



Ark St Alban's Academy

Cover Supervisor (Fixed term)

Location: Highgate, Birmingham

Salary: Ark Support Staff Grade 7, £27,334 – £33,024 (actual salary £26,123 – £31,561)

Contract: Fixed term (12 months)

Working hours: Annualised 40 hours per week, term time only (08:00 – 16:30, Mon – Fri)

Start date: Summer term 2024 (flexible for the right candidate)

Closing date: Monday 08 January 2024 at 10.00am.

Our school is seeking an enthusiastic and confident team player to join our team and to make sure that pupils continue to learn even when the availability of their teachers is disrupted.

About the role:

As a cover supervisor at Ark St Alban's Academy, you will be working with teachers who are experts in their field. 70% of our pupils are drawn from households ranking in the top decile for income deprivation affecting children. Despite this, the progress pupils make at Ark St Alban's Academy consistently places our school in the top 10% of schools nationally.

Our young people need continuity and effective support now more than ever. In this role you will work pupils in all subjects and year groups across the whole school. You will guide pupils through tasks that they have been set, keeping them on task, motivated and well-behaved.

This is an opportunity to have an immediate impact on the life chances of our young people.

At Ark St Alban's Academy, we make every effort to retain and grow our team of cover supervisors. In addition to thorough and frequent training in classroom management, there are also future opportunities to learn about and to support the work of our administration and pastoral teams. And, for colleagues interested in pursuing a career in teaching, there are plentiful opportunities to train, take courses and find roles both in our school and in schools across the Ark network.

About our school:

Ark St Albans Academy is committed to addressing educational disadvantage. We consistently guide pupils to GCSE and A-Level outcomes which place our cohorts in the top 10% of schools nationally on many measures, including those for the progress of disadvantaged pupils. Our school serves pupils from central Birmingham. The percentage of our cohort eligible for the Pupil Premium is the eighth highest in the country.

There are very few communities in the UK who need great teachers more than ours. Teachers and leaders at Ark St Alban's Academy are determined to prove that the background of a young person can be no impediment to their success. Our school prepares pupils to succeed at elite universities, with our alumni proudly representing our community at prestigious destinations including Cambridge University, Durham University and the London School of Economics.

Find out more about Ark St Albans Academy [here](#).

We offer:

- Salaries 2.5% higher than main pay scale.
- Generous pension scheme.
- Access to Ark rewards – a scheme offering savings from over 3,000 major retailers
- Interest-free loans – up to £5,000 available for season ticket or to buy a bicycle.
- Gym discounts – offering up to 40%.
- Access to Employee Assistance Programme – providing free, confidential counselling, legal advice and a range of different support.

Click [here](#) to find out more about the benefits we offer.

How to apply:

Please visit [our website](#) and submit your application. Please note we will be reviewing applications on an on-going basis and this advert may close earlier than advertised depending on the level of response. Early application is strongly encouraged.

For further information about the role or to arrange a visit to our school, please contact Katie Roberts on 0121 446 1300 or katie.roberts@arkstalbans.org.

For any technical issues, please contact our system support team by clicking the chat function on the bottom right of the advert screen.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).

Job Description: Cover Supervisor

The Role

To support the continued and orderly provision of education in the school by providing a continued education to our pupils whenever the availability of their teachers is disrupted.

Key Responsibilities

Providing a continuity of education

- Communicate, distribute and supervise work that has been set by the teacher
- Manage the behaviour of pupils whilst they work to ensure a constructive environment
- Collect any completed work after the lesson and return it to the appropriate teacher
- Liaise with curriculum leaders to provide support for departments when cover is not required, or cover or lead small-group interventions as required
- Organise detention duty and supervise detentions and other duties as required
- Make appropriate use of equipment and resources, including ICT
- Act as a role model and set high expectations of conduct and behaviour
- Promote positive values, attitudes and good behaviour, deal promptly with incidents in line with school policy and encourage students to take responsibility for their behaviour
- Promote the inclusion of all pupils within the classroom, being aware of and supporting difference, to ensure all pupils have equal access to opportunities to learn and develop

