

Casual Cover Supervisor

Candidate Information Pack



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A Message from the Principal

Dear Applicant,

Thank you for requesting details of the advertised post at Brompton Academy. I hope you will be as excited as I am by the challenges and potential of this post.

Brompton Academy is an 11-18 years academy with specialisms in arts and science, sponsored by the University of Kent. The Academy is situated in brand new state of the art accommodation, complete with Apple learning technologies where students benefit from one to one ownership of iPads.



The sponsors and myself are looking for a dynamic, visionary, talented career professional who has the energy, drive, creativity and a passion for making a difference, working within disadvantaged communities. Brompton Academy, through its curriculum and cutting edge technologies, is radically transforming pedagogical practice, building learning power and breaking down the barriers that impede the progress of so many young people and their families.

This is a great and exciting opportunity for you to be part of building the future, and of establishing educational excellence that will be nationally and internationally recognised. Our previous two Ofsted inspections, the last one in October 2012, graded us as 'good' but we are ambitious and are striving to achieve 'outstanding'.

If you want to make a difference, have an outstanding career opportunity and be part of a successful and dynamic team, then this is the place to be.

I look forward with anticipation to receiving your application.

Yours sincerely,

A handwritten signature in blue ink that reads 'Judy Rider'. The signature is written in a cursive style.

Judy Rider
Principal

What is an Academy?

An Academy is a publicly funded state school, with an independent governing body accountable to the government, which provides free education for students of all abilities in its local and wider communities. Whilst Academies are independent of the Local Authority, they are nonetheless part of the wider family of schools and other educational institutions in their area.

About the Sponsor



The Lead-sponsor for the Academy is the University of Kent and they drive the strategic direction of the Academy. The relationship with the sponsor is very strong and they have established wide-ability excellent and outstanding provision at Brompton Academy.

The lead sponsor is committed to the provision of high-quality learning. Academy students benefit from the knowledge, experience and resources that the University of Kent has to offer. The Academy's specialisms of Science and the Arts are effectively supported by the internationally recognised expertise that the University has established. The University is pivotal in ensuring the new Academy is at the cutting edge of pedagogy and that Academy learners will be able to respond successfully to the complex and uncertain world of the 21st century.

Science & Arts Specialisms

Our specialisms are Science and Arts. These specialisms complement each other; students have the benefit of a balanced curriculum that helps to ensure that they achieve in the core subjects of English, Mathematics and Science. This is fundamental to their ability to gain employment, training and entry into further and higher education.



ICT Vision

Brompton Academy and its sponsors view ICT as essential and integral to the educational vision of the Academy, helping to support the educational needs and aspirations of all parties to enhance the teaching, learning and management support services as well as



engaging parents and carers. It has created an ICT infrastructure allowing learning to be accessed whenever and wherever needed.

The Academy Curriculum

Locally there is under-achievement in level 1 and 3 qualifications and considerable underachievement in numeracy. The Academy has significantly changed its curriculum offer in recent years to develop a more academic programme in line with the English Baccalaureate. It also offers a wide range of vocational courses and since 2012 has built a large 6th Form of 200 students offering a range of AS and A2 courses and BTECs.

The Basis of the Curriculum

The curriculum design has been based on the following principles:

- a compulsory core comprising of the English Baccalaureate subjects and thereafter a guided degree of choice for students from age 11 to 19 over their learning pathway to improve motivation and engagement
- enjoyable learning for all students and teachers
- promotion of higher order learning and thinking skills
- mini schools within the Academy to nurture students' self esteem and aid a learners' sense of belonging to a family
- a wide choice of qualifications, learning routes and levels for students with flexible delivery
- student wellbeing and preparedness to live in a 21st century world
- development of resilience to cope with situations and events outside students' comfort zones
- varied progression routes, all underpinned by a changed pedagogy

Curriculum Offer

The focus of each phase of learning is as follows:

- Phase 1:** two year phase for younger learners (Yrs 7 & 8)
- Phase 2:** a three year phase for 13- 16 year olds
- Phase 3:** a two or three year phase for 17-19 year olds.

The Academy expects, in line with the RPA agenda, that all students will remain in full-time education or training until at least 19 and will take full advantage of the many qualification routes and other curricular opportunities for personal development open to them to build an extensive personal portfolio.

