



Recruitment Pack

anthem

"I very much look forward to welcoming you to St. Mark's soon, so you can see for yourself just what makes us so impressive."

- Lisa Peterkin, Principal



About Us

St Mark's Church of England Academy offers a commitment to high achievement within a community of care underpinned by Christian values. The Academy encourages the development of the moral and spiritual well-being of students, alongside their academic success. The Academy works closely with, and is supported by, its sponsor, Anthem Schools Trust and its key partner the Southwark Diocesan Board of Education.

Our vision at St Mark's is to raise the achievement and life chances of our students and to serve our community by providing access to a range of activities, first class resources and opportunities. As a Church of England Academy, we encourage development of our students' moral and spiritual well-being as much as their academic success.

We are inclusive of all faiths, as well as none, and support unity between different religions, cultures and beliefs.

All our students are individuals and every student is valued for their uniqueness and the skills and aptitudes they bring to the Academy. A key strength of St Mark's is the very aptitudes they bring to the Academy. A key strength of St Mark's is the very high quality relationships that exist between members of a highly diverse school community- the Academy has a strong set of values shared by all.

The Academy is situated in extensive grounds in a pleasant green field location with first class resources for success.



St Mark's C of E Academy is a vibrant and diverse 11-18 academy situated in Mitcham in the London Borough of Merton.

The school was rated Good in its most recent Ofsted inspection (November 2017) with Outstanding personal development and welfare. The Academy really does have much to celebrate. We are the first secondary school in London to be awarded the prestigious International Values Quality Mark in recognition of the manner in which our values of love, hope and trust permeate all our work. 'The school's provision for the personal development and welfare of pupils is outstanding. It is highly enriching and supportive and focuses on 'values in action'. Pupils are confident, thoughtful and articulate.' (Ofsted 2017)

St. Mark's is part of Anthem Schools Trust – a multi-academy trust of 11 primary and five secondary academies and free schools. Anthem is supported by Education Development Trust, an international education company that transforms lives by improving education around the world.

Working For Us

If you're searching for your next post, why not contact us now? You'll be working at a great school and be part of a friendly, helpful team. We're always interested to hear from enthusiastic, committed candidates - send us your CV now via our email address, school@stmarksacademy.org.uk and tell us what sort of role you're looking for.



Staff Benefits

We recognise that to achieve our vision, it is our staff who will make the big difference. To attract the strongest talent, we offer a competitive rewards and benefits package.

Competitive Salaries

We offer competitive salaries for both teaching and support staff based on the type and level of role you do. We are committed to offering national terms and conditions in line with the School Teacher's Pay and Conditions document ("STPCD"), the Burgundy Book (for Teachers) or the NJC Green Book (for Support Staff).

Pension Scheme

All contracted members of staff will be automatically enrolled into a pension scheme with either the Teachers' Pension Scheme or the Local Government Pension Scheme (whichever is appropriate). You don't pay tax or national insurance on your contributions and the Academy adds a generous employer contribution. All staff are entitled to opt-out of the pension scheme should they wish to do so.

Holiday

We recognise the importance of a good work-life balance and provide generous holiday entitlements. This entitlement is in addition to any Bank or Public holidays. If you work part-time, your holiday entitlement will be pro-rated. Teaching staff receive the standard school holiday allowance.

Advice and Counselling Services

Our Employee Assistance Programme offers free wellbeing services and confidential advice available 24hrs, 7 days a week, 365 days a year.

Recognition

We're proud to have a range of schemes, which recognise the achievements of our staff and show our appreciation of their contributions. Our certificate of appreciation scheme provides a way for managers to reward and recognise colleagues who go that extra mile. We also like to take the opportunity to formally recognise and celebrate the loyalty of those who have worked for us for a significant period of time.

Flexible and Family Friendly Policies

We understand that our employment policies need to be flexible and responsive in order to promote diversity and equality, and to attract and retain the highest quality workforce. We offer flexible working opportunities; job share arrangements and part-time roles; generous family leave packages; and leave to support you with emergencies or for compassionate reasons.

Professional Development

A commitment to develop our staff to enhance their skills and knowledge. We offer comprehensive training opportunities for teaching and support staff in addition to CPD Certification through our E-Learning modules.

Wellbeing Initiatives

We invest in our staff and recognise the importance of wellbeing. Our comprehensive initiatives include annual flu jabs, annual health checks, airing and sharing staff forums, fruit Friday, cake Wednesday, staff Christmas lunch, commitment to reducing staff workload, trained staff in Mental Health First Aid



Other Staff Benefits


- CPD Certified Opportunities
 - Staff Discounts
 - Wellbeing Initiatives
 - Free Annual Flu Jab
 - Free Annual Health Check
 - Commitment to Staff Wellbeing
 - Commitment to Sustainability
 - Commitment to work-life balance
 - Trained Staff in Mental Health First Aid
 - Performance Management Related Pay
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Safeguarding

St Mark's C of E Academy 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 disclosure from the Disclosure and Barring Services (DBS Check).

Equal Opportunities

St Mark's C of E Academy is an Equal Opportunities employer and does not discriminate on grounds We are seeking an experienced and dynamic business assistant to work within our busy reception and school office providing an effective clerical reception service to our staff, pupils, parents and visitors and to be the first point of contact of gender, race, age, disability or marital status.