Support for the school

- Supervise pupils in playgrounds, lunchrooms etc and assist with general pastoral care
- Undertake first aid training and be a recognised provider or first aid in the school if required
- Provide general clerical/administrative support, e.g. input and retrieval of data into computerised and manual systems, taking registers, etc. as required
- Accompany teachers and pupils on trips and out of school activities as required within contracted hours, taking responsibility for pupils under the supervision of the teacher

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark network data protection rules and procedures
- Liaise with colleagues and external contacts at all levels with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification: Cover Supervisor

Qualifications

- Right to work in UK
- GCSE Maths and English (Grade C) or equivalent
- Educated to degree level, desirable
- First aid training/qualification, desirable

Knowledge, Skills and Experience

- Good numeracy and literacy skills
- Good organisation skills and a flexible attitude towards work
- Good communication and interpersonal skills, enabling the effective building of relationships
- High level of proficiency with Microsoft Office
- Experience of working with young people
- Good understanding of child/young people's development and learning processes, desirable
- Working knowledge of relevant policies and legislation. e.g. child protection, desirable
- Understanding of classroom roles and responsibilities
- Able to supervise students and establish a constructive and safe learning environment
- Able to help implement the necessary routines to establish good behaviour

Personal Characteristics

- Genuine passion and a belief in the potential of every pupil
- Resilience, ability to adapt to change and work successfully in a team
- Helpful, positive, patient and caring nature
- Be reliable, punctual and well-presented
- Positive commitment to student achievement and staff development
- Able to take direction, make good judgments and take initiative when required
- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of their background

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.



Being part of the Ark network

Ark is an international charity, transforming lives through education. We exist to make sure that every child, regardless of background, has access to a great education and real choices in life. We know that great schools need great teachers, which is why we offer you the very best training and support at every stage of your career - from starting out as a trainee to running your own school.

Our highly-successful network of 37 schools educates over 20,000 students across Birmingham, Hastings, London and Portsmouth. They are achieving some of the best results in the country despite being largely in areas of historic academic underachievement.

Ark schools prioritise six key principles: high expectations; excellent teaching; exemplary behaviour; depth before breadth; more time for learning; knowing every child.

Ark invests significantly in a number of professional development programmes which complement academy level training:

- The Ark training menu: we have developed a bespoke training menu, which is accessible by all staff in the network offering a wide range of training modules to staff in all roles
- Network support: schools share CPD, allowing us to share best practice and role specific training across the network, facilitated by in-school and central staff
- Ark staff receive 10 training days each year rather than five creating time to collaborate with subject specialists within each school and across the network

Ark is at the forefront of changing education society through education. You can read more about how Ark is transforming lives through education [here](#).

Meet the Principal

Guy Rimmer graduated from the University of Warwick and became part of the very first Teach First cohort in the West Midlands. Having trained as an English teacher in Birmingham, Guy then went on to work for Teach First itself, coordinating teacher development activities for its alumni network. In 2010, he joined Ark Schools and began teaching at King Solomon Academy, an exceptionally successful start-up school in central London where he taught a number of subjects including Business, Geography and Religious Studies.



Guy held several leadership positions at King Solomon Academy, before becoming Head of Secondary in 2018. In ten years as a leader at KSA, Guy played a key role in the success of the first five cohorts to complete GCSEs and A-Levels at the school, cohorts which consistently placed in the top 1% nationally for pupil progress and from which, the majority of pupils regularly secured places at top-third universities after the completion of their sixth form studies. Guy joined Ark St Alban's Academy in September 2020 and he is determined to continue the work of building a school in central Birmingham which is a truly exceptional place to work and to study.

If you would like to speak to the principal prior to making an application, please get in touch via katie.roberts@arkstalbans.org

Ark Safer Recruitment Procedure

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

Reference checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils

