



Job Application Pack Cover Supervisor

Permanent, Full time, Term Time Only
Salary: Grade 6, points 7 – 12, £19,554 - £21,589 FTE

Actual salary: £16,790 - £18,537 per annum

Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of Trust's.

S. Hampton

About the Trust

Archway Learning Trust (ALT), previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. The Trust comprises of Bluecoat Aspley Academy which includes a large Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy and Bluecoat Primary Academy. In January 2018 the Trust are welcomed The Nottingham Emmanuel School into our 'family' of schools.

This post is being created as ALT continues to grow. Following an approach by the Regional Schools Commissioner we are delighted to announce that our family will soon take on two new academies in Grantham. Bluecoat Meres Primary Academy (formerly St John's) and Bluecoat Meres Academy (formerly St Hugh's) will be joining our Trust. This post has been created to grow our Primary capacity and to build a 'hub' of schools and academies in the Grantham area. This exciting opportunity comes at a time when ALT is looking to build on its track record of taking Bluecoat Wollaton from good to outstanding and Bluecoat Beechdale from inadequate to good in under three years.

This is an exciting time to be joining a Trust that is ambitious for growth but passionate about putting children first in everything that we do. We care deeply about the futures of every young person who attends an ALT school and believe that every child, no matter what their starting point in life, should have the opportunity to go to a school where they can expect the best possible experience of education.

Our aim as a Trust is to be recognised nationally and internationally as we develop our innovative approach to inclusive, enriching and balanced cross curricular teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.



Bluecoat Aspley Academy



Bluecoat Beechdale Academy



Bluecoat Primary Academy



Bluecoat Wollaton Academy



Nottingham Emmanuel School

Welcome from the Regional Director of Archway



Stuart Anderson, Regional Director, is currently providing leadership to the Trust's two new schools in Grantham, St Hugh's and St John's, before they officially join the Archway Learning Trust from 1st June. He is also Principal at Bluecoat Wollaton Academy in Nottingham.

Like Bluecoat Wollaton Academy, the aim for the schools in Grantham is to offer a caring, nurturing and secure environment that enables every member of our staffing body to be the best they can be. We have high aspirations for ourselves, our students and the community we serve.

The Trust is committed to ensuring that the new schools – soon to be named Bluecoat Meres Academy and Bluecoat Meres Primary Academy - make rapid academic progress so that the students there are able to have the opportunities that other students have, regardless of background. As a church trust we place equal value on ensuring students grow and develop both personally and socially and leave us thoroughly prepared to become well rounded and successful citizens in a modern society.

We also expect our staff to be excellent by delivering inspirational teaching that ignites a love of learning and instils a belief in learners that anything is possible.

Bluecoat Meres Academy (*formally St Hugh's*):

This is an exciting time to be joining the school. With the arrival of Archway there will be additional support and expertise deployed to Grantham and a strong network behind the staff and students to ensure that it achieves well.

The ethos of Archway is to make sure that staff have all of the support that they need and the school will work with all of those in the Archway family, a trust with a track record of school improvement and of strong outcomes.



Considerable time and energy is devoted to supporting our staff in becoming the best that they can be. The Academy recognises that each employee is as important as the other in contributing to the outstanding education we provide; employees are given the opportunity to attend and be part of extensive training programmes within their specialist area to develop the key skills to facilitate their career path. We believe in innovation, risk taking and welcome new ideas that people can bring to the Trust drawing from experiences in other workplaces.

Bluecoat Meres Academy is a Church of England Academy but respectful of all faiths. We will work closely with the Diocese of Lincoln but welcome staff and students irrespective of their background. At the heart of Bluecoat Meres is the belief that all students are unique and valued by God. Our mission statement sums up what we stand for: *'Believe; in yourself, in others, in God'*

We are passionate about the school and our desire is for its pupils to achieve well and progress to the secondary school with us and continue their Bluecoat journey.

The Vacancy

The Trust is seeking to appoint an outstanding and experienced Cover Supervisor to join a high achieving, successful and forward-looking team of staff.

As a valued member of the Cover Supervisor Team the post holder will work under the direction of the Assistant Principal: Curriculum to provide cover predominantly for absent teaching staff at our Bluecoat Meres Academy. The role includes overseeing students in the completion of pre-set work and managing student's classroom behaviour.

The post will suit an individual who enjoys working as part of a team and who enjoys working with young people from a variety of backgrounds. Cover Supervisors must demonstrate that they are adaptable to different situations and are able to thrive in a busy, demanding working environment. It is important that Cover Supervisors possess well developed organisational and interpersonal skills to get the very best out of the students at the Trust when working in the classroom.

The position of Cover Supervisor would also suit those candidates who can foresee themselves dealing with students with confidence and a desire to role model positive behaviour for them. The successful candidate will need to evidence their experience of liaising with a variety of people from young people to other professionals, working as part of a team and problem solving in challenging circumstances.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.



Applications

For more information about Archway Learning Trust, please visit www.archwaytrust.co.uk. To apply for the role please download the 'Teacher Application Form' from the 'Vacancies' section on our website and submit to recruitment@archwaytrust.co.uk clearly demonstrating your suitability for the role.