“ I love teaching at St Mark’s. The relationship between pupils and teachers are built on our values of love, hope and trust and these values permeate throughout the Academy.” - Staff Member

Details

Cover Supervisor

Location

St Marks Academy

Contract term

Permanent

Full time/term time

Term Time - 35 hours per week, 39 weeks per annum

Pay range

Scale 6 point 18-20 (Pro Rata £23,287 to £24,131)

Reporting to

Cover Manager

Closing date

23rd February 2020

Interview date

26th February 2020

Notes

Candidates are encouraged to apply at their earliest convenience. St Marks Academy reserves the right to close the advert early if a suitable candidate is found.

Message from Department

To start as soon as possible, we are seeking to recruit an enthusiastic, energetic person to join our existing team of Cover Supervisors.

The suitable candidate would be someone who is interested in supporting the needs of our young people, and who is confident to supervise students' learning in a classroom setting, by covering lessons and using resources set by the absent teacher. The role is 8am – 4pm during term time, and if not covering lessons the successful candidate will be helping with admin tasks such as writing detention letters. The role will also involve some administrative and other support tasks at times when cover is not required.

Good communication, ICT and behaviour management skills are essential along with an interest in the education of young people. Induction, training and support will be provided. Early applications are welcome and we reserve the right to appoint before the closing date if we find a suitable candidate

Department Organisation

Director of School Business

Cover Manager

2 x Cover Supervisors

How to Apply

Please fill out an application form and send it to our HR team on hr@stmarksacademy.org.uk. If you have any questions, please do email us or call the school on 020 8648 6627.

Job Description

Cover Supervisor

Location	St Marks Academy
Contract term	Permanent
Full time/term time	Term Time 35 hours per week 39 weeks per annum
Pay range	Scale 6 Point 18-20
Reporting to	Cover Manager

Overall Purpose

- To facilitate the educational partnership between home, the Academy, the wider school community and the Local Authority, by support, liaison and negotiation.

Key Duties

- To cover short term absence of teaching staff, taking sole charge of a group of pupils (all subjects)
- The primary focus will be to maintain good order and to keep pupils on task.
- Supervision of work that has been set in accordance with school policy.
- Manage the behaviour of pupils whilst they are undertaking work to ensure a constructive environment.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Respond to any questions from pupils about process and procedure.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Collect any completed work after the lesson and return it to the appropriate teacher.
- Report back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.

- Provide feedback to pupils in relation to progress and achievement.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
- Administer and assess routine tests and invigilate exams/tests.
- Provide general clerical/admin. Support e.g. administer coursework, produce worksheets for agreed activities etc.

Supervision of Students

- To ensure the safety and wellbeing of the pupils at your designated duty area.
- Undertake supervision duties as allocated, which may take place before, during and after school including break and lunchtime.
- Supervise pupils, either inside or outside of the school building, being especially vigilant as to the health, safety and security of the pupils within their care, and in accordance with the Behaviour Policy.
- Ensure good behaviour and safe conduct of pupils by maintaining good order and discipline, dealing as appropriate (including restraint) with all incidents of disorder that any disruption is minimised.

Other

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which support equal opportunities for all
- Comply with health and safety policies and procedures at all times and undertake risk assessments as appropriate.
- Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code & Staff Code of Conduct.



Notes

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this description.

- The Academy expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
- Staff in schools' work subject to statute and many policies and procedures. The post holder will be expected to become familiar with these and work in accordance with them.

Person Specification

Cover Supervisor

Qualifications and training

Good literacy and numeracy skills, ideally to NVQ Level 2

✓

First Aid Qualification or willingness to gain certificate

✓

Good general level of education, ideally to NVQ Level 3

✓

Abilities, Experience, Knowledge and Skills

Experience of working in a school or similar learning environment

✓

Experience of working with students in a formal setting without immediate supervision

✓

Knowledge of Child Protection and Health & Safety

✓

Ability to effectively manage student behaviour in accordance with Academy's behaviour management policy and procedure

✓

Excellent communication skills

✓

Confident user of Microsoft Office Packages (Outlook, Excel, Word, etc)

✓

An understanding of how to use assessment to inform planning for good teaching and learning

✓

Personal Qualities

Ability to empathise and be positive with children and young people.

✓

Good interpersonal skills

✓

Ability to work effectively as part of a team and to form positive professional relationships with colleagues

✓

Ability to work under pressure and to demonstrate initiative and resilience to adapt and respond to changing circumstances

✓

Essential Desirable

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Part of Anthem Schools Trust

St Mark's Academy Academy is proud to be part of Anthem (formerly CfBT Schools Trust), a multi-academy trust of 11 primary and five secondary schools in the East Midlands, London and the Thames Valley. Together we create ambitious and successful schools where every child thrives.

We are supported by Education Development Trust, an international education company that transforms lives by improving education around the world.

Anthem's multi-academy trust was founded eight years ago by Education Development Trust, an international company with charitable status that has been providing a range of education services all over the world for over 50 years.

All Anthem schools are unique, and each has something special to offer. This rich diversity is what inspired Anthem to change their name in the summer of 2019. They are no longer simply a 'Centre for British Teachers' (CfBT), but a place where everyone, wherever they are from, has an opportunity to learn and grow, and to be valued for what they bring to their community of schools.

Academy Information

Principal	Lisa Peterkin
Address	St Marks CofE Academy Acacia Road Mitcham CR4 1SF
Telephone	020 8648 6627
Email	school@stmarksacademy.org.uk
Website	www.stmarksacademy.com
Twitter	@stmarks_academy
Office Opening Times	7.00am – 5.00pm
Phone Number	020 8648 6627

Trust Information

	Anthem Trust
CEO	Andy Yarrow
Address	Highbridge House 16-18 Duke Street Reading RG1 4RU
Website	www.anthemtrust.uk

