

Position:

Cover Supervisor

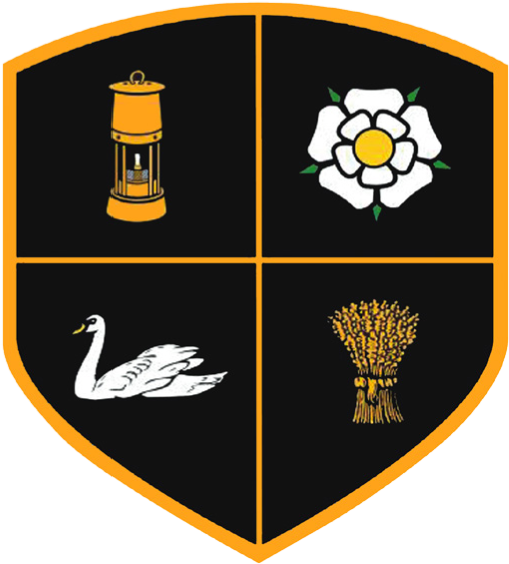


CAMPSMOUNT ACADEMY

**Recruitment Pack**

‘Something very special is happening in this school......’

‘Lead Inspector, Ofsted’

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**RECRUITMENT INFORMATION PACK**

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05 November 2019

Dear Applicant,

Thank you for your interest in this exciting position of Cover Supervisor at Campsmount Academy. The successful candidate will have the opportunity to have a positive impact on many young people’s lives. Within this application pack you will find a job description and person specification, as well as information on the Academy and how to apply. I would strongly encourage you to visit our Academy website on [www.campsmount.com](http://www.campsmount.com) and our twitter account @CampsmountAcad, to see up to date information on life at Campsmount.

The successful applicant will be assured of a well-considered induction to the Academy and support for your own professional development. We are looking for a person who is fully committed to making a difference, who has energy and determination, and wants to be part of a school where ‘something special is happening’ (Ofsted).

Everyone at Campsmount has a key role in our aim to become ‘a truly great school’ and our school values of ‘Ambition, Responsibility, Community and Pride’ are at the centre of all we do. You will join staff at the Academy whom visitors unanimously comment on positively, highlighting their professionalism, friendliness and absolute commitment to our students. We are very much a school at the heart of the community and as such, staff turnover is very low and ‘relationships between pupils and adults is impressive’ (Ofsted).

You would be joining Campsmount at a very exciting time in its development. We have become oversubscribed due to the significant success over the last few years and students at the Academy share this ambition. Despite this success we continually look for ways of becoming even better and all staff aspire to this. As part of the journey, the Academy has developed from a Single Academy Trust (SAT) to a Sponsor Multi Academy Trust (MAT), creating many opportunities for talented individuals.

We hope that you feel Campsmount will be the right school for you and you intend to apply for the role. We believe that it is a great place to work and that you will find this role rewarding and enjoyable. We would encourage you to arrange a visit to Campsmount to meet all of the team.

Yours faithfully,



Ruth Hartley and Joanne McCready

Associate Principals

Adam Dale BSc (Hons) NPQH Principal

Ryecroft Road, Norton, Doncaster DN6 9AS

Tel: 01302 700002 Fax: 01302 707775



Email: heads.pa@campsmount.com www.campsmount.com @CampsmountAcad

**GENERAL INFORMATION FOR CANDIDATES**

**‘Something very special is happening in this school’**

***Ofsted Lead Inspector***

Campsmount is situated in the village of Norton, approximately 10 miles North of Doncaster on the border of West and North Yorkshire and with easy access to both the A1 and the M62. Our catchment area includes Norton and the ex-mining communities of Askern and Campsall, with students also travelling from more rural communities in North, West and South Yorkshire.

The ‘highly recommended’ Academy benefits from a very attractive site which includes excellent sports facilities, including floodlit all weather courts. In 2012 we moved into our superb new building that provides outstanding facilities for staff and students.

Campsmount is an Academy within Leger Education Trust. We are committed to providing a high quality education for students, regardless of ability, and we offer a wide range of learning experiences that will inspire, engage and motivate all learners, leading to success and achievement.

The Academy has had much recent success and as a result is very significantly oversubscribed on entry into Year 7 for 2019. The most recent Ofsted rated the school ‘Good’ in all areas with ‘Outstanding’ behaviour. Alongside this, the school gained its best ever results at GCSE in 2018, being one of the top performing schools in the Authority. In addition, results in the Sixth Form are rapidly improving. The lead inspector stated that ‘something very special is happening in this school’.