Closing Date: 9am 20th May 2019

Interview Date: Week commencing 20th May 2019

Vision & Ethos

The vision statement of the Trust demonstrates its Christian ethos and faith foundation. The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.

We believe:

- That a Christian ethos underpins and informs all that we do
- That the focus of the Trust is to promote collaboration between schools within a strategic locality in order to secure mutual improvement
- That through managed collaboration between academies there will be increased and improved opportunities for the development of all staff, students/children, parents and community
- In the development of a broad and balanced curriculum that supports young people's personal development and preparation for life
- That the family of academies within the Trust, working together, will secure continuity and progression for all
- That there should be high expectation for all children/students and young people whatever their circumstances or starting point and addressing disadvantage
- That, through its structures and work, the Trust can create and support effective Governance for all members
- That, through the Trust's work across its academies, expertise and capacity will be developed so that they can be supported with their development needs and economies of scale achieved

Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References

Job Description

POST TITLE:	COVER SUPERVISOR
GRADE:	GRADE
SALARY:	Grade 6, points 7 – 12, £19,554 - £21,589 FTE
RESPONSIBLE TO:	Assistant Principal

JOB PURPOSE

This post holder will work under the supervision of the Assistant Principal: Curriculum:

- Supervise students working on a pre-set learning activity in the absence of a teacher.
- Provide specialist support in designated curriculum areas, including preparation and maintenance of resources and support to teaching staff and students.

GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Extremism & Radicalisation Policy
 - Health, Safety and Security Policy & Guidance
 - Keeping Children Safe in Education (Part 1) Guidance
 - Safeguarding Policy and Training Slides
 - Whistleblowing Policy
 - IT Pack including Acceptable Use Statement
 - Health, Wellbeing and Benefits Policy
 - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

SPECIFIC RESPONSIBILITIES

- Supervise the students working on a pre-set learning activity in the absence of a teacher.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Liaise with the designated class teacher to understand what the pre-prepared exercise for the class will be and what resources may be given to students to facilitate learning.
- Record and report attendance at lessons in accordance with Academy procedures.

- Explain and respond to students about what is required and what pre-prepared task/exercise they will be expected to undertake.
- Answer any general questions the students have in relation to the work set and model expectations to students.
- Manage behaviour of students to ensure that a constructive learning environment is maintained by using a range of strategies to deal with classroom behaviour as a whole, and also individual behavioural needs. This will include meeting and communicating with parents as required.
- Report back to the designated class teacher as appropriate.
- Work with teaching staff to establish an appropriate learning environment which is purposeful, orderly and productive.
- Assist teaching staff in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials as required by teaching staff.
- Be responsible for keeping and updating records as agreed with teaching staff.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Administer and assess routine tests and invigilate exams/tests.
- Provide general clerical/administrative support.
- Provide first aid assistance to staff, students and visitors as and when necessary.
- Provide flexibility to the working day to attend afterschool meetings, faculty meetings or year group meetings.

STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

DRESS CODE

- The Trust expects staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.
- When working in the kitchens or any food outlet at the Trust, staff are expected to wear full protective clothing at all times.

PERSON SPECIFICATION – COVER SUPERVISOR

	ESSENTIAL	DESIRABLE
EDUCATION & TRAINING		
Relevant educational or vocational qualifications equivalent to Level 2/3 or above e.g. GCSE/O Level, NVQ Level 3 or above or vocational qualification related to the post.	*	
Take responsibility for own professional development and be willing to partake in further in-service or external training and development.	*	
Willingness to share knowledge and best practice with colleagues	*	
Possess or be willing to train for the First Aid at Work or Emergency First Aid at Work certificate as approved by HSE.	*	
EXPERIENCE		
Previous experience of working with students	*	
Previous experience of working within an educational setting.	*	
A working knowledge of MS Office packages	*	
Willingness to identify and develop own IT Skills.	*	
PROFESSIONAL SKILLS		
Ability to work independently and unsupervised using own initiative.	*	
Ability to solve unexpected problems but also identify when it is appropriate to seek assistance.	*	
Understanding and willingness to work within relevant Trust policies	*	
Ability to work flexibly in a team situation whilst being able to prioritise, show initiative and work independently.	*	
Ability to act as role model and set high expectations for behaviour, encouraging students to take responsibility for their behaviour and an ability to encourage students to interact and work co-operatively with others.	*	
Excellent organisational skills with a willingness to respond positively to changing circumstances and manage conflicting circumstances.	*	
Excellent communication skills	*	

PERSONAL QUALITIES

An enthusiasm for working with young people	*	
Have a warm, open and outgoing personality and relate well with a wide range of people, demonstrating an enthusiasm for working in an Academy and community context.	*	
Be able to promote an inclusive ethos and acceptance of all students in the classroom.	*	
A willingness to participate in extra curriculum activities.	*	
Commitment to Equal Opportunities	*	
Suitability to work with children – Enhanced DBS Check	*	