for inclusion, diversity and excellence spreads amongst its community.

The Frank Field Education Trust is recognised by the Department for Education as a sponsor. This means the Trust has given a commitment to support academies facing all types of challenges, including educational standards and financial viability. Our growth model is established around local hubs within the Lancashire & West Yorkshire and West Midlands RSC regions which will provide education from 3-18 years and also include support from birth to three years.





ASPIRE TO BE MORE

Birches Head Academy, Birches Head Road, Stoke-on-Trent, Staffordshire, ST2 8DD

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Frank Field
Education Trust