Despite this success we are committed to becoming a ‘truly great school’ in every aspect and we believe that quality teaching first will ensure students make excellent progress. We pride ourselves on the atmosphere and ethos around the Academy and inspectors commented that ‘the quality of relationships between pupils and adults is impressive’. Our expectations of our students and also ourselves are high, and as a result we are looking for a particular individual who can meet these expectations.

Please look at our website for further information: [www.campsmount.com](http://www.campsmount.com). As well as our very active twitter page @CampsmountAcad. I hope you will consider joining us at this exciting time in our development and see for yourself what is ‘special’ about Campsmount.

**Leger Education Trust**

**Our Vision**

‘Truly great students in truly great schools’

**Our Aims**

Our Aims will provide the framework for growth over the next 3 years across all academies within the Trust. The aims are:

1. To ensure high quality education for the Leger Education Trust community, where our provision is, or aspires to be, consistently good or better.
2. To improve the achievement of ALL students across the Trust and ensure consistency across all academies, key stages and subject areas.
3. To ensure the quality of teaching and the curriculum is inspirational and accelerates students learning and progress.
4. To ensure that all students can access high quality education, personal character development opportunities and skills for their next steps.
5. To ensure consistent high quality practice across the Trust, whilst responding to the changing educational landscape and applying it to LET’s context.

Our aims must be the foundation for school improvement. Rapid and sustained improvement occurs through the dedication and hard work of all stakeholders and a complete and relentless pursuit of excellence. Our journey within Leger Education Trust will be a real challenge and will require honesty, resilience, collaboration and determination. However, this challenge is reflected back in our vision to develop truly great students and truly great schools for every young person who attends Leger Education Trust.

**Our Values**

Our Values underpin all that we do towards achieving our vision and shape our core business which is the ‘business of learning’. Students energy, hope and expectations will ensure that they leave the Trust as young adults who are fully prepared to take their place in an ever changing world. This world requires young people who are well qualified, creative, resilient, entrepreneurial and of well-rounded character. Our Values are centred around four key themes:

* Community
* Pride
* Ambition
* Responsibility

These values will create a learning environment which will challenge our students to stretch themselves academically, be socially responsible and are ready to make a positive impact on and in our community.

|  |
| --- |
| We are striving to develop young people who achieve excellent outcomes (currency) at each of the milestones, but do this in a positive, supportive and collaborative school culture. Uniquely, a key focus of the Trust will be on the character development of the young people ensuring they are well rounded individuals who are ready to take their place in the world. This character will shape their life chances, as well as enhancing their school life and the wider community. Truly great students are those where currency, culture and character are maximised.  **Culture**  **Character**  **Currency** |

**Our Students**

Our students will be the major stakeholder in our Trust and within our academies. They will be driven by our values and the expectations outlined below, whilst having a voice in shaping it’s future and co-constructing the curriculum. Our students will be the leaders of tomorrow, championing diversity, engaging with local, national and global communities and leading the challenge of raising aspirations for all.

Students show sense of **COMMUNITY** by:

• Contributing to supporting others through charity work and altruistic behaviours.

• Having a moral awareness and appreciating how their actions impact on those around them.

• Celebrating the achievements of everyone within the Trust.

• Appreciating the learning environment and acting as ambassadors for the Trust.

Students have real **AMBITION** by:

• Setting high targets for themselves.

• Having high expectations of themselves and others.

• Learning about different pathways and futures for themselves.

• Being outward facing and embracing global opportunities.

• Engaging in and promoting positive lifelong learning activities.

Students take **PRIDE** by:

• Representing themselves and the Trust in wider learning experiences.

• Shaping the future of the Trust.

• Encouraging all to embrace healthy and safe lifestyles.

• Respecting themselves and others.

Students take **RESPONSIBILITY** by:

• Learning to value and celebrate diversity through curriculum and wider learning opportunities.

• Being seen as role models and supporting the academic and social development of others.

• Knowing how to achieve their goals and demonstrating the initiative and independence to reach them.

• Embracing challenges and persevering when finding this difficult.

1. **A Strategic Three Year Plan**

**Six Areas of Focus**

The three year plan will focus on the six areas which will achieve our vision of ‘truly great students in truly great schools’.

**High Quality Teaching & Learning**

The quality of teaching and learning will always sit at the heart of the Trust. This is the fundamental process which changes lives of students within our community. Staff recruitment, development and training will focus on truly great teaching throughout every Academy.

**Achievement**

Achievement of all students in LET will be a key indicator of success. The progress across the age ranges within LET will be maximised by effective monitoring and intervention and robust academic transition processes. The Key Performance Indicators and termly progress meetings will ensure a laser sharp scrutiny of an academy’s performance.