The use of ICT underpins almost every aspect of teaching and learning across the school and all students have a Mini iPad to support their learning as well as access to suites of iMac computers. Teachers also teach using iPads and have MacBook Pro's for design of curriculum materials.

Throughout all phases the Academy, supported by the University of Kent, will offer a range of curriculum programmes linked to specific school learning areas; providing students with some additional excellent and enjoyable experiences. The University will also work with specialist staff to support them in developing high quality, cutting edge resources.



The Context

The Academy, sponsored by the University of Kent, is located in a new, state of the art building with excellent ICT facilities.

The Academy has a phased approach from six to eight forms of entry plus 200 post-16 places.

Floor Target Information (un-validated 2016)

- 45% A*-C in English and Maths (combined)
- Progress 8 score of +0.55 (1/2 grade better per qualification than other students starting at the same level)
- Attainment 8 – D+
- EBACC 7% (minority of students take EBACC)
- Student progress in English and Maths exceeds national median
- Level 3 (sixth form performance) A2/AS Alps progress indicator 2 (top 25% of schools nationally)
- BTEC progress indicator 2 (top 25% of schools nationally)

Other Contextual Data

- Ofsted: February 2017 – Brompton Academy rated '**Good**'.
- 27.4% of students are eligible for free school meals, the Medway average is 9.1% and the national average 13.1%.
- The Academy is heavily oversubscribed with an admission limit of 240.

Admissions

The Academy operates fair banding to its admissions criteria in order to secure an all-ability, comprehensive intake for the future.

Job Description

Casual Cover Supervisor

Accountable to: Cover Manager

Core Purpose:

To supervise whole classes across the curriculum and undertake duties as required covering short and long term absences within the Academy generally. Cover supervisors will give instructions for the lesson, support student learning and maintain good behaviour and discipline.

Key Responsibilities:

Teaching & Learning

1. To supervise students while they are engaged in learning activities and deal with immediate problems and emergencies.
2. To liaise with the teachers, subject leaders and senior leaders and other appropriate staff with regards to activities and duties to be carried out.
3. To coach and mentor students to build their self esteem.
4. To register all cover classes sending information via MIS system or by hand to the Attendance team.
5. To be aware of particular students specific needs.
6. To build, and maintain successful relationships with students, communicating effectively, sensitively and empathetically in order to motivate them and support their learning.
7. Use behaviour management strategies, in line with the academy's policy, ethos and procedures, which ensure a purposeful calm learning environment and promote positive behaviour and improve independent working.
8. Provide objective and accurate feedback to the teacher on the conduct of the lesson and the behaviour of students.
9. Organise the collection of student work activities to be completed during cover period from Departments/Cover Manager and the subsequent collation of completed work back to the Department.
10. To develop and maintain a bank of materials to support cover work, where no work is available.
11. To ensure classrooms are left tidy and all resources in them are effectively managed and accounted for.
12. Deliver local and national learning strategies where appropriate e.g. literacy and numeracy.

13. Support, use and promote the use of ICT and new technologies effectively to support learning activities and develop student's competence and independence.

Administrative Duties

1. To input data on to the academy's management information systems as required.
2. To prepare learning materials where required.
3. Collect and collate work for externally and internally excluded students as required.
4. Provide clerical/admin support if required.

Professional Issues

1. To undertake ongoing training and development and participate in whole school annual performance management.
2. Establish productive working relationships with students and staff, acting as a role model and setting high expectations.
3. To improve own practice through observation, evaluation and discussion with colleagues.
4. To adhere to professional and staff codes of conduct at all times.
5. As an employee to comply with the duty, under the Health & Safety at Work Act of 1974 and other relevant legislation, to take reasonable care when carrying out work duties and other activities, to avoid injury to oneself or to others, and to co-operate with the employer and others in meeting statutory requirements.
6. To ensure complete commitment and compliance with safeguarding policies and procedures and promote the welfare of children and young people.
7. To be aware of and comply with all Academy policies and procedures and staff codes of conduct.
8. To carry out any other duty as may reasonably be requested by the Principal or line manager.

Other

1. Participate in general student supervisory duties where requested.
2. During examination periods work with the wider staff support team in helping students requiring additional help e.g. as an amanuensis.
3. To invigilate exams/tests where required.
4. Where appropriate, to attend events and meetings outside normal working hours.