**Financial Strategy**

LET will ensure clear and transparent systems for financial effectiveness and value for money. The role of LET is to make efficient use of economies of scale and central support services that maximise the education of every student. A sustainable financial plan will be in place to support all schools to be fully resourced, have contingency funds, and meet the future needs of a changing educational landscape.

**High Quality Governance**

The quality of Governance across LET will ensure that expectations and standards are of the highest order. All members of Governance at all levels will be clear about their responsibilities and have access to relevant training and information to support their defined roles. Clear schemes of delegation define these levels of Governance and allow clear distinction between the strategic and operational responsibilities.

**Character Development**

The development of Character will be a fundamental part of what the MAT does to develop young peoples’ preparedness for life beyond school. Each Academy will have a clear thread of character development which is rigorously monitored and recognised at all ages. The links with business and external organisations as well as CIAG will be crucial to this aspect as we ensure they have the wider skills to thrive.

**Building Capacity**

The focus on the recruitment, training and development of high quality staff will ensure outstanding provision for all students. The role of LET will be to ensure all the needs of all academies are met through a workforce which both challenges and supports. Key roles will initially meet the growing MAT’s needs and then, as these needs develop, succession plans will be in place. Targeted CPD at all levels will ensure a highly skilled, up to date workforce.

**The Application Process**

Further details about Campsmount Academy can be found on the school website: [www.campsmount.com](http://www.campsmount.com) and also the twitter feed @CampsmountAcad

Completed application forms should be emailed to [hyo@campsmount.com](mailto:hyo@campsmount.com) or by post to Mr A Dale, Campsmount Academy, Ryecroft Road, Norton, Doncaster, DN6 9AS.

All applications submitted electronically will receive an email acknowledgement.

A telephone call will be made to shortlisted candidates, followed by an email detailing the interview process.

If you have not heard from us within 2 weeks of the closing date, please assume your application has been unsuccessful.

If you have any queries on any aspect of the application process or need additional information, please contact the Academy.

**COVER SUPERVISOR**

**32 Hours per week (Term Time + 2 days)**

**Grade 6 (£19,171 - £21,166 per annum, pro rata)**

We are seeking to appoint an enthusiastic, motivated and flexible individual to join our successful 11-18 Academy. This appointment will initially be temporary until 31st August 2020 but we fully expect further opportunities for an excellent candidate.

Applicants should be suitably qualified (preferably with a degree, although not essential) and be confident and resourceful individuals, able to demonstrate good communication, organisational and behaviour management skills and well as a passion for supporting young people. We are particularly keen to recruit those who may want to progress to become a qualified teacher in the future.

You will be part of a small team of staff whose primary role is to supervise lessons during the absence of teachers, responding to questions, assisting students with set activities and maintaining good discipline.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

For further details and application form please contact the school by email on [hyo@campsmount.com](mailto:hyo@campsmount.com).

Closing date for receipt of applications is **Monday 25th November 2019, 9am**

Interviews will take place on **Thursday 28th November 2019**

**JOB DESCRIPTION**

**Job Title: Cover Supervisor**

**Grade of Post:** Grade 6

**Hours of Work:** 32 hours per week (term time + 2 days)

**Responsible to:** Cover Coordinator / Associate Principal

**Responsible for:** N/A

**Job Purpose:** To supervise whole classes during the absence of the class teacher under the

guidance of teaching/senior staff and to otherwise support the education,

supervision and care for students in school as directed.

**Principle Responsibilities:**

1. To supervise students undertaking work which has been set in accordance with school policy, during the absence of the classroom teacher.
2. To register and record student attendance.
3. To undertake activities as directed by the teacher, Head of Department or other departmental colleague, with whole classes, individuals or small groups of students.
4. To provide students with the necessary resources for their learning and ensure the learning environment is appropriately organised, maintained and left ready for following lessons.
5. To manage student behaviour dealing promptly with any conflict or other incidents in accordance with school policies and procedures.
6. To provide guidance, support and clarification to students in respect of the work set for them
7. To monitor and evaluate students’ responses to learning activities and provide feedback in relation to progress and achievement.
8. To return completed student work to the appropriate teacher and feedback on any behavioural or other issues in accordance with school policies and procedures.
9. To administer, assess and mark tests.
10. To supervise Learning Support Assistants as required.
11. To undertake supervision of students on the breaktime and lunchtime duty rotas as required.
12. To assist with the invigilation of internal and external examinations as required.
13. To participate in out of school learning activities and supervise students on school visits.

**Other Responsibilities**

1. To attend and participate in regular meetings and participate in training and other

learning activities as required.

1. To follow the school’s policies at all times including the promotion of good behaviour

amongst students and ensuring their health and safety at all times.

**Conditions of Employment**

These duties are neither exclusive nor exhaustive and the post holder may be required to undertake other duties and responsibilities without changing the general character of the post in order to meet the needs of the school.

The post is subject to the NJC for Local Government Services National Agreement for Pay and Conditions and to other locally agreed conditions of employment.

The post holder’s duties must be carried out in compliance with Equal Opportunities and Health and Safety at Work requirements.

**PERSON SPECIFICATION – Cover Supervisor**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **How Assessed** |
| **Qualifications:** |  |  |  |
| Good standard of education including literacy and numeracy qualifications |  |  | Application form |
| 4 GCSEs (grade C or above) or equivalent including English and Maths |  |  | Application form/certificates |
| A level / level 3 qualification or Degree / Higher Education.  Qualifications or training relevant to the role e.g. youth work. |  |  | Application form/certificates |
| **Knowledge, Skills and Abilities** | | | |
| Experience of working with children |  |  | Application form and at interview |
| Previous experience of working with children in a school setting |  |  | Application form and at interview |
| Experience of working in an education setting with children of secondary school age |  |  | Application form and at interview |
| Evidence of advisory/guiding/negotiating and persuasive skills necessary to communicate complex information both orally and in writing |  |  | Application form and at interview |
| Evidence of good teamwork skills and ability to work co-operatively with teachers, parents and other agencies. |  |  | Application form and at interview |
| Efficient and effective organisational skills |  |  | Application form and at interview |
| Ability to contribute to assessment, monitoring and review of student progress |  |  | Application form and at interview |
| Awareness of requirements in respect of Inclusion, Child Protection, Health and Safety, Equal Opportunities, Confidentiality and Data Protection |  |  | Application form and at interview |
| Ability to work positively and effectively with young people |  |  | Application form and at interview |
| A flexible approach to undertake a wide variety of duties within the school |  |  | Application form and at interview |
| Good working knowledge of Microsoft Office applications |  |  | Application form and at interview |
| Qualification in the use of Microsoft Office Software packages |  |  | Application form/certificates |
| Ability to work as part of a team and on own initiative |  |  | Application form and at interview |
| Working knowledge of CMIS school Management Information System or similar. |  |  | Application form and at interview |
| Excellent communication skills, both written and oral and a high standard of written and spoken English. |  |  | Application form and at interview |
| Ability to work under pressure and meet tight deadlines. |  |  | Application form and at interview |
| High level of interpersonal skills with the ability to maintain a positive profile with pupils, staff and parents |  |  | Application form and at interview |
| Excellent ICT skills |  |  | Application form and at interview |
| Efficient and effective organisational skills. |  |  | Application form and at interview |
| Willing to undertake training and development |  |  | Application form and at interview |
| A commitment to safeguard and promote the welfare of students. |  |  | Application form and at interview |
| **Personal and Professional Skills and Attributes:** | | | |
| A flexible approach to undertake a variety of duties within the school |  |  | Application form and at interview |
| Tactful, respectful and sensitive to the needs of others |  |  | Application form and at interview |
| Enthusiastic with a positive and optimistic outlook and a sense of humour |  |  | Application form and at interview |
| Committed to excellence |  |  | Application form and at interview |
| Hard working with high expectations of self |  |  | Application form and at interview |
| Ability to establish relationships |  |  | Application form and at interview |
| Ability to work effectively as a member of a team and display excellent interpersonal skills |  |  | Application form and at interview |
| High professional and personal standards |  |  | Application form and at interview |
| A commitment to working to strict deadlines |  |  | Application form and at interview |
| Willingness to play a part in the wider life of the Academy |  |  | Application form and at interview |
| **Other:** |  |  | |
| Must satisfy relevant employment checks |  |  | Documentary evidence |
| Application form should be fully completed, accurate and legible |  |  | Application form |
| This post is not subject to the provisions of the Rehabilitation of Offenders Act therefore a satisfactory Criminal Record check will be made. Proof of legal working in accordance with the Asylum and Immigration Act 1996 is also required |  |  | Documentary evidence |

Requirements from confidential references:

|  |  |
| --- | --- |
|  | **Essential** |
| Written reference(s) only |  |
| Confirmation of professional and personal knowledge, skills and abilities |  |
| Positive recommendation from current employer or other appropriate persons. |  |
| Good health and attendance record |  |

Campsmount Academy will require the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.