5. Recognise and respond effectively to equal opportunities issues as they arise, including challenging stereotyped views, bullying or harassment.
6. Organise and manage safely the learning activities, the learning environment and resources for which they are given responsibility.
7. Accompany groups of students on Academy trips ensuring their health and safety.
8. Respecting confidential issues linked to students and staff work and home and keeping confidences as appropriate but within safeguarding policy parameters.
9. To reward students for good work and progress.
10. To work flexible hours as may be required.

Person Specification

Casual Cover Supervisor

Attribute	Essential	Desirable
Qualifications / Training:	<ol style="list-style-type: none"> 1. Good general education including 5+ A*-C grades at GCSE or equivalent preferably including A*-C grades in English language and Maths or HLTA status. 2. High-level ICT competencies 3. Notation skills 	<ol style="list-style-type: none"> 1. Level 3 (A Level) qualifications or access course to degree or degree 2. Evidence and a track record ongoing training and development, particularly in SEN. 3. ICT qualifications 4. Amanuensis trained 5. Basic First Aid training certificate
Experience:	<ol style="list-style-type: none"> 1. Prior experience of working in a cover capacity in a school/academy with aged 11-18 students. 2. Evidence of successful management of student behaviour 3. Ability to demonstrate sufficient knowledge and understanding in literacy or numeracy to progress students learning. 4. Working as part of a team. 5. Familiarity with Academy curriculum and main teaching strategies. 	<ol style="list-style-type: none"> 1. Understand statutory SEN frameworks including Code of Practice 2. Know how to advance students progress through ICT 3. Understanding of Child Development and learning processes
Knowledge, Skills and Abilities	<ol style="list-style-type: none"> 1. Understanding of principles of child development and learning process. 2. Flexible, patient, positive person 3. Understand key factors that can affect the way students learn 4. Ability to relate well to young people and adults 5. Able to build positive and maintain good relationships with all colleagues and stakeholders. 6. Knowledge of behaviour management policies and ability to apply a range of strategies to 	

	<p>deal with classroom behaviour as a whole, and also individual behavioural needs ;so as to contribute to establishing a purposeful learning environment.</p> <ol style="list-style-type: none"> 7. Ability to gain respect of students through manner of confidence and authority. 8. Good communication and interpersonal skills including good verbal, written and presentational skill. 9. Ability to take the initiative,work independently and as part of a team 10. High expectations of oneself and others 11. Ability to think, work creatively, calmly and flexibly whilst working with close attention to detail and under pressure. 12. Personal integrity, commitment to fairness and equity. 13. Ability to empathise ,be considerate and give sensitive constructive feedback 14. Excellent interpersonal skills and ability to communicate well 15. Ability to demonstrate and promote positive values, attitudes and behaviour 16. Demonstrable experience of excellent organisational skills 17. Ability to critically evaluate own performance amd make necessary changes to be more effective. 	
General:	<ol style="list-style-type: none"> 1. Willing to work negotiated flexible hours as appropriate 2. Commitment to the development of the academy and the specialisms 	

How to apply

We intend to review applications as they are received and call those shortlisted for immediate interview. An early application is advised, as once we have appointed, we will close the recruitment process.

Person Specification

The person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application.

Job Description

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Applying

To apply, please complete one of the following:

- Click on the link to apply on-line - <https://ats-bromptonacademy.jobsgopublic.com/vacancies/list>
- Download an application form from our website
- Submit your CV via email to recruitment@bromptonacademy.org.uk (clearly stating the role you are applying for). Note, applicants invited to interview will be required to complete an application form in addition to their CV.

Prepare a formal letter of longer than 2 sides of A4 application (or complete the supporting statement section of the application form) addressing how your experiences and achievements **specifically** match the job descriptions and person specification in this pack. Please read all the information regarding the Academy and ensure your supporting statement/letter of application makes reference to the Academy and is not a generic letter.

Brompton Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Academy Location

Brompton Academy is located on the outskirts of Gillingham in the Medway area of Kent. The Academy has excellent transport links from the M2/A2 and Gillingham railway station is just a 10-15 minute walk away. We are located in Marlborough Road, Gillingham, ME7 5HT. Follow this [link](#) for a map.

Additional Information

Information on the UoK, the Sponsor: www.kent.ac.uk